



Section VIP Administrator

Purpose

The AYSO volunteer position of VIP (Very Important Player) program administrator in a Section is intended to organize and coordinate the Area Directors and their VIP Area Administrators to assist with their VIP Program.

Specific Duties and Responsibilities

The VIP Section program administrator is expected to:

1. Act as an advocate for the VIP program;
2. Assist with the growth of the VIP program within the Section;
3. Assist the Area VIP Administrator with arranging the training for the Region's VIP volunteers – coaches, referees, buddies and others;
4. Schedule and conduct meetings with Area VIP Administrators as necessary;
5. Provide a current list of VIP Area & Region Coordinators along with Regional VIP information;
6. Promote additional playing opportunities for VIP players, such as tournaments, FunFests, festivals, etc;
7. Work with the National VIP Coordinator at the National Office.

Qualifications and Desired Skills

To be considered for the position of VIP program Section administrator, the applicant must:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;
3. Be annually approved and duly appointed as Section VIP Administrator by the Section;
4. Know the AYSO structure;
5. Have commitment to the AYSO philosophies;
6. Have administrative abilities, including being organized; and
7. Have a working knowledge of children and adults with physical and mental disabilities.

Supervision Protocols

While performing as the VIP Section program administrator, 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 Section Director; and

3. To maintain the required VIP adult to child supervision ratio of 1:1 or less; that is one adult for every VIP player present at all times. For the protection of both the players and the volunteers, 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

Time commitment will vary depending on Section size and length of playing season(s).

Orientation, Training, Certification, and Continued Education Provided

To fully prepare for the position, the Section VIP Administrator is expected to participate in the following training, certification and continuing educational opportunities:

1. VIP Volunteer Training;
2. Introduction to Instruction,
3. Advanced Management Instructor or VIP Instructor, and
4. AYSO Safe Haven Certification.

Activity Locations

While performing the duties of Section VIP Administrator, the volunteer is limited to the following locations, unless expressly authorized in writing by the Section Director to hold or participate in activities in another location.

1. Regularly scheduled and duly approved inside or outside AYSO activities; and
2. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.