



Late Registration Worker

Purpose

The AYSO volunteer position of Late Registration Worker is intended to conduct late registrations either alone or with another Late Registration Worker depending on the schedule and expected number of registrants.

Specific Duties and Responsibilities

The Late Registration Worker is expected to:

1. Meet with the Late Registration Coordinator and the other Late Registration Workers right after the second registration day for training and to work out a schedule and assignments;
2. Register players; and
3. Sort forms and checks for distribution, and mail them to the appropriate person within one week.

Qualifications and Desired Skills

To be considered for the position of Late Registration Worker, 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 a Late Registration Worker by the Region;
4. Be reliable;
5. Be organized and detailed oriented; and
6. Be comfortable working with a computer.

Supervision Protocols

While performing as the Late Registration Worker, 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 Late Registration Coordinator; and
3. 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

Time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the Late Registration Worker will devote about 8-10 hours per week during the season.

Orientation, Training, Certification, and Continued Education Provided

To fully prepare for the position, the Late Registration Worker is expected to participate in the following training, certification and continuing educational opportunities:

1. Orientation by the Regional Commissioner – 1 ½ hours.
2. Orientation by the Late Registration Coordinator.
3. AYSO's Safe Haven – 2 hours.

Activity Locations

While performing the duties of Late Registration Worker, the volunteer is limited to the following locations, unless expressly authorized in writing by the Regional Commissioner 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.