



Assistant Registrar

Purpose

The AYSO volunteer position of assistant registrar is intended to help the regional registrar with preparation for registration day, posters, job descriptions, etc. He or she may become the registrar in future seasons.

Specific Duties and Responsibilities

The assistant registrar is expected to:

1. Organize and call registration day workers and assign duties to them;
2. Interact with the late registration coordinator and database coordinator to see that all the registrants are processed; and
3. Assist the child and volunteer protection advocate in the implementation of AYSO Safe Haven Program.

Qualifications and Desired Skills

To be considered for the position of assistant registrar, the applicant should:

1. Be organized;
2. Be detail oriented; and
3. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the assistant registrar, 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 regional registrar, and supervised indirectly by the regional commissioner; and

- 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 an assistant registrar is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional registrar:

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 assistant registrar, AYSO will offer the following educational opportunities which the volunteer is expected to take advantage of and participate in, as appropriate.

- Orientation by the regional registrar;
- Board and Staff Introductory Certification (BASIC);
- AYSO Safe Haven Program; and
- Appropriate Management workshops.

Activity Locations

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

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