



Regional VIP Administrator



Purpose

The AYSO volunteer position of VIP (Very Important Player) Program Administrator in a Region is intended to serve as a liaison among the Regional Commissioner, the VIP volunteers and the parents or guardians of players eligible to play in the VIP Program for players with physical and/or mental disabilities.

Specific Duties and Responsibilities

The Regional VIP Program Administrator is expected to:

1. Act as an advocate for the VIP Program;
2. Work with the Registrar to publish and distribute information to prospective players;
3. Select and arrange training for the VIP volunteers – coaches, referees, buddies and others;
4. Work with uniform and equipment managers to order uniforms and equipment;
5. Distribute uniforms and necessary materials to VIP coaches;
6. Oversee team formation;
7. Collect and verify team rosters;
8. Develop and distribute a schedule for field set-up and take-down;
9. Schedule and conduct meetings with VIP volunteers as necessary;
10. Handle coach, buddy, player or parental concerns, mediate disputes with help of the Regional Commissioner (as needed);
11. Promote additional playing opportunities, such as VIP tournaments;
12. Work with the National VIP Coordinator at the National Office.

Qualifications and Desired Skills

To be considered for the position of VIP Program Administrator, the applicant should:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check; Be annually approved and duly appointed as Regional VIP Administrator by the Region;
3. Demonstrate good character and reliability;
4. Know the AYSO structure and have commitment to the AYSO philosophies;
5. Have administrative abilities;
6. Have a working knowledge of children and adults with physical and mental disabilities.

Supervision Protocols

While performing as the VIP 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 Regional Commissioner; and
3. To maintain the required VIP adult to player supervision ratio of 1:1; that is one adult for every VIP player (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 player and the volunteer, no volunteer should permit himself or herself to be alone with any player or group of players (except his or her own) during AYSO-sponsored activities.

Time Commitment

The anticipated time commitment for a VIP Administrator is a full year. The estimated hours to fulfill duties are approximately 20 hours preseason and four hours per week during the season.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of VIP Program Administrator, AYSO will offer the following educational opportunities which volunteer is expected to take advantage of and participate in, as appropriate.

1. Orientation by the Regional Commissioner;
2. VIP Volunteer Training;
3. AYSO's Safe Haven Certification;
4. Training classes and continuing education; and,
5. Annual Player Development and Special Programs update.

Activity Locations

While performing the duties of VIP Program Administrator, the volunteer is limited to the following locations, unless expressly authorized in writing by the Regional Commissioner to hold activities in another location.

1. Assigned field locations;
2. Assigned classroom locations;
3. Regional board meetings and sponsored events;
4. The annual Section Meetings; and
5. Independent work at home alone, in committees of adults or in a properly supervised situation with players.