



## Regional Registrar

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### 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 regional registrar is expected to:

1. Maintain the region database;
2. Ensure that, for each registration event, there is a reconciliation of registration forms and fees charged balanced against monies collected, and confirm this with the treasurer (or designee) before the close of the event;
3. Verify that the treasurer has sent in payment to AYSO for the number of players registered;
4. Select and coordinate signup location(s);
5. Keep current count of registered players and volunteers;
6. Process late registrations and dropped players;
7. Maintain a waiting list for players who sign up after teams are balanced and filled;
8. Obtain and review current copy of the registrar's manual and follow procedures;
9. Order pre-printed forms from the National Support & Training Center for registrants who are unable to register online;
10. Attend monthly board meetings;
11. Communicate with the treasurer, regional equipment, uniform, and division coordinators regarding registration status;
12. Communicate with the 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. Successfully pass a screening, including a background check.

### **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 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 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 which the volunteer is expected to take advantage of and participate in, as appropriate.

1. Orientation by the regional commissioner;

2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program;
4. Registrar and Registration Day: A Survival Guide or Registrar I and II workshops; and
5. eAYSO training.

### **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 Conferences;
3. Assigned field locations;
4. Assigned registration locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.