



Regional Registrar

Purpose

The AYSO volunteer position of regional registrar is responsible for planning and implementation of annual registration of players and volunteers.

Specific Duties and Responsibilities

The registrar is expected to:

1. Maintain the region database;
2. Collect registration fees and turn over such fees to the regional treasurer in a timely fashion;
3. Select and coordinate sign-up location(s);
4. Keep current count of registered players and volunteers;
5. Process late registrations;
6. Maintain a waiting list for players who sign-up after teams are balanced and filled;
7. Obtain and review current copy of the registrar's manual and follow procedures;
8. Order pre-printed forms from the National Support and Training Center;
9. Work with the CVPA to ensure each AYSO Volunteer Application Form is properly filled out and includes a Social Security number, Driver's License number, date of birth, current date, and signature, and mail the NSTC copy to AYSO;
10. Attend monthly board meetings;
11. Work closely with the regional equipment coordinator and age group coordinators to order uniforms and balance teams;
12. Supervise the database coordinator and volunteer recruitment and development worker; and
13. Keep information under lock and key.

Qualifications and Desired Skills

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

1. Have some knowledge of region registration;
2. Have computer skills;
3. Be able to keep information confidential; and
4. Be screened.

Supervision Protocols

While performing as the regional 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 commissioner; and
3. To maintain the recommended 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 a regional registrar is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 regional registrar, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Either Registrar I and II at the annual Section Meeting .

Activity Locations

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

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