

Regional Board Member Training

Reasons to volunteer:

- Have fun
- To learn a skill
- To be part of a “team”
- To help kids grow and learn in a safe environment
- To promote the game of soccer

Regional Board Member Training Course ***Plus*** BASIC provides training and certification for other regional staff volunteers

Volunteer Needs To:

- Fill out volunteer application form
- Attend a BASIC Course
- Read regional guidelines
- Know what your job description is
- Get properly appointed by your RC and regional board

All Job Descriptions have:

- Purpose
- Specific duties and responsibilities
- Qualifications and desired skills
- “Supervision Protocols”
- Time commitment
- Orientation, training and certification provided
- “Activity Locations”

Position Descriptions are available on the AYSO Web site (www.soccer.org)

Budget Items

Item	Cost	Purchase date	Vendor	Person responsible
Printing of fliers				
Advertising				
Building Permit Fee				
Postage				
Supplies				
Refreshments				
Volunteer Recognition				



Components of an AYSO Job Description

Purpose: Explains exactly what your goal is in this position

Specific duties and responsibilities – Explains what you are expected to do

Qualifications and desired skills – What qualifications and skills you should have in order to get the job done

Supervision Protocols – Explains that the volunteer is subject to all the bylaws, rules, regulations, policies, procedures and guidelines; is under the direct supervision of the RC; and must maintain the adult child ratio of 1:8

Time Commitment – Approximately how much time is needed to do your job successfully.

Orientation, training and certification provided – Explains which training and certification courses are required in order to do your job

Activity locations – Explains where you are permitted to perform your job

Sample of a Budget – Team Parent Coordinator

BUDGET ITEM	LAST SEASON ACTUAL COST	CURRENT BUDGET	ACTUAL COST TO DATE	REMAINING BALANCE
Postage	\$69.34	\$80	\$25.90	\$54.10
Office Supplies	\$113.24	\$115	\$60.48	\$54.52
Printing	\$212.55	\$200	\$119	\$81.00
Refreshments	\$85.19	\$85	36.78	\$48.22
Volunteer Recognition	\$84.11	\$100	\$72.87	\$27.13
Facility Rent for Meetings	\$50	\$50	\$50	\$0.00
TOTALS	\$614.43	\$630.00	\$365.03	\$264.97

Volunteer Coordinator Budget Items

Item	Cost	Purchase date	Vendor	Person responsible	
Printing of fliers					
Advertising					
Building Permit Fee					
Postage					
Supplies					
Refreshments					
Volunteer Recognition					