



Roster Handbook Editor

Purpose

The AYSO volunteer position of roster handbook editor is intended to be responsible for the publication of the roster handbook for the region.

Specific Duties and Responsibilities

The roster handbook editor is expected to:

1. Gather information for the handbook. This includes introductory materials, team rosters, board member names, schedules, etc.;
2. Format each page as it is to appear in the handbook (or mock up copy of past books);
3. Have the mockup reviewed by the regional commissioner;
4. Check and recheck the spelling of names;
5. Have the book collated and printed; and
6. Distribute the book to the division coordinators.

Qualifications and Desired Skills

To be considered for the position of roster handbook editor, the applicant should:

1. Have typing or data entry skills;
2. Be organized;
3. Have access to a computer; and
4. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the roster handbook editor, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the communications coordinator, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

The anticipated time commitment for a roster handbook editor is a full year. The estimated hours to fulfill duties by month shall be filled in by the communication coordinator:

Jan:	hrs.	Feb:	hrs.	Mar:	hrs.	Apr:	hrs.	May:	hrs.	Jun:	hrs.
Jul:	hrs.	Aug:	hrs.	Sep:	hrs.	Oct:	hrs.	Nov:	hrs.	Dec:	hrs.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of roster handbook editor, AYSO will offer the following educational opportunities which the volunteer is expected to take advantage of and participate in, as appropriate.

1. Orientation by the communication coordinator;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

Activity Locations

While performing the duties of roster handbook editor, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. The annual Section Conferences;
3. Assigned field and classroom locations; and
4. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.