



**AYSO safe haven**



Here for our kids and our community.

## **Lompoc AYSO Region 77 – Queen Candidate Job Description**

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### **Purpose**

Sponsorship of a Lompoc Flower Festival Queen Candidate is just one of the ways that AYSO gives back to the Lompoc community, while at the same time supporting local youth in their endeavor to represent our community in a positive and constructive manner.

Each year, from December 1<sup>st</sup> – January 1st, AYSO will accept resumes along with the attached Flower Festival Queen Candidate application form from current or former registered AYSO players/volunteers who are interested in running for the position of AYSO Flower Festival Queen Candidate.

All applicants must have been a registered player or volunteer in the AYSO Region 77 soccer league, as verified through eAYSO (within the last 10 years) or have volunteered time to referee, coach, or work at AYSO fundraiser(s). Length of time playing for the league and number of volunteer hours will be considered a high priority in which a Queen Candidate will be chosen to represent AYSO. In addition, the prospective candidate must be a good citizen and student.

### **Specific Duties and Responsibilities of the AYSO Queen Candidate**

The AYSO Queen Candidate is expected to:

1. Be responsible for selling 2000 tickets
2. Be responsible for meeting with the AYSO Queen Coordinator to set up fundraiser dates

A list of possible fundraisers follows.

Queen Ticket Sales

Queen Button Sales

Queen BBQ

Queen Car Washes

Queen Bake Sales – held at Wal-Mart/Albertson's/and at all Registrations

Chamber of Commerce – Cinco de Mayo celebration at Ryon Park

3. Be responsible for attending all Flower Festival Queen Candidate Meetings. Missing a meeting could be cause for disqualification from the Flower Festival Queen Candidacy.
4. Be responsible for obtaining all donations needed for the AYSO Flower Festival Queen Candidate fundraisers. Request letters must be sent out to businesses in a timely manner prior to events. The AYSO Queen Coordinator can provide standard letter templates for this purpose.
5. Submit all funds raised through AYSO to the Queen Candidate Committee Treasurer which will go through the AYSO accounts for auditing purposes.
6. Turn in all family ticket sales directly to the Flower Festival Association and provide a copy of the receipt to AYSO Queen Candidate Committee Treasurer for record keeping purposes.
7. Have some out-of-pocket expenses. (Examples include baked goods, car wash supplies, food items needed for the booth, etc). Suggestions are to get family members (grandparents, uncles, aunts, cousins, friends and teammates) to help donate.
8. Keep a copy of all Income/Expense reports that will be given to the Queen Candidate and the Queen Candidate Committee.
9. Attend AYSO Board meetings, registration days, and volunteer at other AYSO Events [e.g. concession stand, Flower Festival & Spring Arts Booth, opening day ceremonies] for one year.
10. Assist other Queen Candidates with fundraising for their organizations.

### **Qualifications and Desired Skills**

To be considered for the position of AYSO Queen Candidate, the applicant:

1. Must have completely filled out an application with the Lompoc Festival Association and must have been approved by the Festival Association to run. The Festival Association will notify AYSO of applicants meeting our qualifications, and AYSO will process candidates as stated on this form. The AYSO Queen Committee shall vote and choose a Queen to represent AYSO by January 4<sup>th</sup>.
2. Must be willing to commit to one year volunteer service to AYSO.
3. Must have played for AYSO Region 77 and/or have helped at AYSO Events in some capacity (i.e., refereeing, junior refereeing, and coaching, assistant coaching).
4. Must be honest and organized.

Dedication to AYSO through all the above shall weigh heavily on the candidate who will be chosen to represent AYSO.

## **Supervision Protocols**

The AYSO Queen Candidate shall be:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the Lompoc AYSO Events Coordinator, Regional Commissioner, Asst Region Commissioners, and Treasurer.
3. Aware that they are representing AYSO and must carry themselves in a respectful manner at all public events. The candidate must understand that she is serving as a role model for the youth in our community and she is also a direct representative of AYSO.

## **Time Commitment**

The anticipated time commitment for an AYSO Queen Candidate is a full year. The estimated hours to fulfill duties depend on what events are scheduled.

## **Orientation, Training, Provided**

To prepare as a Queen Candidate for the position of AYSO Flower Festival Queen, the applicant must attend all Flower Festival Queen Candidate meetings

## **Activity Locations**

While performing the duties of AYSO Queen Candidate, the volunteer is limited to the following locations, unless expressly authorized in writing by the Events Coordinator, Regional Commissioner, and Assistant Regional Commissioner, to hold activities in another location.

1. Regional board meetings; (1<sup>st</sup> Monday of the month unless otherwise specified)
2. Registration day(s);
3. Assigned Fundraising Locations
4. Flower Festival Association Events/meetings
5. Other optional AYSO related functions (tournaments, Opening Day ceremonies, etc.)

## **Committee to choose Queen Candidate**

The AYSO Events Coordinator, Regional Commissioner, and Assistant Regional Commissioners shall form a committee to run the AYSO Queen Candidate Sponsorship. This committee shall be made up of at least the Regional Commissioner, Assistant Regional Commissioners, the Events Coordinator, and the Treasurer. All other board members are welcome to volunteer to be part of the committee. The Committee shall hold separate meetings to choose a Queen Candidate and to

make decisions for all the events regarding the AYSO Queen Candidate. AYSO board members are not required to attend Queen Events or fundraisers but support will be appreciated.

Once a Queen Candidate Committee has been formed and a Queen Candidate is chosen to represent our organization, all committee members will be expected to help as much as possible at sponsored Queen Events. This would include Queens Debut/Queens Coronations etc. AYSO Queen Candidate Committee members shall be posted on the Lompoc AYSO Website as contacts.

All money raised after the \$2000 requirement will go towards the AYSO General fund account and will be used in accordance with the budget. All money raised will also be given to AYSO from the Flower Festival Association in accordance with their guidelines in a percentage ratio.

### **Specific Duties and Responsibilities of the AYSO Queen Candidate Committee**

The AYSO Queen Candidate Committee shall:

1. Be comprised of (but not limited to) the following positions:
    - Queen Mom Coordinator
    - Queen Committee Secretary / Queen Mom Coordinator Assistant
    - Queen Committee Fundraiser Director(s)
    - Queen Committee Fundraiser Helper(s)
    - Queen Committee Publicity Director
    - Queen Committee Treasurer
  2. Assist the Queen in organizing and participate in the fundraising activities.
  3. Reimburse the Queen for expenses if the proper receipts are given and enough money is raised to warrant a refund.
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**Deadline to submit application is January 1st**

- 1) Full name \_\_\_\_\_
- 2) Address \_\_\_\_\_
- 3) Home phone \_\_\_\_\_ cell phone \_\_\_\_\_  
Parent's phone \_\_\_\_\_ Cell phone \_\_\_\_\_
- 4) Parents names \_\_\_\_\_
- 5) Number of years played with AYSO \_\_\_\_\_
- 6) What capacity have you donated time with AYSO and number years of donating time:  
Player Yes or No - # of years played \_\_\_\_\_  
JR Coach Yes or No - # of years assistant coaching \_\_\_\_\_  
JR Referee Yes or No - # of years Jr Refereeing \_\_\_\_\_  
Worked Fundraiser booth Yes or No - # of years worked \_\_\_\_\_

Other time donated

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Please attach a recommendation letter from an AYSO volunteer that will certify the above statements in Requirement #6.

**7) Please attach a resume with this form and submit by the deadline.**

We understand the above terms and agree to abide by the guidelines written above. We agree to hold AYSO harmless from any liability to the organization, its members or the AYSO board due to unforeseen circumstances might occur due to our daughter's participation in the AYSO Flower Festival Queen Candidacy.

Queen Candidate Full Name: \_\_\_\_\_

Queen Candidate's Parents Signature: \_\_\_\_\_

Date: \_\_\_\_\_