



## The CVPA's best friends: The Volunteer Registration Assistant and the Data Entry Worker

Unless you are from a very small Region, collecting and processing all of the volunteer applications for an AYSO region is not a one-person job! Did you know that the CVPA can be assisted in their duties by regional volunteers?

- At registration events, the CVPA can be assisted in the collection and screening of volunteer forms by an appropriately trained regional volunteer.
  - ❖ The **Volunteer Registration Assistant ("VRA")** must be a registered volunteer;
  - ❖ The VRA must be approved and appointed by your Regional Commissioner;
  - ❖ The VRA must be trained by the CVPA in the Volunteer Application Submission Procedure (see pages 24-26 of the CVPA Manual). This training should include:
    - The AYSO Screening Protocols
    - AYSO Privacy Protection Protocols
    - CVPA Reference Check Protocol
  - ❖ Completion of the CVPA training course is not mandatory for VRAs, but is encouraged.
- But what about the data input? Can someone help me with that?
  - ❖ Your biggest helper in reducing data entry time is eAYSO! Encourage all volunteers in your region to preregister on eAYSO, and you will have very little data entry to perform;
  - ❖ Your RC or Registrar can also order free, pre-printed volunteer forms for everyone already in your region, which also reduces your workload (they take 6 weeks to arrive, so plan ahead);
  - ❖ If the number of hand-written volunteer forms is still too large for you to handle by yourself in a timely manner, you can recruit and train a **Data Entry Worker ("DEW")**.
    - The DEW must be a registered volunteer;
    - The DEW must be approved and appointed by your Regional Commissioner;
    - The DEW must pass a background check before receiving access to eAYSO;
    - The DEW must be trained by the CVPA to input data into eAYSO;
    - The CVPA should take great care to track the location of all forms and to retrieve all volunteer forms from DEWs as soon as data entry is complete; the CVPA remains responsible for submitting the original volunteer applications to the NSTC in a timely manner.