



## **Late Registration Coordinator**

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### **Purpose**

The AYSO volunteer position of late registration coordinator is intended to organize and manage late registrations.

### **Specific Duties and Responsibilities**

The late registration coordinator is expected to:

1. Meet with the late registration workers for training;
2. Monitor late registration workers and process;
3. Work out the late registration schedule and assignments;
4. Work with the communication coordinator to ensure timely communication at schools and in newsletter;
5. Put up late registration posters at local schools and businesses;
6. Work out logistics, including being able to store materials;
7. Ensure availability of late registration information and schedules;
8. Prepare pre-addressed envelopes to send completed forms and checks to the appropriate people weekly; and
9. Ensure that all registrant materials are available at each of the scheduled late registration times.

### **Qualifications and Desired Skills**

To be considered for the position of late registration coordinator, the applicant should:

1. Be reliable; and
2. Have experience with a computer.

## Supervision Protocols

While performing as the late registration coordinator, 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 registrar, and supervised indirectly by the regional commissioner; 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

The anticipated time commitment for a late registration coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the 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 late registration coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the registrar;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program;
4. Registrar workshop at Section Meeting; and
5. WinAYSO workshop at Section Meeting.

## Activity Locations

While performing the duties of late registration coordinator, 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 Meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.