



Roster Handbook Worker

Purpose

The AYSO volunteer position of roster handbook worker is intended to work with the roster handbook editor who is responsible for the publication of the roster handbook.

Specific Duties and Responsibilities

The roster handbook worker is expected to:

1. Make telephone calls to gather and verify information for the handbook. This includes team rosters, board member names, schedules, etc.;
2. Help format each page as it is to appear in the handbook;
3. Take the mockup copy to be reviewed and approved 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 worker, 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 worker, 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 roster handbook editor, 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 worker is a full year. The estimated hours to fulfill duties by month shall be filled in by the roster handbook editor:

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 worker, 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 roster handbook editor;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

Activity Locations

While performing the duties of roster handbook worker, 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.