



Assistant Regional Commissioner

Purpose

The AYSO volunteer position of assistant regional commissioner is intended to assist and train in the footsteps of the regional commissioner who is ultimately responsible for the running of the AYSO region in all aspects, with the help of the board.

Specific Duties and Responsibilities

The assistant regional commissioner is expected to:

1. Assist the regional commissioner in directing monthly board meetings;
2. Aid in instituting region policies;
3. Participate in the interfacing with other regions;
4. Help recruit children to play soccer and volunteers to assist in running the program;
5. Assist with scheduling the season and fields; and
6. Attend the monthly board meetings and the annual Section Conferences.

Qualifications and Desired Skills

To be considered for the position of assistant regional commissioner, the applicant should:

1. Have heavy involvement with the region, preferably as a board member, coach, referee, etc.;
2. Have a strong administrative background;
3. Be efficient;
4. Be dependable; and
5. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the assistant regional commissioner, 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 supervised indirectly by the area director; 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 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 an assistant regional commissioner 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 assistant regional commissioner, 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. Introductory Management Training;
5. Advanced Management Training; and
6. Regional Management workshops as directed by the regional commissioner.

Activity Locations

While performing the duties of assistant regional commissioner, 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. Assigned field locations;
3. Assigned classroom locations;
4. All regional sponsored activities;
5. The annual Section Conferences; and
6. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.