



## Area VIP Administrator

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### **Purpose**

The AYSO volunteer position of VIP (Very Important Player) program administrator in an Area is intended to organize and coordinate the Area's Regional Commissioners and their VIP administrators to assist with their VIP Program.

### **Specific Duties and Responsibilities**

The VIP Area program administrator is expected to:

1. Act as an advocate for the VIP program;
2. Assist with the growth of the VIP program within the Area;
3. Assist with arranging the training for the Region's VIP volunteers – coaches, referees, buddies and others;
4. Schedule and conduct meetings with Region VIP Administrators as necessary;
5. Provide a current list of VIP Region Coordinators from the Area along with Regional VIP Program information,
6. Promote additional playing opportunities for VIP players, such as tournaments, festivals, FunFests, etc;
7. Work with the Section VIP Administrator and the National VIP Coordinator at the National Office.

### **Qualifications and Desired Skills**

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

1. Know the AYSO structure;
2. Have commitment to the AYSO philosophies;
3. Have administrative abilities, including being organized;
4. Have a working knowledge of children and adults with physical and mental disabilities; and
5. Successfully pass a screening, including a background check.

### **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 Area Director; and
3. To maintain the required VIP adult to child supervision ratio of 1:1 or less; that is one adult for every VIP player present at all times. For the protection of both the players and the volunteers, 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 Area size and length of playing season(s).

### **Orientation, Training, Certification, and Continued Education Provided**

To fully prepare for the position, the Area VIP Administrator is expected to participate in the following training, certification and continuing educational opportunities:

1. VIP Volunteer Training;
2. Introduction to Instruction,
3. Management Instructor or VIP Instructor, and
4. AYSO Safe Haven Certification.

### **Activity Locations**

While performing the duties of Area VIP Administrator, the volunteer is limited to the following locations, unless expressly authorized in writing by the Area Director 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.