



# AMERICAN YOUTH SOCCER ORGANIZATION

3481 W 5<sup>th</sup> Street, #106 Oxnard, CA 93030

[www.ayso304.org](http://www.ayso304.org)

## FIELD TABLE DUTY VOLUNTEER PROCEDURES

### 1 PARENT IS RESPONSIBLE FOR THE FIELD DUTY TABLE

- VOLUNTEERS MUST SIGN THE FIELD DUTY LOG (PLEASE FIND THE APPROPRIATE TEAM NAME AND JOB DESCRIPTION THEY ARE SCHEDULED TO WORK);
- INSTRUCT THE VOLUNTEERS OF WHAT THE DUTY ENTAILS AND GIVE THEM THE SUPPLIES NEEDED TO PERFORM THE JOB. ALSO, PLEASE ASSIST IN ALL OTHER MATTERS PERTAINING TO THE FIELD TABLE.
- INSTRUCT ALL VOLUNTEERS TO SIGN OUT AT THE END OF THEIR SHIFT. (PLEASE HIGHLIGHT SIGNATURE AS THEY SIGN OUT)

### 1 PARENT IS RESPONSIBLE FOR THE MAIL BOX TABLE

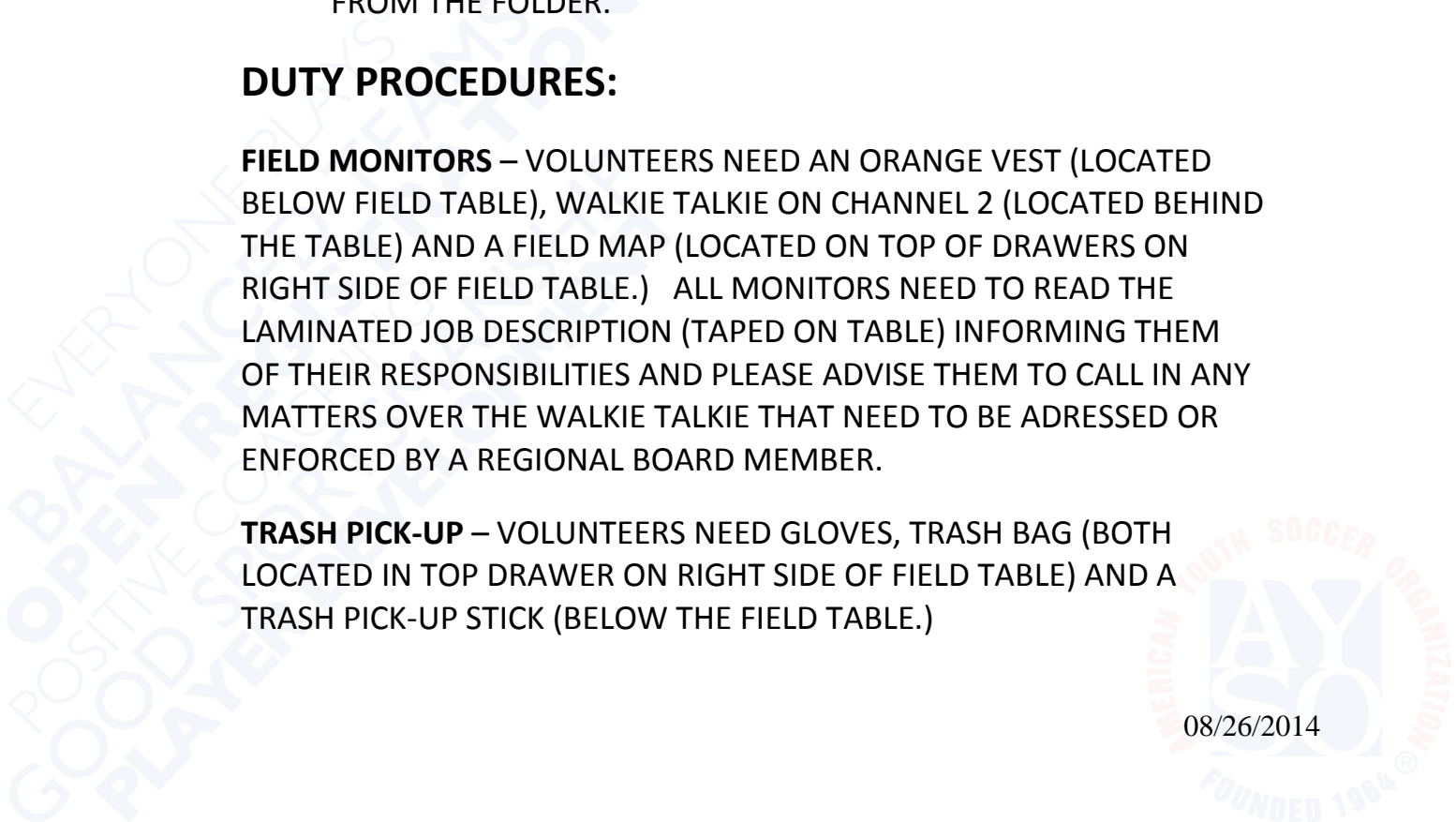
- ASSURING THAT THE TEAM MAIL IS PICKED-UP BY ALL COACHES, AS THEY CHECK IN AT THE COACHES TABLE. **THE COACH MUST SIGN THE MAIL-LOG.** PLEASE MAKE SURE ALL MAIL IS REMOVED FROM THE FOLDER.

## DUTY PROCEDURES:

**FIELD MONITORS** – VOLUNTEERS NEED AN ORANGE VEST (LOCATED BELOW FIELD TABLE), WALKIE TALKIE ON CHANNEL 2 (LOCATED BEHIND THE TABLE) AND A FIELD MAP (LOCATED ON TOP OF DRAWERS ON RIGHT SIDE OF FIELD TABLE.) ALL MONITORS NEED TO READ THE LAMINATED JOB DESCRIPTION (TAPED ON TABLE) INFORMING THEM OF THEIR RESPONSIBILITIES AND PLEASE ADVISE THEM TO CALL IN ANY MATTERS OVER THE WALKIE TALKIE THAT NEED TO BE ADRESSED OR ENFORCED BY A REGIONAL BOARD MEMBER.

**TRASH PICK-UP** – VOLUNTEERS NEED GLOVES, TRASH BAG (BOTH LOCATED IN TOP DRAWER ON RIGHT SIDE OF FIELD TABLE) AND A TRASH PICK-UP STICK (BELOW THE FIELD TABLE.)

08/26/2014





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## **FIELD TEAR DOWN – 4:00 TO 6:00 PM, VOLUNTEERS NEED TO BE DIRECTED AS FOLLOWS:**

- ASSIGN 1 OR 2 PERSONS (AS NEEDED) TO PICK-UP ADDITIONAL TRASH ON FIELDS, THEN THEY CAN REPORT BACK FOR ADDITIONAL INSTRUCTIONS.
- INSTRUCT VOLUNTEERS TO BEGIN REMOVING THE LARGE TRASH BAGS FROM THE LARGE TRASH CANS TIE AND LEAVE BAG ON GROUND TO A SO A BOARD MEMBER CAN BEGIN TO PICK-UP TRASH BAGS
- ONCE EMPTY PLACE TRASH CANS UPSIDE DOWN SO OTHERS DON'T PLACE TRASH IN CAN.
- LEAVE ONLY 1 TRASH CAN ALONG SIDE LINE IF ANY TEAMS ARE STILL PLAYING.
- VOLUNTEERS NEED TO PILE 2-3 TRASH CANS AND WALK THEM BACK TO THE STORAGE CONTAINERS BEHIND HOME PLATE (FAR CORNER OF FIELD)
- PICK-UP ALL U6 & U8 GOAL NETS & FLAGS & RETURN TO THE RED STORAGE CONTAINER (FAR CORNER OF FIELD)
- TEAR DOWN GOAL NETS AS NEEDED, LEAVE FOR BOARD MEMBER TO PICK-UP WITH TRAILOR
- PICK – UP KID ZONE SIGNS & SIGNS BY PARKING LOT ENTRY.
- THEN HAVE 1-2 VOLUNTEERS HELP TEAR DOWN FIELD & REFEREE TENT AREAS. LAST LOAD ALL FIELD TABLE AND REFEREE TABLE ITEMS ONTO THE TRAILOR.
- PLACE ROSTER BINDERS INSIDE BLACK BOX DRAWER
- INSERT MAILBOX SIGN-IN BINDERS INSIDE THE MAILBOXES.
- VOLUNTEERS MAY NOT LEAVE UNTIL THEY ARE INSTRUCTED TO DO SO AND THEY SIGN OUT.

EVERYONE PLAYS  
BALANCED  
OPEN REGISTERED  
POSITIVE COACHING  
GOOD SPORTSMANSHIP  
PLAYER DEVELOPMENT



08/26/2014