



VIP Program Administrator

Purpose

The AYSO volunteer position of VIP (Very Important Player) program administrator is intended to serve as a liaison between the regional commissioner and the parents or guardians players eligible to play in the VIP program for players with physical or mental disabilities.

Specific Duties and Responsibilities

The VIP program coordinator is expected to:

1. Act as an advocate for the program;
2. Work with the registrar to publish and distribute information to prospective players;
3. Select and arrange training for VIP volunteers;
4. Oversee team formation;
5. Collect and verify team rosters;
6. Work with equipment director and supplier to order uniforms;
7. Distribute uniforms and necessary materials to coaches;
8. Develop and distribute a schedule for field set-up and take-down;
9. Schedule and conduct meetings with VIP volunteers as necessary;
10. Oversee training of buddies;
11. Mediate coach, player or parental disputes; and
12. Work with the VIP administrator at the National Support & Training Center.

Qualifications and Desired Skills

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

1. Be organized; and
2. Have a working knowledge of special needs children/adults.

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 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 VIP program administrator 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 VIP program administrator, 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. VIP Volunteer Training; and
3. AYSO Safe Haven Certification.

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;
4. The annual Section Conferences; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.