



Regional Commissioner & Board Orientation



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Introduction

The Region and its operations represent the focal point for the local AYSO program. The Regional Commissioner & Board Orientation Manual is designed to provide Regions with an overview of the program's key components in order to effect a smooth transition. The orientation should be scheduled during a time in which the Area Director, Regional Commissioner and Regional Board Members can meet face to face. If an immediate meeting cannot be arranged, a conference call orientation may be scheduled. Regardless of the method, the orientation usually takes about three hours.

As pre-work to the orientation, please complete the attached Regional Orientation Survey and submit it to your Area Director. This survey will help your Area Director prepare for the upcoming orientation and identify key training needs. Please give extra consideration to your answers. They will help determine how you can manage your Region more effectively. If possible, schedule a phone conversation with your Area Director in order to review and clarify your survey responses and any issues.

This Regional Commissioner & Board Orientation Manual is provided as a reference for both the Orientation meeting and the AYSO resources available to support Region operations.



Regional Orientation Survey

Regional Orientation Survey

Region #:	Regional Commissioner:
1. How long have you been an AYSO volunteer?	
2. Have you held any other positions in AYSO?	
3. Have you received all of the records/information from the former Regional Commissioner?	
4. Do you have a copy of the Regional Commissioner Job Description (available at http://ayso.org/Resources or Appendix G)?	
5. Does your Region operate under the AYSO Standard Regional Guidelines or does it have its own custom set of Regional Guidelines? If you have custom Regional Guidelines, are they consistent with the <i>National Rules & Regulations, Bylaws, and National Policies</i> ? Is there a Regional Guidelines signature form (http://ayso.org/Resources or Appendix B) on file with National Office?	
6. Do you have a copy of your Regional budget and calendar for the current year? If so, please enclose with this survey.	
7. Is your Region part of the National Accounting Program and do you have a Regional Auditor?	
8. Would your Region like to participate in Inter-Regional play? Do your Under-16 and Under-19 divisions have enough teams to schedule games?	
9. How many registered board members (volunteer application) does your Region currently have? _____	
10. Have you filed a new AYSO Information Form (http://ayso.org/Resources or Appendix C) with the National Office to update your Board information?	

Do you have a registered volunteer in each of the following positions? Do you have other board members?
If so, how long have they served in their position? Have they attended a Section Conference?

Positions	Yes	No	How Long?	Attended a Section Conference?	
				Yes	No
Regional Commissioner	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Regional Registrar	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Regional Treasurer	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Regional Safety Director	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Regional CVPA	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Regional Coach Administrator	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Regional Referee Administrator	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>



Regional Board Member Certification and Training		
For the following positions, has the current volunteer been certified and trained?	Yes	No
Regional Registrar AYSO's Safe Haven or BASIC Regional Registrar Tier I & II OR Registrar	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Regional Treasurer AYSO's Safe Haven or BASIC Regional Treasurer Tier I & II OR Treasurer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Regional Safety Director AYSO's Safe Haven or BASIC Safety Director	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Regional Child and Adult Protection Advocate AYSO's Safe Haven or BASIC CVPA CVPA or Safe Haven Update (Annually)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Regional Coach Administrator AYSO's Safe Haven Coach Administrator Training Introductory Management Advanced Management	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Regional Referee Administrator AYSO's Safe Haven Referee Administrator Training Introductory Management Advanced Management	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Regional Commissioner AYSO's Safe Haven or BASIC Regional Commissioner & Board Member Orientation (certification) RC Training Introductory Management Advanced Management	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
For other board positions, has the current volunteer been trained and certified?		
Regional Board Member AYSO's Safe Haven or BASIC Regional Board Member Training	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Have any of the Regional Board Members attended training outside of a Section Conference? _____		
How many active Instructors does your Region have in the following disciplines: Management _____ Coach _____ Referee _____		
How many active Advanced Instructors does your region have in the following disciplines: Management _____ Coach _____ Referee _____		



AYSO Points of Contact

The Area and Section staffs are available to provide support to the Regions. Your Area Director will provide you with a valuable list of contacts to assist your Region.

Area Director:
Address:
Phone Numbers:
E-mail Address:
Area Coach Administrator:
Address:
Phone Numbers:
E-mail Address:
Area Referee Administrator:
Address:
Phone Numbers:
E-mail Address:
Area Management Administrator:
Address:
Phone Numbers:
E-mail Address:
Section Director:
Address:
Phone Numbers:
E-mail Address:
Section Management Administrator:
Address:
Phone Numbers:
E-mail Address:
AYSO National Office
19750 S. Vermont Ave., Suite 200 Torrance, CA 90250
1-800-USA-AYSO • www.ayso.org



AYSO Background

The American Youth Soccer Organization was established in 1964 with the dream to bring soccer to American children. AYSO continues to be a leader in providing quality youth soccer programs.

AYSO Vision

To provide world-class youth soccer programs that enrich children's lives.

AYSO Mission

To develop and deliver quality youth soccer programs in a fun, family environment based on the AYSO philosophies:

Everyone Plays®

Our goal is for kids to play soccer—so we mandate that every player on every team must play at least half of every game.

Balanced Teams

Each year we form new teams as evenly balanced as possible—because it is fair and more fun when teams of equal ability play.

Open Registration

Our program is open to all children between 4 and 18 years of age who want to register and play soccer. Interest and enthusiasm are the only criteria for playing.

Positive Coaching

Encouragement of player effort provides for greater enjoyment by the players and ultimately leads to better-skilled and better-motivated players.

Good Sportsmanship

We strive to create a safe, fair, fun and positive environment based on mutual respect, rather than a win-at-all-costs attitude, and our program is designed to instill good sportsmanship in every facet of AYSO.

Player Development

We believe that all players should be able to develop their soccer skills and knowledge to the best of their abilities, both individually and as members of a team, in order to maximize their enjoyment of the game.

As Regional Commissioner, one of your responsibilities is to ensure that your Region is managed with these philosophies at heart. Without the six tenets, AYSO would not be the respected and reputable youth soccer program it is today.

Structure of AYSO

Regions are local programs that deliver high quality soccer opportunities to children and are administered by volunteers in their local communities.

Areas deliver training and support and are made up of a group of Regions.

Sections are a multi-state body or large geographic area that supports the Areas and Regions.

The National Board of Directors, National Advisory Commissions and the staff at the AYSO National Office support the Sections, Areas, and Regions.

Figure 1: AYSO Sections

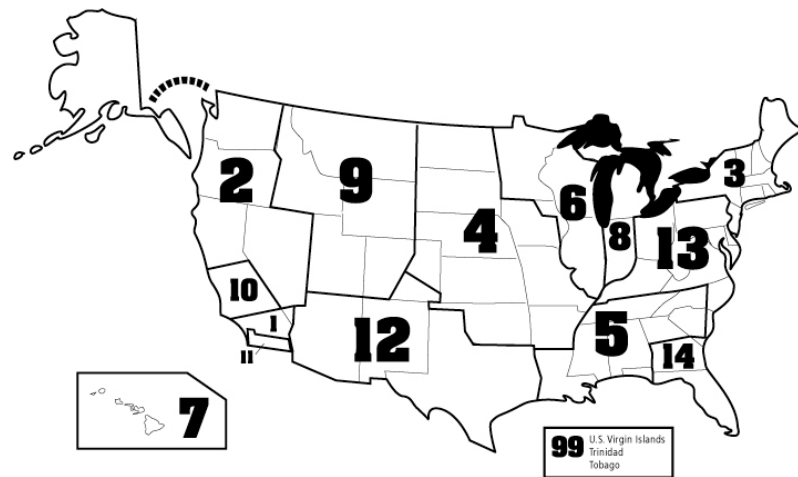
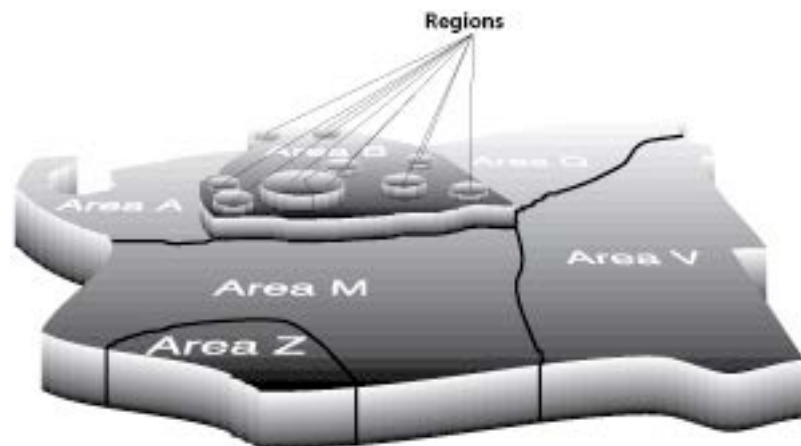


Figure 2: Section, Area, Region Structure





AYSO Services and Benefits

AYSO National Office

Easy access to the AYSO National Office at 19750 S. Vermont Ave., Suite 200 in Torrance, California, 90502 is provided via a toll-free number, 1-800-USA-AYSO, 24-hour voice mail and fax service, (310) 525-1155, so that every AYSO Region may easily contact staff for assistance. Additional information is provided 24-hours on the Web site www.ayso.org. The AYSO National Office provides the following services to the Regions, Areas, Sections and their volunteers:

Member Assistance: The best resource to answer questions concerning rules, policies, field sizes and insurance is your Regional Commissioner, Area Director or Section Director. In a pinch, the Member Services department at the AYSO National Office can help.

Legal Assistance: AYSO provides legal assistance to member Regions for everything from negotiating field leases to handling lawsuits.

Risk Management: Questions regarding AYSO's Soccer Accident Insurance, liability and safety are handled by Risk Management.

Communications: Important messages of interest to our executive members are sent via e-mail and targeted AYSO Newsletters as needed.

Accounting Services: All financial reporting necessary to maintain AYSO's nonprofit status, including the National Accounting Program (NAP), is conducted by the accounting staff of the AYSO National Office and AYSO's chief financial officer. Under AYSO's 501(c)(3) nonprofit corporation status, all Regions receive the benefits and are eligible to apply for non-profit bulk mail permits and receive tax deductible donations.

eAYSO: eAYSO is a Web-based system designed to increase the efficiency of many aspects of AYSO including registration, training and certification, and certain aspects of Region accounting.

Registration/Data Processing: The AYSO National Office maintains registration files for players and volunteers through the use of eAYSO and provides registration processing services for Regions unable to do this on their own. Pre-printed registration forms for returning players and volunteers are provided annually at no cost to the Regions.

Events: AYSO recognizes the need to provide opportunities for volunteers to network, hear the AYSO national message and take part in training. To that end, Section Meetings are held throughout the country to provide these opportunities.



Once a year, AYSO's executive membership comes together to vote on changes to the National Bylaws, Rules & Regulations, and to participate in the election of National Board Members and President at the National Annual General Meeting (NAGM).

Educational Services: The Programs department provides information and support for all of the educational programs that relate to the development of players and their coaches, referees and all other volunteers. Programs include coach, referee, management, and instructor training, Safe Haven, and the VIP – Very Important Player Program.

Tournaments and National Games: Several AYSO programs utilize tournaments as a way to extend additional playing opportunities to the children. The National Tournament Commission publishes the Tournament and National Games Handbook which provides information on creating and running tournaments.

Publications: *Playsoccer*, *A Parent's Guide to AYSO*, *The Commish*, *Whistle Stop*, and *Hey Coach* are just a few of the publications produced by the AYSO National Office to help keep the AYSO community informed.

Regional Assessment Recognition: The Regional Assessment Program is a method for Regions to evaluate their achievements yearly and receive recognition for all their efforts.

Licensing, Sponsors and Contributions: Many AYSO activities are funded through the national sponsor, licensing, and contribution programs overseen by the Marketing department.

Public Relations & Media Assistance: Public relations services, including publicity and other media assistance are provided through the Communications department.

AYSO Web Sites & Systems

- **www.ayso.org** The main web site for AYSO program information and forms and documents. The main page is a gateway to training materials and online training options.
- **www.eayso.org** The AYSO business system for Region, volunteer, and player records. Regions can register players and volunteers, update course registration and roster attendees, and view financial statements.



AYSO Overview

National Bylaws

The National Bylaws describe how AYSO operates as a nonprofit corporation within the law. The national structure is defined [section 1.02], the national organization duties and responsibilities are outlined [section 1.03], as well as the duties and responsibilities of a Region [section 1.04].

Regional Commissioners from chartered Regions [section 1.06] are executive members [section 3.03b] and have the right and responsibility to vote on national matters [section 3.05]

The Regional Board shall nominate a Regional Commissioner for a term of three years [section 7.03]

National Rules and Regulations

The National Rules and Regulations describe how AYSO runs age specific programs and games. It describes how FIFA Law is modified for age specific games and what the organization's expectations for participation are [section I]; provides details on team formation and game participation [section II]; details registration requirements [section III]; and sets player uniform rules [section VI].

AYSO follows FIFA laws with FIFA authorized modifications.

National Policy Statements

The AYSO National President and Board of Directors have the authority to adopt policy.

National policy statements have been adopted to limit the use of the AYSO name and trademarks, to guide special programs which operate outside the regular season, and to provide standards of conduct for AYSO officials, among others.

Standard Regional Guidelines

The Standard Regional Guidelines are the default operating procedures for a Region that has no other documented and approved procedures. The Standard Regional Guidelines may be tailored and amended as long as the National Rules and Regulations, the AYSO National Bylaws, and the Policy Statements are not violated. Alterations must be approved by the Region's Area Director and Section Director.

Modifications to the Standard Regional Guidelines provide specifics on how a Region implements the AYSO program. The modifications should be clear and specific to eliminate any ambiguity that may affect Regional operations.



Some items that cannot be changed:

- The Laws of the Game (FIFA Law)
- The prohibition on paying volunteers [Policy Statement 2.5] or giving volunteers financial breaks because of their volunteer status [SRG Article 7, paragraph 9].

Remember, the Standard Regional Guidelines cover Regional operations. If a Region participates in inter-regional play, those games are played under the Area or Section guidelines in which they are playing.



Duties and Responsibilities of the Region

National Bylaws, Section 1.04

[NOTE: This is also Article 3 of the Standard Regional Guidelines.]

The duties and responsibilities of a Region shall be, to the extent permitted by its size and available resources:

- (a) To operate and offer a quality youth soccer program in a safe, fun, fair and positive environment that complies in spirit and letter with the Bylaws, policies, rules, regulations and philosophies of the organization;
- (b) To maintain good community relations with the primary objective being youth development and to become involved in other community activities;
- (c) To register with the AYSO National Office all participating players, Coaches, Referees and, where appropriate, administrators, prior to the commencement of the season;
- (d) To assign players and Coaches to assure proper balance of teams within each age division within the Region or within a reasonable part thereof;
- (e) To obtain and maintain safe playing facilities;
- (f) To obtain and be accountable for uniforms, balls, goals and other equipment and to use such equipment in a safe manner;
- (g) To schedule practices and games;
- (h) To recruit and assign volunteer Coaches and Referees, and train them through clinics and audio/visual programs;
- (i) To disseminate information to the participants, their families and the community concerning the region and its programs;
- (j) To recognize volunteer efforts;
- (k) To hold periodic meetings of the Regional Board and disseminate to the participants, their families and the community appropriate information concerning the operation of the region by the Board;
- (l) To publish for the Region and the files of the Organization, and make available to the participants and their families at least annually, financial statements of the Region and guidelines for the operation of the Region approved by the Area Director and Section Director, or in the absence of such guidelines operate the Region in accordance with the Standard Regional Guidelines as are in effect from time to time;
- (m) To collect and disburse fees and other moneys for the sound financial organization and operation of the Region, to keep and submit to the AYSO



National Office as required, accurate financial records to insure continuation of the tax exempt status of the Organization, to participate in the National Accounting Program, and to pay to the AYSO National Office prior to the start of each season the National portion of its registration fees and all amounts due with respect to its purchases;

- (n) To elect or appoint, at a minimum, a Regional Commissioner, Treasurer, Registrar, Safety Director, a Coach Administrator, a Referee Administrator, a Registrar and a Child and Volunteer Protection Advocate;
- (o) To comply with the Soccer Accident Insurance (SAI) plan and to submit insurance claims according to current procedures;
- (p) To notify the AYSO National Office immediately of any threatened or actual claim against a Region;
- (q) To implement the Organization's National programs available to the Region at least once a season;
- (r) To cooperate with neighboring Regions, and Area, Section and development personnel, to promote growth, development and cooperation throughout the Organization;
- (s) To participate in Area, Section and National events and programs and;
- (t) To cooperate in policies and procedures developed by the Board or the designated volunteers to complete a volunteer form, and with respect to verifying the information obtained, before permitting the coach, referee or such volunteer to participate.

Regional Commissioner Position

The AYSO volunteer position of the Regional Commissioner has the responsibility and the authority to manage the day-to-day business of the Region.

The role of the Regional Commissioner, as described in the position description, helps to ensure that the duties and responsibilities of the Region are fulfilled, as stated in Article 3 of the Standard Regional Guidelines and section 1.04 of the National Bylaws.

A Regional Commissioner who has attended Regional Commissioner and Board Member Orientation, needs AYSO's Safe Haven[®] certification, and is performing duties within the scope of the Regional Commissioner position description, is protected under the Volunteer Protection Act of 1997.

Assigning Duties to Regional Board Members

Review the Regional Commissioner Checklist (enclosed in your packet from the AYSO National Office (Appendix D). The Checklist is a tool to help new Regional Commissioners determine what needs to be done. It will also help Regional Commissioners determine the duties of each Board Member and ensure that those duties are carried out.



Responsibilities for the seven required Regional Board Member positions are described in detail on each position description. These position descriptions, along with many others, are available at www.ayso.org (Appendix G).

Each AYSO Job Description is broken down into seven components:

- Purpose
- Specific duties and responsibilities
- Qualifications and desired skills
- Supervision protocols
- Time commitment
- Orientation, training, and certifications provided
- Activity locations

Volunteers must be appropriately trained and performing duties within their job responsibilities in order to be protected under the Volunteer Protection Act of 1997.

Volunteer Application forms must be signed and submitted each and every membership year and submitted to the Safe Haven office immediately upon receipt (except for eSignature Regions).

Regional Accounting

Regional Finances

Article 8 of the Standard Regional Guidelines.

The Regional Treasurer in cooperation with the Regional Board and with the approval of the Regional Commissioner shall establish internal control procedures to safeguard against the misuse of Regional assets, especially in regard to money. The Region's internal controls must account for the following:

- **Budget: Financial Statement:** The Regional Board shall adopt an Annual Budget for the budget year beginning July 1st and ending June 30th. The budget and the last season's statement of income and expenses shall become an attachment to the Standard Regional Guidelines and be submitted to the Area Director and the AYSO National Office. Budgets are due to the AYSO National Office by June 1st for the upcoming budget year.

Note: The Annual Budget should be completed 30 days prior to the 1st Registration in order to ensure that Player Registration fees are set at appropriate levels for the upcoming season. (Available on <http://ayso.org> (Appendix E)

- **Account Signatories:** Two signatures are required on each and every check. One of which must be the either the Regional commissioner's or Regional Treasurer's. Having two signatories from one household is not allowed. The Region shall have at least three authorized signatories (the AD is encouraged to be a signatory if feasible).

No signatures on blank checks (No pre-signed checks)



- **Transfer of Funds:** All Regional funds are received and disbursed through the Regional checking account. Transfers to and from savings accounts must be done through the checking account using proper National Accounting Program (NAP) codes (<http://ayso.org>).
- **Cash Handling Procedures:** If a cash box is used, all funds must be deposited in the Region's checking account no later than the end of the next banking business day.
- **Receipt Procedures:** A cash receipt book must be used to record and reconcile all cash payments received on behalf of the Region.
- **Immediate Accounting to Regional Treasurer:** Any and all Regional financial transactions must be reported to the Treasurer. All checks written or received must be reported within 48 hours and all bills and invoices received must be reported within 5 days.
- **Immediate Deposit Procedures:** All fees collected on behalf of the Region for registration, sponsorships, fundraising, donations, or for any other purpose shall be deposited immediately after being reconciled with the appropriate cash receipt book, registration form, and/or bank deposit slips.

Under no circumstances may any person accept on behalf of the Region any post-dated check or agree to hold any check to deposit on a later day.
- **Monthly Bank Reconciliation:** The Region's Treasurer shall provide the Regional Commissioner and Board a monthly reconciliation of all accounts. All verifications of reconciliations must be performed by a Board Member who is not a signatory on any of the Region's accounts. Monthly NAP reports are available on eAYSO.
- **Credit/Debit Card Transactions:** If the Region accepts credit or debit cards for fundraising or registration payments, all required accounting shall be accomplished on the first banking business day after each transaction.

National Accounting Program

The National Accounting Program (NAP) allows AYSO to consolidate all Regional, Area, Section, and National incomes and expenses into one financial statement as required to keep its tax-exempt status.

Enrolling in NAP

- Call the AYSO National Office Finance Department (1-800-USA-AYSO and ask for Finance).
- Instruct the Region's bank to mail the monthly statement and electronic images of cancelled checks directly to the AYSO National Office.

National Office Services

- Reconciliation of each bank account using electronic cancelled checks and Monthly Deposit Report Form submitted by the Region with codes for revenue and expenses.



- Monthly bank statements and financial reports for the Region posted on eAYSO. (See the Treasurer menu→ Region Reports)
- Forwarding NSF check or deposit correction notices to Regional Treasurer.
- Filing of required financial reports with all federal and state agencies.

Regional Treasurer Responsibilities

- Coding checks using the National Accounting Codes (see the NAP Chart of Accounts).
- Coding deposit slips and sending Monthly Deposit Report Form (MDRF) via email to the AYSO National Office accounting clerk responsible for the Region's accounts by the 5th of each month.
- Correcting any AYSO National Office noted discrepancies on the monthly financial worksheet and provide the AYSO National Office with corrections via email at nap@ayso.org.

Regional Auditor

The Regional Auditor must be independent of the Region.

The Regional Auditor should not be:

- a voting member of the Regional board
- authorized to sign on Regional checking or savings accounts
- allowed to participate in the management of the Region.

The Regional Auditor should review all monthly Regional financial statements and reconciliations. This review is performed independently of the Treasurer and each month's audit results are reported to the Regional Board. Audit results should also be emailed to controller@ayso.org.

Incident Reporting

The purpose of the AYSO Incident Report Form is to capture all pertinent facts and contact information, while the information is readily available, whenever there is a serious incident involving AYSO participants, activities, facilities or property. AYSO Incident Report Forms are available on the AYSO website:

http://www.ayso.org/resources/insurance/insurance_forms.aspx

Incident Report Forms (Appendix G) should be completed by any Coach, Referee or Regional Board Member witnessing any serious incident involving, but not limited to:

- Injuries
- Threats of bodily harm
- Fighting whether or not a serious injury occurs
- Property damage
- Hospitalization of a participant
- Law enforcement summoned
- Service or notification of a pending lawsuit



Regional Board Members, Coaches, and Referees should be instructed to submit Incident Report Forms to the Regional Safety Director, who in turn, should call the AYSO National Office Risk Management/Insurance Department at 800-872-2976.

IMPORTANT: The Regional Safety Director must send a copy of each Incident Report to the AYSO National Office.

Conflict of Interest Policy

AYSO Regional Commissioners must always act in the best interests of AYSO and avoid incurring any kind of financial interest or personal obligation which might affect their judgment in dealings on behalf of AYSO with firms or individuals.

Possible conflicts include:

- Holding a financial interest in a firm which provides services, supplies, materials, or equipment to AYSO.
- Acceptance of gifts, favors, entertainment, or other personal benefits in excess of \$100 from an individual or organization with whom AYSO does or may do business.
- Serving with another organization in any capacity which can affect or appear to affect your ability to discharge your duties to AYSO.

AYSO Executive Members are required to sign a Conflict of Interest Policy acceptance statement included in the Appointment Request documents (Appendix A) and the National Policy Statements, Article Five.

Dispute Resolution and Due Process

What follows are the general points of dispute resolution. For further specifics and details see the Standard Regional Guidelines, Article 9 and Chapter 8 of the AYSO Reference Book. This material is also a major topic covered in the Dispute Resolution (formerly Advanced Management) Workshop taught at Section Meetings.

General Policy

- Resolve disputes amicably.
- Take the minimum action necessary.
- Avoid punishing players for the conduct of parents.
- If necessary, allow a volunteer to resign rather than forcing suspension/removal.
- Respect individual privacy – do not publicize disputes or adverse actions.
- All means should be taken to avoid legal action.

General Due Process Procedures

Disputes involving the day-to-day activities of a Region should be handled directly by the appropriate Board Member or volunteer in charge of the activity; then if necessary, by the Regional Commissioner.



If it is determined that the involvement of a member of the Region should be disciplined, or limited by either suspension or removal, the Regional Commissioner must notify the member of the proposed action and follow up with a written confirmation.

This notice must also inform the member that upon request, he or she will be given a reasonable opportunity to explain why the proposed action should not be taken (Due Process).

If a review is requested, the Regional Commissioner may decide to:

- conduct the review alone
- appoint a neutral designee to conduct the review, or
- appoint a disinterested panel of neutral persons to review the matter and develop a written recommendation.

In any case, the Regional Commissioner shall make the final decision and announce it in writing to the persons concerned.

Suspension

If the gravity of the incident or preliminary information collected about the matter present imminent danger to participants or the program, the Regional Commissioner may immediately suspend the person(s) involved. Suspensions are temporary in nature.

Written confirmation must be provided to the affected person(s) along with notification that upon request, there will be the opportunity to review the matter. A Regional Commissioner may set aside a suspension if further facts remove the original cause for concern.

Removal

The Regional Commissioner may remove a member from further participation in the program:

- Upon prior notice and after a disciplinary review proceeding if requested
- Only if findings show:
 - a violation of the National Bylaws, Rules & Regulations, Policies or philosophies of AYSO or
 - conduct which disrupts the Region's or AYSO's activities.

Disciplinary Review Proceedings

- Disciplinary review proceedings are intended to provide due process to the person whose conduct is the subject of the review.
- If a disciplinary review panel is appointed, it should be comprised of an odd number of neutral persons.
- The date, time, location (neutral to all parties), and procedures for any disciplinary review proceeding should be communicated to all parties in advance.



- Neither the Regional Commissioner nor a person who has direct interest in the outcome of the matter shall participate as a decision maker in any stage of the review proceeding.
- The review should be conducted as quickly, fairly, and positively as possible, keeping the proceedings as confidential as necessary to protect all parties.
- It is strongly recommended that players and other minors not be asked to participate as witnesses or to offer testimonials unless absolutely necessary to obtain pertinent facts.
- Parties do not have the right to involve attorneys, to cross-examine other parties or witnesses, or make a record or recording of the live proceedings in any form. Assistance from attorneys or any other persons may be permitted if those conducting the review believe this assistance will be helpful and positive in presenting facts. Any request to record the proceedings should be denied.
- Parties should make their presentations of fact to the review persons outside the presence of other parties to minimize undue acrimony or harm to others.
- At the conclusion of the disciplinary review proceeding, the person(s) conducting the review must deliberate in private to determine:
 - The issues pertaining to AYSO operating regulations and Regional Guidelines
 - What action, if any, should be recommended/taken against the accused including any warning, caution, written reprimand, required training, probation, suspension or removal from AYSO activities.
 - In all cases, the Regional Commissioner makes the final determination of the action to be taken in the matter.
 - When there is a recommendation for removal, the individual should be given the opportunity to voluntarily resign EXCEPT in cases involving alleged acts of physical violence or improper sexual behavior.
 - All persons whose conduct was at issue in the matter shall be promptly notified of final decisions and the right to appeal to next highest disinterested Executive Member within a reasonable timeframe.

Appeals

A party dissatisfied with the decision or action taken by the Regional Commissioner may request a review of the decision by the Area Director or the Section Director if the Area Director is not a disinterested party. The basis of the appeal must be:

- The original determination was arbitrary and without justification
- The procedure was not fair; the person(s) making the decision were not disinterested
- The procedures outlined here were not followed.
- There shall be only one appeal of each matter.

National Education and Training Programs

Safe Haven®

The Safe Haven Program protects AYSO's two most vital resources: the players and the volunteers. This is accomplished through:

- Registering and Screening Volunteers
- Requiring Training and Certification
- Providing Child and Volunteer Protection Guidelines
- Promoting Safety and Injury Prevention

The Child and Volunteer Protection Advocate (CVPA) assists the Region in promoting and implementing the Safe Haven policies and is called upon to:

- Ensure all AYSO Coaches, Referees and Board Members are Safe Haven® trained and certified.
- Serve as the Safe Haven® representative on child and volunteer issues.
- Collect and screen volunteer applications from every volunteer every year.
- Submit all applications to the AYSO National Office in a timely manner.
- Check volunteer references.
- Assist with ongoing evaluations of volunteers.
- Support the Region in maintaining supervision ratios.
- Present to the Regional board a motion to accept the list of approved coaches, referees, and other volunteers each season at a board meeting.

The Region is not obligated to accept all volunteers. It is easier and better to reject a volunteer application than it is to remove an unworthy volunteer later.

For reporting suspected child abuse and neglect see the AYSO Reference Book.



Kids Zone®

As a part of AYSO's education agenda, Kids Zone® is a dynamic program targeted to eliminate negative sideline behavior and designed to provide a safe, fun, fair, positive, family environment in which children can play and grow. The program contains three elements:

- The Button worn by program supporters at games as a reminder of the importance of positive sideline behavior.
- The Sign posted at the entrance of participating fields listing the positive behavior standards and welcoming spectators that abide by those standards.
- The Pledge signed by parents holding them to the Kids Zone® standards.

Coaches, Referees, Board Members, and other parents help to enforce behavior standards. Every AYSO venue is a Kids Zone®.

Spectators agree to respect the following rules on every sideline:

- Kids are #1
- Fun, not winning is everything
- Fans only cheer, only coaches coach
- No yelling in anger
- Respect the volunteer referees
- No swearing
- No alcohol, tobacco products or controlled substances or any facsimile thereof
- Leave no trash behind
- Set a proper example of good sportsmanship





National Coaching Program

The AYSO Coaching Program is designed to develop soccer players who have a positive image of themselves, their teammates, Coaches, game officials, and their opponents. Coach Training is the key.

Coach training includes both Safe Haven[®] and age specific training.

Coach Course	Who should attend?
AYSO's Safe Haven [®]	All Coaches
U-6 Coach	New volunteers Coaching U-6 players
U-8 Coach	New volunteers Coaching U-8 players and experienced U-6 Coaches moving up to the U-8 division
U-10 Coach	New volunteers Coaching U-10 players and experienced U-6/U-8 Coaches moving up to the U-10 division
U-12 Coach	New volunteers coaching U-12/U-14/U16/U-19 players and experienced U-6/U-8/U-10 Coaches moving up to the U-12 or higher divisions
Intermediate Coach	Experienced Coaches who have completed the U-12 Coaching course
Advanced Coach	Experienced Coaches who have completed the Intermediate Coaching course
National Coach	Experienced Coaches who have completed the Advanced Coaching course



National Referee Program

AYSO Referee training provides officiating skills required at a specific level of play. These skills vary according to the age and skill level of the players involved.

Referee Course	Who should attend?
AYSO's Safe Haven [®]	All Referees
U-8 Official – Minimum age 10	Volunteers who want to officiate U-8 games only
Assistant Referee – Minimum age 12	New volunteers or Referees who want to assist other Referees in U-10 games or higher
Basic (Regional) Referee – Minimum age 12	New volunteers, U-8 officials, or Assistant Referees who want to referee above the U-8 level.
Intermediate Referee – Minimum Age 14	Regional Referees who want training for more challenging games
Advanced Referee – Minimum Age 16	Intermediate Referees who want training needed for most higher level games
National Referee – Minimum Age 18	Advanced Referees who want training in the professional aspects needed to referee the most challenging higher level games
Referee Mentor (Module 19)	Experienced Referees who would like to help mentor other Referees
Referee Assessor	Referees with at least 3 years experience and Regional Referee Administrator approval who want to assess Intermediate Referees for upgrades to Advanced Referee
Advanced Referee Assessor	Referee Assessors with at least one year of experience, at least 5 assessments for upgrade to Advanced, and SRA or SDRA approval, who want to assess Advanced Referees for upgrades to National Referee.



National Management Program

The AYSO Management Program consists of a variety of specialized management educational opportunities. Management Training includes Safe Haven[®] certification, board position specific training, and opportunities for continuing education.

Management Course	Who should attend?
AYSO's Safe Haven [®]	Regional Commissioner and all Regional Board Members
Registrar	Regional Commissioner, Registrar, Treasurer, and CVPA
Treasurer	Regional Commissioner, Treasurer, and Registrar
Safety Director	Regional Commissioner and Safety Director
Child and Volunteer Protection Advocate	Regional Commissioner and CVPA (Certification)
Division Coordinator	Division Coordinator
Regional Auditor	Auditor
Regional Board Member Training	All other Regional Board Members
Introductory Management	Regional Commissioner, Regional Coach Administrator, Regional Referee Administrator
Dispute Resolution (formerly Advanced Management)	Regional Commissioner, Regional Coach Administrator, Regional Referee Administrator



AYSO Instructor Program

There are three levels in the AYSO Instructor Program (National Instructor status not included). National Instructor Program certification is available after completion of the advanced level certification in a specific program discipline (Coaching, Referee, or Management).

Level 1

Introduction to Instruction

- All Instructor Candidates (Mandatory)
- Not to exceed three hours.
- Taught by Advanced Instructors certified in any of the three disciplines.
- General overview of AYSO teaching techniques.

Level 2

Management Instructor

- Certified to teach all Management Workshops except Introductory Management, Auditor, CVPA and Dispute Resolution.
- Goal is five hours of instruction.
- Additional presentations/time may be added; not to exceed 20 minutes in length (four to 1 student to instructor ratio).
- Management specific instructors.

Coach Instructor

- Certified to teach all courses up to and including U-12 Coach Courses.
- Not to exceed eight hours.
- Additional presentations/time may be added; not to exceed 20 minutes in length (four to 1 student to instructor ratio).
- Coach specific instructors.

Referee Instructor

- Certified to teach Basic or Intermediate Referee Courses.
- Not to exceed eight hours.
- Additional presentations/time may be added; not to exceed two 30 minutes presentations in length (four to 1 student to instructor ratio).
- Referee specific instructors.

Level 3

Advanced Management Instructor

- Certified to teach all courses up to and including Dispute Resolution except CVPA.
- Not to exceed eight hours.
- Additional presentations/time may be added; not to exceed 30 minutes in length (four to 1 student to instructor ratio).
- Management specific instructors.

Advanced Coach Instructor

- Certified to teach all courses up to and including Intermediate and Advanced Coach Courses.
- Not to exceed eight hours.
- Additional presentations/time may be added; not to exceed 30 minutes in length (four to 1 student to instructor ratio).
- Coach specific instructors.

Advanced Referee Instructor

- Certified to teach all courses up to and including Advanced Referee Courses.
- Not to exceed eight hours.
- Additional presentations/time may be added; not to exceed one 60 minute presentation in length (four to 1 student to instructor ratio).
- Referee specific instructors.



Special Programs

Tournaments

Tournaments are fun and exciting for all involved. They come in all sorts of varieties, 3-v-3 to 11-v-11, and can be an extension of the regular season or treated as a special program. A list of approved AYSO tournaments is available on www.ayso.org. When considering whether or not to hold a tournament, check the AYSO Reference Book and the AYSO Tournament Handbook (www.ayso.org) for help. All tournaments must be approved by the Regional Commissioner. All forms are available on: http://www.ayso.org/resources/tournament_forms.

If teams are being invited from outside the Region, additional approvals are needed. The approval levels are as follows:

Teams that represent:	Required approvals:
One Region only	Regional Commissioner
Multiple Regions within one Area	Regional Commissioner Area Director
Multiple Regions from multiple Areas within one section	Regional Commissioner Area Director Section Director
Multiple Regions from multiple Sections and/or non-AYSO programs	Regional Commissioner Area Director Section Director National Tournament Commission

Tournaments can also be used as fundraisers, but they must be self-sustaining. All costs related to the staging of the event must be paid for from entry fees, sponsorships, snack bar sales, etc. General Regional funds may not be used.

VIP

VIP stands for "Very Important Player." VIP teams are formed for individuals whose physical or mental disabilities make it difficult for them to successfully participate on a mainstream team. There may be a wide range of ability and age levels on VIP teams, but whenever possible, younger (ages 5 -12) and older (12+) divisions are created.

New VIP players needing assistance are assigned non-disabled buddies, sometimes from mainstream teams, who provide prompts and guidance on the field. The VIP Administrator for the Region should serve on the Regional Board and coordinate the operations of the program with the help of volunteers.



Available Manuals

All of the AYSO manuals listed below are available through the AYSO Store:

(888) 297-6786 or www.aysostore.com.

Management Program Manuals

The Regional Commissioner should have all of the following reference materials on hand. Each Board Member should also have their appropriate manual(s).

	Manual	Who should have one?
a.	AYSO Reference Book	Regional Commissioner & Board Members
b.	Regional Commissioner and Board Orientation Handbook	Regional Commissioner & Board Members
c.	Registrar Manual	Regional Commissioner & Registrar
d.	Treasurer Manual	Regional Commissioner & Treasurer
e.	Coach Administrator Manual	Regional Commissioner & Coach Administrator
f.	Referee Administrator Manual	Regional Commissioner & Referee Administrator
g.	CVPA Manual	Regional Commissioner & CVPA
h.	Safety Director Manual	Regional Commissioner & Safety Director
i.	Auditor Manual	Regional Commissioner & Auditor
j.	AYSO's Safe Haven Manual	Regional Commissioner & Board Members

The Regional Commissioner should always have the AYSO Reference Book, Regional Commissioner and Board Orientation Manual and Treasurer Manual ready for immediate reference at Board meetings, team formation, parent meetings, and whenever the Region's operations are discussed.



Coaching Program Manuals

	Manual	Who should have one?
a.	U-5 Master Coach Handbook	Regional Commissioner, Coach Administrator, Coach Trainer, U5 Master Coach (Advanced Coach)
b.	U-6 Coaching Manual	Coach Administrator, Coach Trainer, & U-6 Coaches
c.	U-8 Coaching Manual	Coach Administrator, Coach Trainer, & U-8 Coaches
d.	U-10 Coaching Manual	Coach Administrator, Coach Trainer, & U-10 Coaches
e.	U-12 Coaching Manual	Coach Administrator, Coach Trainer, & U-12 Coaches
f.	Intermediate Coaching Manual	Coach Administrator, Coach Trainer, & U-14 Coaches
g.	Advanced Coaching Manual	Coach Administrator, Coach Trainer, & U-16/19 Coaches
h.	Safe Haven Certification Manual	Coach Administrator, Coach Trainer, & all Coaches
i.	Guidance for Referees, Coaches, Other Volunteers and Parents	Coach Administrator, Coach Trainer, & all Coaches
j.	National Rules & Regulations	Coach Administrator, Coach Trainer, & all Coaches
k.	Coach Administrator Manual	Regional Commissioner, Coach Administrator & Coach Trainer
l.	National Coach Program Manual	Regional Commissioner, Coach Administrator, Coach Trainer and all Coaches



Referee Program Manuals

	Manual	Who should have one?
a.	FIFA Laws of the Game (AYSO Edition)	Referee Administrator, Referee Instructor, Referee Assessor, all Referees and all Coaches
b.	Guidance for Referees, Coaches, Other Volunteers and Parents	Referee Administrator, Referee Instructor, Referee Assessor, all Referees and all Coaches
c.	National Rules & Regulations	Referee Administrator, Referee Instructor, all Referees and all Coaches
d.	Ready, Set, Ref Workbook	Referee Administrator, Referee Instructor, & all new Referees
e.	National Referee Program Manual	Referee Administrator, Referee Instructor, Referee Assessor, all Referees and all Coaches
f.	Recruiting & Retaining Referees Manual	Referee Administrator
g.	Developing & Maintaining a Youth Referee Program	Referee Administrator
h.	Referee Mentor Manual	Referee Administrator & Referee Assessor
i.	Referee Instructor Resource Book	Referee Administrator & Referee Instructor
j.	Manual for Youth Referees	Referee Administrator, all Referees, all Youth Referees
k.	Short-Sided Games Guide	Referee Administrator, all Referees
l.	Referee Administrator Reference Guide	Regional Commissioner, Referee Administrator
m.	Annual Referee Update	Regional Commissioner, Referee Administrator, all Referees
n.	AYSO Basic Soccer Rules	Regional Commissioner, Referee Administrator, Referee Instructor, all Referees and all Coaches

Special Program Manuals

The following Special Programs Manuals are also available:

	Manual	Who should have one?
a.	AYSO Tournament Handbook (www.ayso.org) only	Regional Commissioner; Tournament Directors
b.	VIP Program Guide	Regional Commissioner; VIP Administrator
c.	VIP Coach Manual	VIP Administrator; VIP Coaches
d.	VIP Referee Manual	VIP Administrator; VIP Referees
e.	VIP Buddy/Family Manual	VIP Administrator; Buddies and VIP Families

Other Resources

Management Track Workshops

Management Workshops, generally offered at the Section Meetings, can be held at the Region level by a Management Instructor. These workshops provide valuable information and tips on many operational issues like annual budget and calendar preparation and work organization:

- Budgeting for the Regional Board
- Develop a Regional Calendar
- How to Run an Effective Regional Board Meeting
- Registration Day – A Survival Guide
- 30 Great Volunteer Recruiting Ideas
- 30 Fantastic Volunteer Retention Ideas
- Standard Regional Guidelines – What Every Volunteer Should Know

Self-paced PowerPoint presentations are also available on www.ayso.org. Contact the Area Management Administrator or Rosanne MacPhail, 1-800-595-2976, for further information.

Regional Assessment Program

The Regional Assessment Program is designed to recognize Regions for their successful implementation of AYSO programs in their local communities. When a Region actively supports AYSO philosophies and policies, strives for constant improvement and demonstrates a commitment to training its volunteers, then it may be a Regional Assessment Program (RAP) award winner.

Regardless of the size, age, or budget of a Region, a Region can be an RAP award winner because AYSO is looking for the effective use of resources, quality delivery of services, and innovation. Both chartered and pilot Regions may qualify for awards.

The Regional Assessment Program application also serves as a great planning tool for the following season. It is available on www.ayso.org.

★★★2011-2012 Regional Assessment Program Application★★★

Section: ___ Area: ___ Region: ___ Check one: PILOT Region CHARTERED Region
 Regional Commissioner: _____ Year first appointed: _____
 Communities served (**PRINT** the city names or geographic zone to be included on the Certificate i.e.: Southwest California):

 Average per player fee: _____ Number of players: _____
 Past Regional Assessment Program Awards: Platinum Gold Silver Bronze None
 Currently applying for: Platinum Gold Silver Bronze



The Regional Board Members listed below have examined this application and its attachments, and to the best of their knowledge, this document accurately represents the status of the Region.

Position:	Name:	Signature:	Date:
Regional Commissioner			
Regional Registrar			
Regional Treasurer			
Regional Safety Director			
Regional CVPA			
Regional Coach Administrator			
Regional Referee Administrator			

Please forward the completed application to your Area Director by July 15, 2012

This Section to be completed by the Area Director & Section Director

Approved Award Level: Platinum Gold Silver Bronze Honorable Mention
 Area Director Signature: _____ Date: __/__/__
 Area Director verified accuracy of RAP Comments: _____
Area Director, please forward the application to the Section Director by August 1, 2012
 Section Director Signature: _____ Date: __/__/__
 Comments: _____

Conclusion

Have fun! As Regional Commissioner, there are duties and responsibilities that sometimes require a firm and steady approach to management. Always remember: have fun in the process! Support is everywhere—from your fellow Board Members, Area Director and Section Director to the AYSO National Office.

On behalf of AYSO, we thank you for your time, talents and efforts.

AYSO, it's for the kids!



Regional Commissioner & Board Orientation Confirmation

Regional Commissioner & Board Orientation Confirmation Form

Region #:		Orientation Date:	
Position	Name	Signature	Date
Regional Commissioner			
Registrar			
Treasurer			
Safety Director			
CVPA			
Coach Administrator			
Referee Administrator			

Comments/Concerns:

This is to confirm that I have held a formal orientation (by telephone or in person) with the new regional commissioner and regional board members listed above and that all of the information listed on the Regional Commissioner Orientation Checklist was covered during the session.

Area Director Name:	Area Director Signature:	
Date:	Section:	Area:

UPON COMPLETION, PLEASE SUBMIT ORIGINAL TO
 AYSO National Office, 19750 S. Vermont Ave. Suite 200, Torrance, CA 90502 or FAX (310) 525-1155
 Please retain a copy for your records.



Appendices

The following forms are included for reference purposes. The most recent versions are available on the AYSO Web site, www.ayso.org. Please retrieve the current versions for any information submissions.

- Appointment Approval Request
- Regional Guidelines Signature Sheet
- AYSO Information Form
- RC Checklist
- AYSO Annual Budget
- Incident Report Form
- Regional Position Descriptions



Appendix A: Appointment Approval Request

REGIONAL COMMISSIONER APPOINTMENT REQUEST							
Please submit this form prior to the end of the existing Regional Commissioner's term.							
Section: Area: Region:			<input type="checkbox"/> Commissioner Change		<input type="checkbox"/> Commissioner Reappointment		
Application Date:		Term of Office: <input type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years <input type="checkbox"/> 3 Years			This Term Start Date:		
First Name		M. I.	Last Name		Suffix	Nickname	AYSO I.D.
Street Address		City		State	Zip Code	Mailing Address (if different from Street address)	
Area Code	AYSO Telephone	Area Code	Home Telephone	Area Code	Cellular Telephone	Area Code	Work Telephone
e-mail address						Area Code	FAX
Please check the number(s) you would like to publicize in eAYSO and the Executive Member Directory so members may contact you							
Home <input type="checkbox"/> Business <input type="checkbox"/> Fax <input type="checkbox"/> Cell <input type="checkbox"/> (AYSO number is listed automatically)							
AYSO Experience:		Coach for ____ years		Referee for ____ years		Other: _____ for ____ years	
<p>I have reviewed the attached Regional Commissioner position description and the Conflict of Interest policy statement. I have had an orientation meeting with my Area Director on (mo/yr) _____. If appointed, I agree to perform the duties of Regional Commissioner within the parameters of the AYSO position description and be subject to the Organization's Bylaws, rules, regulations, policies, philosophies, Standard Regional Guidelines and/or Approved Regional Guidelines. I also agree to use my best efforts to attend/support AYSO meetings and programs regularly, as available, such as Section Conferences, NAGM and Management Training.</p>							
Signature: _____				Date: _____			
(Regional Commissioner Nominee)							
Please sign and date above, and on pages 2 and 4. Make a copy for your records. Then send pages 1 through 4 of this original form to your Area Director for signature.							
APPROVALS							
Area Director							
I, as Area Director, have verified that the nomination of the above named person as Regional Commissioner is consistent with the Standard Regional Guidelines or the Approved Regional Guidelines which I have reviewed, signed and believe to be consistent with the Organization's Bylaws, rules, regulations, policies and philosophies.							
Signature: _____				Date: _____			
Area Director: Please sign and date above. Make a copy for your records. Then send pages 1 through 4 of this original form to your Section Director for signature.							
Section Director							
Signature: _____				Date: _____			
Section Director: You may Fax pages 1 through 4 to 310-643-6395 OR send the original to: Member Services Department, AYSO NSTC, 12501 S. Isis Avenue, Hawthorne, CA 90250-5045							
For NSTC use only:							
Date Received		Date to Safe Haven		Passed by Safe Haven		Entered in eAYSO	
National Secretary:						Approval Date:	



REGIONAL COMMISSIONER APPOINTMENT REQUEST

First Name	M. I.	Last Name	Suffix	Nickname	AYSO ID.
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PLEASE READ THESE IMPORTANT AGREEMENTS, THEN SIGN AND DATE BELOW

DISCLOSURE

All applicants must answer the following question. Failure to answer honestly will disqualify the applicant from service as a volunteer in the American Youth Soccer Organization ("AYSO"). AYSO acceptance of an applicant will be based on existing AYSO Safe Haven policies available from the Regional Child & Volunteer Protection Advocate or on-line at http://www.ayso.org/special_programs/safe_haven/background_check_policy.aspx

Have you ever been convicted of a crime? YES NO

If yes, describe each in full. Also indicate date(s) of crime(s) and in which city, county and state each took place. (Attach a separate sheet if needed.)

Check here if you are a returning volunteer and have previously disclosed this conviction(s).

WAIVER, CONSENT AND RELEASE OF LIABILITIES:

I hereby consent to the investigation and verification of all information given in this application, including searches of law enforcement and public records (including driving records and criminal background checks), contact with former employers and reference interviews. I hereby release and agree to hold harmless AYSO and its officers, employees and volunteers and any person or organization that provides information for or to AYSO concerning my background or any attempt to verify the information provided in this application. I declare that all of the information given by me in this application is true and complete to the best of my knowledge, and I understand that any misrepresentation or omission may be cause for suspension or dismissal from my volunteer status with AYSO. I understand that I have the right to receive a copy of any background check report secured by AYSO. If I have checked the adjacent box, please send me a copy of my background report. YES

If accepted as an AYSO volunteer, I hereby agree to abide by the AYSO Bylaws, rules, regulations, policies and philosophies, and all decisions and directions of the Regional Board of Directors, Area and Section staff and the National Board of Directors, and I understand that I may be removed as an AYSO volunteer at any time with or without cause.

DISCLAIMER, ASSUMPTION OF RISK AND WAIVER: For myself, and on behalf of my heirs, assigns and next of kin, I acknowledge that participation in soccer necessarily involves travel, participation on adverse field conditions, contact with considerable force, and risk of severe, permanent physical injury including bruises, scrapes, strained, sprained or torn muscles, tendons or ligaments, broken bones, dislocation of joints, concussion, brain damage, nerve and spinal cord injury, paralysis and death. For myself, and on behalf of my heirs, assigns and next of kin, I willingly and voluntarily accept and assume all such risks of participation.

In consideration of accepting this application and permitting my voluntary participation in AYSO programs, for myself and on behalf of my heirs, assigns and next of kin, I hereby release, discharge and agree to hold harmless AYSO, its players, employees, volunteers, officials, sponsors and other representatives and any and all owners, lessors, lessees or other persons or entities allowing, permitting or authorizing the use of facilities by AYSO and the agents, employees, officers and directors of said person or entities from any and all claims, demands, costs, expenses and compensation arising out of or in any way related to any injury or other damage that may result to me or to members of my family or my household or individuals I invite or for whom I am otherwise responsible while participating in or present at any AYSO-sponsored event, including any physical or other injury caused by the negligence of any person or entity described above. I further acknowledge that AYSO is primarily administered by volunteers rather than paid professionals.

I agree the terms and conditions hereof shall apply to all of my volunteer participation in AYSO, regardless of the year or season in which such participation takes place, unless superseded by a new volunteer application.

I further acknowledge and accept that this Disclaimer, Assumption of Risk and Waiver is intended to be as broad and inclusive as permitted by the laws of the state in which participation takes place and agree that if any portion of this Disclaimer, Assumption of Risk and Waiver is deemed to be invalid, the remainder will continue in full legal force and effect.

ACKNOWLEDGEMENT AND CONSENT: I acknowledge receipt of the Soccer Accident Insurance pamphlet available from the Safety Director of my Region or on-line at http://www.ayso.org/resources/insurance/insurance_forms.aspx and I understand the terms of the Plan or I will do so before I volunteer. For both internal and external use, I acknowledge that AYSO may compile and use addresses and soccer photographs of me consistent with the AYSO Privacy Policy set forth at http://www.ayso.org/resources/legal/privacy_policy.aspx for any purpose whatsoever. I consent to such uses and hereby waive all rights to compensation.

I HAVE READ THE ABOVE DISCLOSURE STATEMENT, THE WAIVER, CONSENT AND RELEASE OF LIABILITY, THE DISCLAIMER, ASSUMPTION OF RISK AND WAIVER AND THE ACKNOWLEDGEMENT AND CONSENT AGREEMENTS, FULLY UNDERSTAND THE TERMS OF EACH, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY MY SIGNING THIS FORM AND AGREEING TO THESE TERMS, AND I SIGN THIS FORM AND AGREE TO THESE TERMS FREELY AND VOLUNTARILY AND WITHOUT INDUCEMENT OF ANY KIND. FURTHERMORE I AGREE TO INFORM AYSO IN A TIMELY MANNER IF ANYTHING ON THIS FORM OR ITS ATTACHMENTS CHANGES.

Signature: _____ Date: _____



REGIONAL COMMISSIONER APPOINTMENT REQUEST

Please read the following AYSO Policy Statement and sign on the following page to indicate your understanding.

**AYSO POLICY STATEMENT
ARTICLE FIVE
Standards of Conduct - Conflict of Interest**

- 5.1 **Purpose of Policy.** The purpose of this policy statement is to set standards for the activities of Officials ("AYSO Officials") in order to ensure that an AYSO Official's actions would always be in the best interests of AYSO and that he/she does not take advantage of his/her position in AYSO for his/her own benefit or to the detriment of AYSO or others. AYSO Officials include all Regional Commissioners, Area Directors, Section Directors, Area and Section staff members, special executives, members of the national commissions, members of the National Board of Directors and the members of the National Support & Training Center, as well as the husbands or wives or members of the immediate family of each of the above.

- 5.2 **General Policy.** AYSO Officials are expected to adhere to high ethical standards of conduct in the performance of their duties, observing all laws and regulations governing business transactions, competing fairly with others and using AYSO funds only for legitimate and ethical purposes. The rights of AYSO Officials in their activities outside their AYSO duties or employment that are private in nature and which in no way conflict with or reflect upon AYSO will be respected. Although AYSO Officials have been carefully selected and are assumed to possess integrity and judgment, to avoid any misunderstanding, the following guidelines are issued with respect to proper conduct:

- 5.3 **Conflict of Interest Policy**
 - (a) AYSO Officials must act always in the best interests of AYSO and avoid incurring any kind of financial interest of personal obligation that might affect their judgment in dealings on behalf of AYSO with firms or individuals. Each person must examine his/her own activities and those of his/her family to be sure that no condition exists that could create a self-dealing situation in respect of financial transactions of AYSO.

 - (b) There are certain Areas with which each individual must be especially concerned. Areas giving rise to possible conflicts of interest include the following:
 - (i). Holding a material financial interest, directly or indirectly (as an owner, stockholder, partner, joint venture, employee, creditor or guarantor), in a firm which provides services or supplies, materials or equipment to AYSO, any of its Regions or any of its participants (such as a vendor of uniforms, soccer shoes, soccer balls, goal posts or other soccer equipment or a director or owner of a soccer camp for children), or in an organization to which AYSO or any of its Regions provides services.

 - (ii). Accepting gifts or favors for himself or herself or for family members, or entertainment or other personal benefits in excess of \$100.00 from an outside organization or individual with whom AYSO or any of its Regions does or may do business. This does not apply to acceptance of a casual gift of a nominal value, nor reasonable personal entertainment (but not paid travel expenses), but care must be exercised to be sure that continuation of such matters does not gradually create or appear to create an obligation. Gifts of a substantial nature should be returned to the donor with the explanation that AYSO's policy would not permit the acceptance of the gift.

 - (iii). Serving another organization in any capacity whether such service includes activities, compensated or not, which can affect or appear to affect an individual's ability to discharge his/her duties to AYSO. This includes, but is not limited to, those activities related to AYSO primary programs, secondary programs and special programs that interface with other youth soccer organizations and their programs and their local and national governing bodies.

 - (c) Therefore, to avoid conflicts of interest or the appearance of conflicts of interest, it is the policy of AYSO that:
 - (i). Each Executive Member shall disclose in the Executive Member application or in the candidate statement the existence of any relationship by which the Executive Member might benefit, directly or indirectly by immediate family relationship, through ownership (including ownership of corporate shares exceeding 5% of a publicly traded company or 20% of a privately traded company) or employment of or with any vendor, supplier, contractor, service provider or sponsor of goods or services to AYSO or its members or participants. Such relationship shall be disclosed before the time for appointment or election.



REGIONAL COMMISSIONER APPOINTMENT REQUEST

**AYSO POLICY STATEMENT
ARTICLE FIVE
Standards of Conduct - Conflict of Interest
(cont.)**

- (ii). Each Executive Member shall disclose the existence of any relationship by which the Executive Member might compete directly or indirectly with any program offered by AYSO directly or through contractors. Such relationship shall be disclosed before the time for appointment or election.
- (iii). In the case of any relationship described in paragraphs (i) and (ii) above, the Executive Member shall, upon appointment or election, immediately terminate such relationship unless the relationship is authorized by the express written consent of the National Board of Directors or its designee. The Executive Member affected shall refrain from participating in or seeking to influence any discussion, debate or vote concerning whether to allow such relationship to continue. The National Board of Directors may revoke with or without cause consent once given at any time.
- (iv). No Executive Member, after appointment or election, may enter into any relationship described in paragraphs (i) or (ii) except with the express written prior consent of the National Board of Directors or its designee. The Executive Member affected shall refrain from participating in or seeking to influence any discussion, debate or vote concerning whether to allow such relationship to be created. The National Board of Directors may revoke with or without cause consent once given at any time.
- (v). No Executive Member who is permitted to continue in or to embark upon a relationship described in paragraph (i) may participate in any discussion, debate or vote concerning the relationship, the vendor, supplier, contractor, service provider or sponsor with whom the relationship exists. No Executive Member who is permitted to continue in or to embark upon a relationship described in paragraph (ii) may participate in any discussion, debate or vote concerning the relationship or the programs with which the Executive Member competes and no such Executive Member shall obtain or seek to obtain information from AYSO beneficial to the promotion of such competing program.
- (vi). Any Executive Member who violates this policy is subject to immediate termination of Executive Membership status by the National Board of Directors, regardless of whether the Executive Member is appointed or elected. In the case of a member of the National Board of Directors, removal process shall comply with Section 4.18 of the National Bylaws.

5.4 Possible Improper or Illegal Conduct.

AYSO Officials are not expected to be familiar with every law and regulation relating to this statement or affecting AYSO operations. When in doubt, however, it is incumbent upon each AYSO Official to consult with the National Executive Director. However, your attention is called to the following special Areas:

- (a) Each AYSO Official must avoid improper acts and the violation of any governmental law or regulation in the course of performing his/her duties or employment.
- (b) No AYSO funds, property or resources may be used to carry on propaganda or otherwise attempt to influence legislation or support any political candidate or party. An AYSO Official's political activity must, therefore, be consistent with the direction provided in National Policy Statement 4.3 above.
- (c) No AYSO Official, in the course of his/her duties, shall accept or receive any payment or other thing of value (whether characterized as kickback, bribe, rebate, refund or otherwise, and whether intended by the payer to be for AYSO or the personal benefit of such AYSO Official) if the payment or receipt or tender thereof is illegal or is designed or intended to cause such AYSO Official to grant a privilege, concession or benefit to the payer in connection with AYSO business.

By my signature below, I acknowledge that I have read, understand and agree to the terms and conditions of this Conflict of Interest policy.

Signature: _____ Date: _____

**REGIONAL COMMISSIONER APPOINTMENT REQUEST****Job Description****Regional Commissioner****Purpose**

The AYSO volunteer position of Regional Commissioner is intended to have the responsibility and the authority to manage the day-to-day business of the Region as described in Article III of the Standard Regional Guidelines within the framework of the AYSO operation regulations.

Specific Duties and Responsibilities

The Regional Commissioner is expected to:

1. Comply in spirit and letter with the objectives of the organization;
2. Maintain good community relations with the primary objective being youth development;
3. Collect and disburse fees and other monies for the sound financial organization and operation of the Region. It is incumbent upon the Region to keep and file, as required, accurate financial records to ensure continuation of the tax exempt status of the organization;
4. Review, on an annual basis, the Regional guidelines and other written Regional operating regulations;
5. Supervise the Regional Treasurer by reviewing the Region's cancelled checks and bank statements monthly, reviewing the National Accounting Program (NAP) financial report each month, and reviewing, periodically, internal financial control procedures. Also, take other reasonable measures to assure that the Region's assets and expenses are being handled in a fiscally responsible manner;
6. Make timely submissions to the National Support & Training Center of membership, fees, budgets, information forms, and other paperwork as required with copies to the Area Director;
7. Be responsible for the performance and the growth of the Regional programs for the benefit of the players, the volunteers, and their families;
8. Organize, maintain, supervise, and coach Regional volunteer staff to assure adequate support and services to the Region, including the development of new volunteers for Regional position succession planning;
9. Appoint, at a minimum, a CVPA, a Treasurer, a Registrar, a Safety Director, a Regional Coach Administrator, and Regional Referee Administrator;
10. Publish for the Region and for the files of the National Support & Training Center, guidelines for the operation of AYSO within the Region. Such Regional guidelines must conform to all provisions of the Standard Regional Guidelines but may expand or add to them to cover specific Regional needs, subject to the approval of the Area Director and Section Director. Such Regional guidelines must include a process for the selection of a Regional Board and the election of the Regional commissioner;
11. Act as the official spokesperson for the Region in regard to publicity, internal development, cultural exchange, business systems, budgets, Regional operation regulations, and other matters concerning AYSO programs within the Region;
12. Assist the Regional Board in the planning and implementation of its policies and programs within the Region;
13. Register players, coaches, referees, and other Regional officials;
14. Assign players and coaches to assure proper balance of teams within any one age group within a reasonable geographical area;
15. Locate and secure proper playing facilities;
16. Secure uniforms, balls, goals, and other necessary equipment;
17. Schedule games;
18. Comply with the Soccer Accident Insurance plan and submit insurance claims according to current procedures;
19. Release publicity concerning the Region;
20. Budget for and encourage Regional participation at the annual Section Conferences (volunteer education conferences);
21. Budget for and participate at AYSO's annual business meeting, the National Annual General Meeting (NAGM);
22. Oversee dispute resolution within the Region pursuant to Article Nine of the guidelines and AYSO operating regulations;
23. Preside at all Regional board meetings;
24. Keep the Regional Board informed of actions and decisions on matters of importance;
25. Attend Area meetings, Section Conferences and caucuses, and the NAGM;
26. Maintain close liaison with the Area Director and the Section Director, and coordinate all extra-Regional activities through the Area Director;
27. Submit a completed Regional Assessment Program to the Area Director annually as specified on the Regional Assessment Program form;
28. Make such other decisions and take actions as may be required to run the Region within the limits of the Regional budget and these guidelines; and
29. When leaving the position, transfer to his/her successor in a timely manner (a) all Regional records, files and reports; and (b) the Regional Commissioner manual.



REGIONAL COMMISSIONER APPOINTMENT REQUEST

Job Description

Regional Commissioner (continued)

Qualifications and Desired Skills

To be considered for the position of Regional Commissioner, the applicant should:

1. Have some management skills;
2. Know the AYSO structure;
3. Have acknowledged, unswerving commitment to the AYSO philosophies;
4. Have administrative abilities;
5. Have good communication skills; and
6. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the 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 Area Director, and supervised indirectly by the Section 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 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 Commissioner is a full year. The estimated hours to fulfill duties by month shall be filled in by the Area Director:

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 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 Area Director;
2. Introductory Management Training;
3. Advanced Management Training;
4. Board and Staff Introductory Certification (BASIC);
5. AYSO Safe Haven Program; and
6. The annual Section Conference.

Activity Locations

While performing the duties of Regional Commissioner, the volunteer is limited to the following locations, unless expressly authorized in writing by the area director to hold activities in another location.

1. Regional Board meetings;
2. The annual Section Conference;
3. Assigned field locations;
4. Assigned classroom locations;
5. Regional sponsored activities;
6. National Annual General Meeting; and
7. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.

Appendix B: Regional Guidelines Signature Sheet



REGIONAL GUIDELINES

Choose only one option below:

- Option 1: Region _____ hereby acknowledges they are operating under the Standard Regional Guidelines with approval below. *(do not attach a copy)*
- Option 2: Region _____ Regional Guidelines are attached and approved below. *(attach a copy of the regional guidelines)*
- Option 3: Region _____ hereby acknowledges they are operating under their own Regional Guidelines dated _____; filed with the NSTC and there are no changes for this year, approved below.

APPROVED BY: Regional Commissioner _____ Date _____

APPROVED BY:

Area _____ Director _____ Date _____

APPROVED BY:

Section _____ Director _____ Date _____

File copy confirmed with NSTC.

Date Received by the NSTC: _____



Appendix C: AYSO Information Form



INFORMATION FORM for Section: _____ Area: _____ Region: _____

Remember to copy the appropriate volunteer chain of command (e.g., RC to AD; AD to SD; SD to BL)

Please update and mail to the AYSO National Support & Training Center (12501 Isis Ave, Hawthorne, CA, 90251-5045) whenever there is a change in any of the following positions. **Please attach completed volunteer applications for those listed below. (PLEASE TYPE OR PRINT)**

RC/AD/SD:	Res. Phone: _____
Address: _____	Bus. Phone: _____
City/State/Zip: _____	FAX: _____
e-mail: _____	AYSO: _____
Please <input checked="" type="checkbox"/> the number(s) you would like publicized in the Executive Member Directory: AYSO Number is automatically listed. <input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> FAX	
List applicable membership year: FS	

Assistant: _____ Res. Phone: (____) _____
 Address: _____ Bus. Phone: (____) _____
 City/State/Zip: _____ FAX: (____) _____
 E-mail: _____ **Authorized to Purchase** No Yes

Treasurer: _____ Res. Phone: (____) _____
 Address: _____ Bus. Phone: (____) _____
 City/State/Zip: _____ FAX: (____) _____
 E-mail: _____ **Authorized to Purchase** No Yes

Safety Director: _____ Res. Phone: (____) _____
 Address: _____ Bus. Phone: (____) _____
 City/State/Zip: _____ FAX: (____) _____
 E-mail: _____ **Authorized to Purchase** No Yes

Child Volunteer Protection Advocate (CVPA): _____ Res. Phone: (____) _____
 Address: _____ Bus. Phone: (____) _____
 City/State/Zip: _____ FAX: (____) _____
 E-mail: _____ **Authorized to Purchase** No Yes

Coach Administrator: _____ Res. Phone: (____) _____
 Address: _____ Bus. Phone: (____) _____
 City/State/Zip: _____ FAX: (____) _____
 E-mail: _____ **Authorized to Purchase** No Yes

Referee Administrator: _____ Res. Phone: (____) _____
 Address: _____ Bus. Phone: (____) _____
 City/State/Zip: _____ FAX: (____) _____
 E-mail: _____ **Authorized to Purchase** No Yes

Auditor: _____ Res. Phone: (____) _____
 Address: _____ Bus. Phone: (____) _____
 City/State/Zip: _____ FAX: (____) _____
 E-mail: _____ **Authorized to Purchase** No Yes

Registrar: _____ Res. Phone: (____) _____
 Address: _____ Bus. Phone: (____) _____
 City/State/Zip: _____ FAX: (____) _____
 E-mail: _____ **Authorized to Purchase** No Yes

Management Administrator: _____ Res. Phone: (____) _____
 Address: _____ Bus. Phone: (____) _____
 City/State/Zip: _____ FAX: (____) _____
 E-mail: _____ **Authorized to Purchase** No Yes

VIP Director: _____ Res. Phone: (____) _____
 Address: _____ Bus. Phone: (____) _____
 City/State/Zip: _____ FAX: (____) _____
 E-mail: _____ **Authorized to Purchase** No Yes

J:EMD forms/Information/rev 11-06



PLEASE COMPLETE OTHER SIDE →

Dir Referee Assmnt: _____ Res. Phone: (____) _____
 Address: _____ Bus. Phone: (____) _____
 City/State/Zip: _____ FAX: (____) _____
 E-mail: _____ Authorized to Purchase No Yes

Dir Referee Instr: _____ Res. Phone: (____) _____
 Address: _____ Bus. Phone: (____) _____
 City/State/Zip: _____ FAX: (____) _____
 E-mail: _____ Authorized to Purchase No Yes

Coach Trainer: _____ Res. Phone: (____) _____
 Address: _____ Bus. Phone: (____) _____
 City/State/Zip: _____ FAX: (____) _____
 E-mail: _____ Authorized to Purchase No Yes

Secretary: _____ Res. Phone: (____) _____
 Address: _____ Bus. Phone: (____) _____
 City/State/Zip: _____ FAX: (____) _____
 E-mail: _____ Authorized to Purchase No Yes

Data Entry: _____ Res. Phone: (____) _____
 Address: _____ Bus. Phone: (____) _____
 City/State/Zip: _____ FAX: (____) _____
 E-mail: _____ Authorized to Purchase No Yes

Webmaster: _____ Res. Phone: (____) _____
 Address: _____ Bus. Phone: (____) _____
 City/State/Zip: _____ FAX: (____) _____
 E-mail: _____ Authorized to Purchase No Yes

Developer: _____ Res. Phone: (____) _____
 Address: _____ Bus. Phone: (____) _____
 City/State/Zip: _____ FAX: (____) _____
 E-mail: _____ Authorized to Purchase No Yes

Regional Coord: _____ Res. Phone: (____) _____
 Address: _____ Bus. Phone: (____) _____
 City/State/Zip: _____ FAX: (____) _____
 E-mail: _____ Authorized to Purchase No Yes

Auth Purchaser: _____ Res. Phone: (____) _____
 Address: _____ Bus. Phone: (____) _____
 City/State/Zip: _____ FAX: (____) _____
 E-mail: _____ Authorized to Purchase No Yes

_____: _____ Res. Phone: (____) _____
 Address: _____ Bus. Phone: (____) _____
 City/State/Zip: _____ FAX: (____) _____
 E-mail: _____ Authorized to Purchase No Yes

	Bank Name / Institution Name	Account #	Authorized Signers		Position
			Print Name	Signature	
Checking Acct.			1.	1.	Executive Member
Savings Acct.*			2.	2.	Treasurer
			3.	3.	
Savings Acct.*			4.	4.	

* Authorized signers for savings should be the same as checking. If not, please indicate their name(s) & position(s).

J:EMD forms/Information/rev11-06

Appendix D: Regional Checklist

Regional Checklist for Regional Commissioners	
<p>To help you plan your season, here is a list of items that you should focus on completing throughout the year. If you have questions, contact your Area Director (AD) or the Executive Member Communication Coordinator at the National Office (1-800- USA-AYSO).</p>	
<p>Open Registration Player Development Balanced Teams Good Sportsmanship Everyone Plays[®] Positive Coaching</p>	<input type="checkbox"/> 1. If a current volunteer application is not on file with the National Office, log on to eAYSO, AYSO's on-line database
	<input type="checkbox"/> 2. After receiving the nomination for Regional Commissioner (RC), complete and submit the RC Appointment Request Form to your AD prior to your RC & Board Orientation.
	<input type="checkbox"/> 3. RC & Board Orientation completed in person or over the phone. Attend RC training within one year.
	<input type="checkbox"/> 4. Contact the previous RC and obtain all Regional records.
	<input type="checkbox"/> 5. Recruit a Regional Board that includes all the required Board Member positions: <ul style="list-style-type: none"> ▪ Regional Treasurer ▪ Regional Registrar ▪ Regional Coach Administrator (RCA) ▪ Safety Director ▪ Child and Volunteer Protection Advocate (CVPA) ▪ Regional Referee Administrator (RRA)
	<input type="checkbox"/> 6. Instruct each Board Member and other Regional volunteers to log on to eAYSO and register to be a volunteer. A signed copy of their application must be submitted to the RC or the Regional CVPA.
	<input type="checkbox"/> 7. Schedule monthly board meetings.
	<input type="checkbox"/> 8. Contact your Area Director (AD) or Area Management Administrator (AMA) to schedule Safe Haven [®] Certification and discipline specific training for all Board Members.
	<input type="checkbox"/> 9. Working with the RCA and RRA, schedule your coach, referee and Safe Haven [®] Certification training for <u>all</u> Regional volunteers.
	<input type="checkbox"/> 10. Using eAYSO, grant Regional Board members and other key volunteers the necessary access rights on eAYSO so they may adequately carry out their duties.
	<input type="checkbox"/> 11. Encourage all Board Members to become familiar with eAYSO.
	<input type="checkbox"/> 12. Using eAYSO, update the Regional Board Information, especially all Region checking/savings account signatories. Otherwise submit an Information Form (IF) to the National Office and provide a copy to
	<input type="checkbox"/> 13. Set up all bank accounts in the National Accounting Program (NAP).
	<input type="checkbox"/> 14. Working with the Regional Treasurer, prepare an operating budget for the Region and submit it to your AD for approval. Submit a copy of the budget to the National Office by June 1 st .
	<input type="checkbox"/> 15. Working with the Regional Treasurer, publish an annual report of your Region's finances. Submit a copy to your Area Director.
	<input type="checkbox"/> 16. Assist the Safety Director in administering the Soccer Accident Insurance (SAI) program consistent with the procedures and guidelines, including Incident Reports as described in the Safety Director's Manual.
	<input type="checkbox"/> 17. Ensure that the Safety Director has secured the necessary permits and, where required, certificates of insurance for all practice and playing fields.
	<input type="checkbox"/> 18. Working with the Regional Registrar, schedule several registration opportunities where volunteers and players can register.
	<input type="checkbox"/> 19. If hardcopy player and volunteer forms are used, make sure the most current versions are used and that returning members are provided pre-printed forms.
	<input type="checkbox"/> 20. Ensure that the CVPA and Regional Registrar have registered all players and volunteers in eAYSO and that all volunteer forms are sent to the National Office prior to the start of the season.
	<input type="checkbox"/> 21. Ensure that the Treasurer has paid national player fees to the National Office for all duly registered players.
	<input type="checkbox"/> 22. Develop plans and implement procedures to assure that your Region operates in compliance with AYSO's Bylaws, Rules & Regulations, National Policies and operates consistently with AYSO's core philosophies.
	<input type="checkbox"/> 23. Ensure that Standard Regional Guidelines or customized Regional Guidelines were reviewed/ updated/adopted and signed by the RC, AD, and SD, prior to submitting guidelines to the National Office.
	<input type="checkbox"/> 24. Attend all Area meetings and the National Annual General Meeting (NAGM). If you are unable to attend the NAGM, submit a proxy form directly to your AD or the National Office.
	<input type="checkbox"/> 25. Participate in the Regional Assessment Program (RAP) every year. Applications due to your Area Director by July 1 st each year.
<p>Please check the Reference Guide on the other side for additional information.</p>	



Everyone Plays® Positive Coaching
Balanced Teams Good Sportsmanship
Open Registration Player Development

REFERENCE GUIDE

12501 S. Isis Ave. Hawthorne, CA 90250/ (800) USA-AYSO/ (424) 221-7900/ FAX: (310) 525-1155

1. For further assistance with eAYSO, consult the User Guide found under the HELP menu on the eAYSO Welcome screen. Printed versions of the User Guide may be purchased from the AYSO Supply Center (1-888-243-2976). Contact the eAYSO Help Desk at 1-866-588-2976 for additional support.
2. If a current copy of your volunteer application is not on file with the National Office, a new one must be submitted with your RC Appointment Request. A blank RC Appointment Request Form is available at www.ayso.org, AYSO's national website under Resources. NOTE: All forms and documents on [ayso.org](http://www.ayso.org) are in PDF format requiring Adobe Acrobat to open or download. This free software can be downloaded by following the links on the AYSO website.
3. Notify your SD if you have not received an RC & Board Orientation within one month of starting as an RC.
4. If you do not have the contact information for the previous RC, contact your AD or call the Member Services Department at 1-800-876-2976 ext. 7962.
5. The Standard Regional Guidelines Article 3.N state that all Regions must "elect or appoint at a minimum" the six positions listed on the previous page in addition to the Regional Commissioner.
6. NOTE: All volunteer applications contain private and privileged information which must be safeguarded. The Regional CVPA must send the National Office copy of these forms to the National Office without delay so background checking can be done. The Region copies should be retained in a secure manner by the Regional CVPA.
7. Ensure that the Regional CVPA has submitted for board approval all coach and referee volunteers PRIOR to the start of the season. Regional Board meetings serve as great opportunities to assign responsibilities to specific volunteers, create a Regional calendar, schedule registration dates, and develop ways to promote the AYSO philosophies throughout your community, etc.
8. To register courses, go to www.eayso.org. Training material may be purchased from the AYSO Supply Center (1-888-243-2976). NOTE: All course rosters must be entered into eAYSO or returned to the National Office **within 60 days** of the course start date.
9. Refer to #8 on the Reference Guide.
10. Refer to #1 on the Reference Guide.
11. Refer to #1 on the Reference Guide.
12. This can be easily done on eAYSO. If necessary, Fax Information Forms (IF) to (310) 525-1155. Blank Information Forms are available at www.ayso.org under Resources. Information Forms must be updated whenever changes to the board and checking/saving account signatories occur.
13. For more information on NAP and other financial matters, Regional Treasurers may contact the Finance Department (1-800-USA-AYSO ext 7913).
14. NOTE: Fiscal Year: July 1 – June 30. Blank budget forms and other finance forms are available at www.ayso.org under Resources/Finance Forms.
15. For specific guidelines on publishing a financial report refer to the Treasurer's Manual or contact the Finance Department (1-800-USA-AYSO ext 7913).
16. Injuries requiring emergency transport and bad incidents involving coaches, spectators, players or matters related to safety should be recorded on an Incident Report Form and kept on file for possible future reference. SAI insurance claim forms must be filed within 90 days of occurrence. These forms are available at www.ayso.org under Resources/Insurance.
17. Electronic certificates of liability (through eCerts) are available at www.ayso.org under Resources/Insurance/Certificates of Insurance. Prior to using eCerts, Safety Directors are urged to download AYSO eCerts Made Simple instructions.
18. Whenever possible, encourage parents to pre-register on eAYSO. Regional Registrar may contact the Registration Department at the National Office (1-800-USA-AYSO ext. 7965) to order a Registration Kit. (NOTE: All Regions are entitled to one free kit per year.)
19. Additional player registration forms, volunteer application forms and other registration material may be purchased through the AYSO Supply Center (1-800-243-2976). Regional Commissioners and only authorized purchasers can charge supplies to the Region's account.
20. Refer to #6 on the Reference Guide.
21. All National Office player fee invoices will be due 30 days from invoice date. Invoice date is defined as the date players are entered and accepted into the eAYSO membership system. All Supply Center invoices are due and payable 30 days from the date of the invoice.
22. To purchase an AYSO Reference Book, which contains the National Bylaws, Rules & Regulations and the Standard Regional Guidelines, contact the AYSO Supply Center (1-888-243-2976). The AYSO Reference Book is also available at www.ayso.org under Resources/Governing Documents.
23. To review current or previously adopted Regional Guidelines, or for further assistance on developing customized Regional Guidelines, contact the Member Services Department (1-800-USA-AYSO ext. 7962).
24. For a calendar of dates of national events such as the NAGM, check on-line at www.ayso.org under Events or contact the Events Department (1-800-USA-AYSO ext. 7976).
25. The Regional Assessment Program application is available on-line at www.ayso.org.

Rev. 09/03/2010



Appendix E: Annual Budget Form

AYSO Annual Fiscal Budget

Section	Area	Region	Other
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Year Year

For the 12 month period beginning: July 1, _____ Ending: June 30, _____

Date of last financial statement distributed to members:

	Budget	Per Player	Last Season Actual
Estimated Revenues:			
4005 Registration Fees (see bottom right)	\$ -		
4006 Registration Fee Refunds			
4007 Early Registration Discount			
4008 Multi-Child Discount			
4009 Late Registration Fees			
4010 Merchandise Revenue			
4012 Merchandise Revenue - T-Shirts			
4015 Training Registration Fees			
4020 Tourn/Natl Games/Player Camp Refunds			
4021 Tournament/National Games/Player Camp			
4022 Tournament-Referee Commitment Fees			
4023 Tournament - Referee Commitment Refund			
4024 Concessions			
4025 Tournaments - Vendors			
4027 Concessions - Packaged			
4031 Cultural Exchange			
4040 Fund Raising - Other			
4310 Sponsors/Contributions/Donations			
9105 Interest Income			
4959 Other Income (Describe)			
Total Estimated Revenue (R):	\$ -	\$ -	\$ -

Estimated Expenditures:			
1600 Deferred Payment to AYSO			
5101 Uniforms: Players			
5102 Uniforms: Coaches			
5103 Uniforms: Referees			
5104 Uniforms: Other			
5111 Field Expenses			
5115 Facility / Park Fees			
5146 Equipmt Purchases & Storage Expenses			
5150 Trainer Payments			
5155 Payments to Playing Circuit			
5200 Natl Games-Start-up Seed Money			
5205 Natl Games-Business Expenses			
5208 Tourn/Natl Games: Opening Ceremonies			
5209 Tourn/Natl Games: Banners & Signs			
5210 Tourn/Natl Games: Traffic Control			
5211 Tourn/Natl Games: Entertainment			
5212 Tourn/Natl Games: ID Cards			
5213 Tourn/Natl Games: Insurance			
5220 Tourn: Incentives, Trophies, Awards			
5221 Tournament: Coaches			
5222 Tournament: Referees			
5223 Tournament: Other			
5224 Tournament: Water/Food			
5225 Tournament: Concession Expenses			
5226 Tournament: Medical Personnel			
5227 Tournament Planning Meetings			
5228 Tournament/National Games: Entry Fees			
5229 Tournament/Player Camp Expenses			
5235 Merchandise Expense			
5239 Cultural Exchange Expenses			
5241 Playoff Expenses			
5255 Ads/Newsletter/Yearbook/Pictures			



Estimated Expenditures:		Budget	Per Player	Last Season Actual
5261	Fund-raising Expenses: Concessions	_____	_____	_____
5262	Fund-raising: Other	_____	_____	_____
5274	Awards & Volunteer Recognition	_____	_____	_____
5275	Donations	_____	_____	_____
5431	Clinic Training Expenses: Player	_____	_____	_____
5432	Clinic Training Expenses: Coaches	_____	_____	_____
5433	Clinic Training Expenses: Referees	_____	_____	_____
5434	Clinic Training Expenses: Other	_____	_____	_____
5701	Payments to AYSO: Inter-regional	_____	_____	_____
5702	Payments to AYSO: NSTC	_____	_____	_____
5703	Payments to AYSO: Registration Fees	_____	_____	_____
5704	Payments to AYSO: Supply Center	_____	_____	_____
5710	Payments to Affiliates	_____	_____	_____
5715	Payments to Referees (Playing Circuit)	_____	_____	_____
5801	Fixed Assets (over \$1,000)	_____	_____	_____
7401	Travel: Other	_____	_____	_____
7430	Conferences / Meetings	_____	_____	_____
7431	Section / NAGM	_____	_____	_____
7435	Travel Mileage	_____	_____	_____
7515	Phone / Internet / Website	_____	_____	_____
7535	Postage	_____	_____	_____
7625	Office Supplies	_____	_____	_____
7695	Miscellaneous Supplies	_____	_____	_____
8305	Bank Fees	_____	_____	_____
8595	Other Expenses	_____	_____	_____
	Contingency	_____	_____	_____
	Total Estimated Expenditures (E):	\$ -	\$ -	\$ -

Estimated Cash Increase (Decrease): (R-E) \$ -

Estimated Bank Balance on June 30: _____

Estimated Ending Cash Balance: \$ -

Please comment if the cash reserve is less than \$5 or more than \$12 per player:

Comments: _____

Treasurer's Name & Signature: _____ Date: _____

Executive Member's Name & Signature: _____ Date: _____

<p>DUE DATES:</p> <p>Region: 30 days prior to end of fiscal year - June 1</p> <p>Area discretionary account: July 1</p> <p>Section discretionary account: July 1</p> <p>Tournament: 6 months prior to event</p> <p>Camp: 60 days prior to camp</p> <p>Cultural Exchange: 3 months prior to travel</p>	<p>PLEASE COMPLETE THIS SECTION:</p> <p style="text-align: center;"><u>Registration fees</u></p> <table border="0"> <tr> <td>Players</td> <td>Fee</td> <td>=</td> <td>\$</td> <td>-</td> </tr> <tr> <td>x</td> <td>_____</td> <td>=</td> <td>\$</td> <td>-</td> </tr> <tr> <td>x</td> <td>_____</td> <td>=</td> <td>\$</td> <td>-</td> </tr> <tr> <td>x</td> <td>_____</td> <td>=</td> <td>\$</td> <td>-</td> </tr> <tr> <td>x</td> <td>_____</td> <td>=</td> <td>\$</td> <td>-</td> </tr> <tr> <td></td> <td>Total</td> <td></td> <td>\$</td> <td>-</td> </tr> </table>	Players	Fee	=	\$	-	x	_____	=	\$	-	x	_____	=	\$	-	x	_____	=	\$	-	x	_____	=	\$	-		Total		\$	-
Players	Fee	=	\$	-																											
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	Total		\$	-																											

* Fax (310-525-1155), or e-mail (finance@ayso.org) the signed BUDGET to AYSO NSTC by June 1.

* A copy should be submitted to your Area Director

* Source online: <http://soccer.org> > Top menu "AYSO Business"> dropdown "Finance"



Appendix F: Incident Report Form



AYSO INCIDENT REPORT FORM

Return the completed form to the regional commissioner, area director, safety director or tournament director.

****Note: Forward copy of completed form to NSTC, Attn: Risk Mgmt**

- Complete this form for:
1. Injuries
 2. Incident – threats
 3. Incident – fighting – any type
 4. Property damage
 5. Law enforcement summoned

AFFECTED PARTY: <input type="checkbox"/> Player <input type="checkbox"/> Official <input type="checkbox"/> Coach <input type="checkbox"/> Spectator <input type="checkbox"/> Volunteer <input type="checkbox"/> Other					
Last Name		First Name		MI	Section
					Area
					Region
Address:					Birth date:
					AYSO ID #
City:	State:	Zip:	Telephone: ()		<input type="checkbox"/> Male <input type="checkbox"/> Female
Does the injured person have other medical insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No					
<i>If yes, please provide name of company and policy #:</i> Employer Name & Address:					
GUARDIAN/PARENT (if affected party is a minor):					
Last Name		First Name		MI	Telephone Number: ()
Address:		City:		State:	Zip:
INCIDENT INFO:	Date of Incident:	Age Division:	<input type="checkbox"/> Boys <input type="checkbox"/> Girls	Time of Incident:	AM / PM
Tournament Name & Location (if applicable)					
Team Involved #1:			Coach Name:	Region #	
Team Involved #2:			Coach Name:	Region #	
BODY PART INJURED		If ankle injury, was ankle:		PRIMARY INJURY	
<input type="checkbox"/> Ankle (L/R)	<input type="checkbox"/> Shoulder(L/R)	<input type="checkbox"/> Tooth	<input type="checkbox"/> Taped/Supported	<input type="checkbox"/> Abrasion	<input type="checkbox"/> Dislocation
<input type="checkbox"/> Knee (L/R)	<input type="checkbox"/> Wrist (L/R)	<input type="checkbox"/> Back	<input type="checkbox"/> Unsupported	<input type="checkbox"/> Burn	<input type="checkbox"/> Foreign Body
<input type="checkbox"/> Leg	<input type="checkbox"/> Finger	<input type="checkbox"/> Neck	Shoes: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Cardiac	<input type="checkbox"/> Fracture
<input type="checkbox"/> Foot	<input type="checkbox"/> Eye (L/R)	<input type="checkbox"/> Internal	If knee injury, was knee:	<input type="checkbox"/> Cold Injury	<input type="checkbox"/> Heat Exhaustion
<input type="checkbox"/> Toe	<input type="checkbox"/> Ear (L/R)	<input type="checkbox"/> No injury	<input type="checkbox"/> Braced/Supported	<input type="checkbox"/> Concussion	<input type="checkbox"/> Laceration
<input type="checkbox"/> Arm	<input type="checkbox"/> Nose	<input type="checkbox"/> Other	<input type="checkbox"/> Unsupported	<input type="checkbox"/> Contusion	<input type="checkbox"/> Nausea
<input type="checkbox"/> Hand	<input type="checkbox"/> Head		Knee Pads: <input type="checkbox"/> Yes <input type="checkbox"/> No		
LOCATION		INCIDENT		DISPOSITION	
<input type="checkbox"/> Before Competition/Event	<input type="checkbox"/> Collision (participant/spectator)	<input type="checkbox"/> Animal/insect bite/sting		No care given: <input type="checkbox"/> Not Needed	
<input type="checkbox"/> During Competition/Event	<input type="checkbox"/> Collision (with object)	<input type="checkbox"/> Slip/Fall		<input type="checkbox"/> Patient Refused	
<input type="checkbox"/> After Competition/Event	<input type="checkbox"/> Collision (participant/participant)	<input type="checkbox"/> Overexertion		Released: <input type="checkbox"/> To Parent	
<input type="checkbox"/> Competition Area	<input type="checkbox"/> Collision (spectator/spectator)	<input type="checkbox"/> Assault/Sexual		<input type="checkbox"/> To Personal Vehicle	
<input type="checkbox"/> Concession Area	<input type="checkbox"/> Struck by falling /flying object	<input type="checkbox"/> Assault/Non-Sexual		<input type="checkbox"/> To Doctor	
<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Caught in, on, between goal	<input type="checkbox"/> Property Damage		Referral: <input type="checkbox"/> To Hospital/Clinic	
<input type="checkbox"/> Restrooms				EMS transport: <input type="checkbox"/> Region Recommended	
<input type="checkbox"/> Off Property				<input type="checkbox"/> Patient/Parent Requested	
<input type="checkbox"/> Bleachers/Stands					
FIELD SURFACE	<input type="checkbox"/> Dirt <input type="checkbox"/> Grass <input type="checkbox"/> Indoor	CLASSIFICATION	<input type="checkbox"/> Non-Injury (threat, assault)	<input type="checkbox"/> Minor Injury or Illness	<input type="checkbox"/> Serious Injury or Illness
<input type="checkbox"/> Field Turf <input type="checkbox"/> Astro Turf					
POLICE REPORT FILED: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, report number:</i> Officer's Name & badge #:					
Describe how the incident, injury or property damage occurred: (use the backside or attach a separate sheet if necessary – may attach a copy of the Referee Game Misconduct Report)					
WITNESS INFORMATION - Confidential					
Name		Address		Telephone Number	
Person/volunteer completing/submitting this form:					
Name:		Signature:		Ph: ()	
				Cell: ()	
Position Title:		e-mail address:		Date:	

Appendix G: Position Descriptions



Regional Commissioner

Purpose

The AYSO volunteer position of Regional Commissioner is intended to have the responsibility and the authority to manage the day-to-day business of the Region as described in Article III of the Standard Regional Guidelines within the framework of the AYSO operation regulations.

Specific Duties and Responsibilities

The Regional Commissioner is expected to perform their duties consistent with the directions as detailed in the training, certification, and continuing education provided by AYSO for this position including:

1. Support the AYSO Vision, Mission and National Programs in both specifics and spirit;
2. Collect and disburse fees in a fiscally responsible manner, maintain records and submit reports as required by the National Office;
3. Appoint, at a minimum, a CVPA, a Treasurer, a Registrar, a Safety Director, a Regional Coach Administrator, and a Regional Referee Administrator;
4. Publish Regional guidelines for the operation of AYSO within the Region which conforms to all provisions of the Standard Regional Guidelines;
5. Comply with the Soccer Accident Insurance plan and submit insurance claims according to current procedures;
6. Budget for and participate at AYSO's annual business meeting, the National Annual General Meeting (NAGM);
7. Oversee dispute resolution within the Region pursuant to Article Nine of the guidelines and AYSO operating regulations;
8. Maintain oversight of the Regional Treasury by reviewing Region cancelled checks, bank statements, the National Accounting Program (NAP) reports, and periodically, internal financial control procedures in order to ensure fiscal responsibility.
9. Preside at all Regional Board Meetings; and
10. Maintain close liaison with the Area Director and the Section Director, and coordinate all extra-Regional activities through the Area Director.

Qualifications and Desired Skills

To be considered for the position of Regional Commissioner, the applicant must:

1. Annually submit an AYSO Volunteer Application form;



2. Pass the AYSO screening and background check;
3. Have good management, administrative and communication skills; and
4. Know the AYSO Vision, Mission and structure.

Supervision Protocols

While performing as the 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 Area Director, and supervised indirectly by the Section 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 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

Time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the Regional Commissioner will devote about 9 hours per week per playing season.

Orientation, Training, Certification, and Continued Education Provided

To fully prepare for the position, the Regional Commissioner is expected to participate in the following AYSO training, certification and continuing education opportunities:

1. Orientation by the Area Director;
2. eAYSO Training – 1 ¼ hours;
3. AYSO's Safe Haven – 2 hours;
4. Regional Board Member Orientation – 3 hours;
5. Introductory Management Training – 4 ½ hours;
6. Advanced Management Training – 2 ½ hours; and
7. Annual Management Update – 1 ¼ hours.

Activity Locations

While performing the duties of Regional Commissioner, 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.



Regional Coach Administrator



Purpose

The AYSO volunteer position of Regional Coach Administrator is intended to implement, monitor, and maintain the AYSO National Coaching Program including program delivery, staff development, communication and coordination at the Regional level.

Specific Duties and Responsibilities

The Regional Coach Administrator is expected to perform their duties consistent with the directions as detailed in the training, certification, and continuing education provided by AYSO for this position including:

1. Support the AYSO Vision, Mission, National Programs and Regional Commissioner in the promotion and implementation of the Regional Coaching Program in both specifics and spirit;
2. Support and ensure the consistent and accurate implementation of the AYSO National Coaching Program within the Region;
3. Appoint, train and support a Regional Coach Trainer;
4. Ensure all coaches within the Region annually complete and submit a Volunteer Application Form;
5. Serve as member of the Regional Board of Directors and provide advice and recommendations on matters pertaining to coaching; and
6. Manage routine day to day business of the Regional Coaching Program (Recruiting, Retaining, Training, Team Balancing, Evaluating, Budgeting, etc).

Qualifications and Desired Skills

To be considered for the position of Regional Coach Administrator the applicant must:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;
3. Be annually approved and duly appointed as Regional Coach Administrator by the Region;
4. Have good management, administrative and communication skills; and
5. Be well familiar with the AYSO National Coaching Program, the AYSO Guidance for Referees and Coaches and the AYSO edition of the FIFA Laws of the Game.

Supervision Protocols

While performing as the Regional Coach 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 supervised indirectly by the Area Coach Administrator; 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 time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the Regional Coach Administrator will devote about 8 hours per week per playing season.

Orientation, Training, Certification, and Continued Education Provided

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

1. Orientation by the Regional Commissioner and Area Coach Administrator;
2. AYSO's Safe Haven – 2 hours;
3. Coach Administrator Training – 1 ¼ hours;
4. eAYSO Training – 1 ¼ hours;
5. Regional Board Member Orientation – 3 hours;
6. Annual Coach Update – 1 ¼ hours.

Activity Locations

While performing the duties of Regional Coach Administrator, the volunteer is limited to the following locations, unless expressly authorized in writing by the Regional Commissioner 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.



Regional Referee Administrator

Purpose

The AYSO volunteer position of Regional Referee Administrator is intended to implement, monitor, and maintain the AYSO National Referee Program including program delivery, staff development, communication and coordination at the Regional level.

Specific Duties and Responsibilities

The Regional Referee Administrator is expected to perform their duties consistent with the directions as detailed in the training, certification, and continuing education provided by AYSO for this position including:

1. Support the AYSO Vision, Mission, National Programs and Regional Commissioner in the promotion and implementation of the Regional Referee Program in both specifics and spirit;
2. Support and ensure the consistent and accurate implementation of the AYSO National Referee Program within the Region;
3. Appoint, train and support a Regional Director of Referee Instruction and a Regional Director of Referee Assessment;
4. Ensure all referees within the Region annually complete and submit a Volunteer Application Form;
5. Verify certification requests for Assistant Referee, U-8 Official and Regional Referee;
6. Serve as member of the Regional Board of Directors and provide advice and recommendations on matters pertaining to refereeing; and
7. Manage the routine day to day business of the Regional Referee Program (Recruiting, Retaining, Training, Team Balancing, Evaluating, Budgeting, etc).

Qualifications and Desired Skills

To be considered for the position of Regional Referee Administrator the applicant must:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;
3. Be annually approved and duly appointed as Regional Referee Administrator by the region;
4. Have good management, administrative and communication skills; and

**Qualifications and Desired Skills**

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;
3. Complete Referee Administrator Training;
4. Have experience as a Regional Referee Administrator;
5. Have administrative management skills;
6. Have experience in program planning, implementing, knowledge of the needs of the Region;
7. Have acknowledged, unswerving commitment to the AYSO philosophy;
8. Be well familiar with the AYSO National Referee Program; and
9. Be detail-oriented.

Supervision Protocols

While performing as the Area Referee 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 supervised indirectly by the Section Referee Administrator; 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 Area Referee Administrator is a full year. Time commitment will vary depending on Area size and length of playing season(s). The Area Referee Administrator will devote at least ___ hours per week per playing season.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of Area Referee Administrator, AYSO will offer the following Referee educational opportunities that Area Referee Administrators are expected to take advantage of and participate in, as appropriate.

1. Orientation by the Area Director;
2. AYSO's Safe Haven;
3. Referee Administrator Training;
4. Annual Referee Update;
5. Referee Administrator, Instructor and Assessor Update;
6. Introductory Management Training; and
7. Advanced Management Training.

Activity Locations

While performing the duties of Area Coach Administrator, the volunteer is limited to the following locations, unless expressly authorized in writing by the Area Director to hold activities in another location.

1. Area sponsored events;
2. Annual Section Conferences;
3. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



Child and Volunteer Protection Advocate

Purpose

The AYSO volunteer position of Child and Volunteer Protection Advocate is intended to oversee the Child and Volunteer Protection Program in the Region in accordance with the AYSO Safe Haven program.

Specific Duties and Responsibilities

The Child and Volunteer Protection Advocate is expected to:

1. Support the AYSO Vision, Mission, National Safe Haven Office and Regional Commissioner in promoting and implementing the AYSO Safe Haven Program, in both specifics and spirit;
2. Ensure all potential Regional volunteers annually submit an AYSO volunteer application form and that approved volunteers are duly registered in eAYSO;
3. Screen all potential Regional volunteers annually and submit eligible names to the Regional Board for approval;
4. Serve as the Regional liaison with the AYSO National Safe Haven Office;
5. Be familiar with the Child Protection Act of 1993, the Volunteer Protection Act of 1997, and state provisions for the reporting of child abuse and neglect;
6. Serve as a resource and/or a facilitator to Region members on the requirements for good faith reporting of abuse to law enforcement and child welfare agencies;
7. Enforce AYSO's protocols to protect volunteer identities, privacy and privileged information;
8. Ensure that the Region has available the written position descriptions for each volunteer filling a Regional position;
9. Work Regional Commissioner, Coach and Referee Administrators to ensure an annual review is held on child and volunteer protection responsibilities;
10. Promote the standards of behavior and conduct as laid out in the child and volunteer protection policies, procedures, and guidelines of the AYSO Safe Haven program.

Qualifications and Desired Skills

To be considered for the position of Child and Volunteer Protection Advocate, the applicant must:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;
3. Be annually approved and duly appointed as CVPA by the Region;



4. Must have discretion as well as strong administrative and organizational skills;
5. Understand and implement requirements and recommendations as specified in the Child and Volunteer Protection Advocate training and certification.

Supervision Protocols

While performing as the Child and Volunteer Protection Advocate, 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

Time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the CVPA will devote about 120 hours per year.

Orientation, Training, Certification, and Continued Education Provided

To fully prepare for the position, the Child and Volunteer Protection Advocate is expected to participate in the following training, certification and continuing educational opportunities:

1. Orientation by the Regional Commissioner – 1 ½ hours.
2. AYSO's Safe Haven – 2 hours.
3. Child and Volunteer Protection Advocate Training – 2 hours.
4. Child and Volunteer Protection Advocate Annual Updates – 1 1/4.
5. eAYSO Training.

Activity Locations

While performing the duties of Child and Volunteer Protection Advocate, the volunteer is limited to the following locations, unless expressly authorized in writing by the Regional Commissioner 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.



Regional Registrar

Purpose

The AYSO volunteer position of Regional Registrar is intended to be responsible for the annual planning and implementation of player registration.

Specific Duties and Responsibilities

Regional Registrars are expected to perform their duties consistent with the directions as detailed in the training, certification, and continuing education provided by AYSO for this position including:

1. Support the AYSO Vision, Mission, National Programs and Regional Commissioner in the promotion and implementation of their duties in both specifics and spirit;
2. Maintain a Regional database of currently registered players and verify payment of the National Player fee to AYSO;
3. Schedule, plan and coordinate multiple Regional registration events/opportunities;
4. Maintain a waiting list for players who sign up after teams are balanced and filled;
5. Provide Regional staff with periodic player registration reports as needed; and
6. Ensure player registration information is only provided to authorized AYSO representatives.

Qualifications and Desired Skills

To be considered for the position of Regional Registrar, the applicant must:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;
3. Be familiar with the AYSO player registration process; and
4. Be familiar with the use of computers and the eAYSO database.

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

Time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the Regional Registrar will devote about 6 hours per week per playing season.

Orientation, Training, Certification, and Continued Education Provided

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

1. Orientation by the Regional Commissioner;
2. AYSO's Safe Haven training – 2 hours;
3. Registrar Training – 1 ¼ hours;
4. Registration Day: A Survival Guide – 1 ¼ hours;
5. eAYSO Training – 1 ¼ hours;
6. Regional Board Member Orientation – 3 hours;

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 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.



Regional Safety Director

Purpose

The AYSO volunteer position of Regional Safety Director is intended to be responsible for all aspects of the Region's safety.

Specific Duties and Responsibilities

Regional Safety Directors are expected to perform their duties consistent with the directions as detailed in the training, certification, and continuing education provided by AYSO for this position including:

1. Support the AYSO Vision, Mission, National Programs and Regional Commissioner in the promotion and implementation of Regional safety in both specifics and spirit;
2. Be available and knowledgeable to answer questions from Regional volunteers regarding safety and AYSO insurance plans;
3. Ensure the AYSO Soccer Accident Insurance (SAI) plan information and approved safety procedures are available for Regional volunteers and player families;
4. Ensure all AYSO procedures are followed regarding accident reports and/or SAI claims and notify the Regional Commissioner within 24 hours of each occurrence;
5. Obtain liability insurance certificates for all facilities used by the Region and ensure first-aid supplies are available at all playing sites;
6. Inspect all field equipment to ensure it is in safe condition and properly installed; and
7. Promote safety training and preventive programs for all Regional participants.

Qualifications and Desired Skills

To be considered for the position of Regional Safety Director, the applicant must:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;
3. Have experience implementing safety standards and conducting safety inspections; and
4. Have good communication and organizational skills;

Supervision Protocols

While performing as the Regional Safety Director, 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

Time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the Regional Safety Director will devote about 4 hours per week per playing season.

Orientation, Training, Certification, and Continued Education Provided

To fully prepare for the position, the Regional Safety Director is expected to participate in the following training, certification and continuing educational opportunities:

1. Orientation by the Regional Commissioner;
2. AYSO's Safe Haven training - 2 hours;
3. Safety Director training – 1 ¼ hours;
4. eAYSO Training – 1 ¼ hours;
5. Regional Board Member Orientation – 3 hours;

Activity Locations

While performing the duties of Regional Safety Director, the volunteer is limited to the following locations, unless expressly authorized in writing by the Regional Commissioner 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.



Regional Treasurer

Purpose

The AYSO volunteer position of Regional Treasurer is intended to keep and safeguard all of the monies of the Region and to have in their possession all of the Region's cash investments, contracts, leases and any other valuable documents. The Regional Treasurer shall deposit all funds and securities in the name and to the credit of the Region in an authorized bank or depository.

Specific Duties and Responsibilities

The Regional Treasurer is expected to perform their duties consistent with the directions as detailed in the training, certification, and continuing education provided by AYSO for this position including:

1. Support the AYSO Vision, Mission, National Programs and Regional Commissioner in the promotion and implementation of their duties in both specifics and spirit;
2. Comply with the AYSO National Accounting Program (NAP) and AYSO Treasurer's Manual plus record all Regional monies received and paid;
3. Ensure the collection of registration fees for all players and payment of the national portion of the registration fees within 30 days of registering each player in eAYSO;
4. Provide financial reports as requested for the Regional Commissioner or the AYSO National Office including annual budget and monthly deposit reports;
5. Notify immediately the Area Director, Section Director, and the AYSO National Office of any procedural violations or fiscal irregularities;
6. Review and ensure the accuracy of the Region's monthly financial statement prepared by the AYSO National Office and report errors immediately;
7. Publish the Region's annual financial report to the Regional membership before the Region's last scheduled game of the season; and
8. Attend all board meetings and registration events.

Qualifications and Desired Skills

To be considered for the position of Regional Treasurer, the applicant must:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;
3. Have unswerving integrity; and
4. Be knowledgeable and proficient in finance and accounting.

**Supervision Protocols**

While performing as the Regional Treasurer, 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

Time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the Regional Treasurer will devote about 3 hours per week per playing season.

Orientation, Training, Certification, and Continued Education Provided

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

1. Orientation by the Regional Commissioner;
2. AYSO's Safe Haven – 2 hours.
3. Treasurer workshop – 2 ½ and hours;
4. eAYSO Training – 1 ¼ hours;
5. Regional Board Member Orientation – 3 hours;

Activity Locations

While performing the duties of Regional Treasurer, the volunteer is limited to the following locations, unless expressly authorized in writing by the Regional Commissioner 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.



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 perform their duties consistent with the directions as detailed in the training, certification and continuing education provided by AYSO for this position including:

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 must:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;
3. Have significant involvement within the region, i.e., as a board member, coach, referee, etc.;
4. Have a strong administrative background; and
5. Be efficient and dependable

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

Time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the Assistant Regional Commissioner will devote about 6 hours per week per playing season.

Orientation, Training, Certification, and Continued Education Provided

To fully prepare for the position, the Assistant Regional Commissioner is expected to participate in the following training, certification and continuing educational opportunities:

1. Orientation by the Regional Commissioner;
2. eAYSO Training – 1 ¼ hours;
3. Board and Staff Introductory Certification (BASIC) – 1 ¼ hours;
4. Regional Board Member Orientation – 3 hours;
5. Introductory Management Training – 4 ½ hours;
6. Advanced Management Training – 2 ½ hours;
7. Annual Management Update – 1 ¼ hours; and
8. 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. 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.



Regional Secretary

Purpose

The AYSO volunteer position of the Regional Secretary is intended to help with Regional matters as needed.

Specific Duties and Responsibilities

The Regional Secretary is expected to perform their duties consistent with the directions as detailed in the training, certification and continuing education provided by AYSO for this position including:

1. Organize and schedule Regional meetings;
2. Record minutes of the Region meetings and transcribe them for distribution to the Regional staff; and
3. Attend Region meetings (about eight per year) to record minutes, and perform other duties as required.

Qualifications and Desired Skills

To be considered for the position of Regional Secretary, the applicant must:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;
3. Have good computer skills;
4. Be able to take notes at meetings; and
5. Have some knowledge of AYSO.

Supervision Protocols

While performing as the Regional Secretary, 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

Time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the Regional Secretary will devote about 6 hours per month.

Orientation, Training, Certification, and Continued Education Provided

To fully prepare for the position, the Assistant Regional Commissioner is expected to participate in the following training, certification and continuing educational opportunities:

1. Orientation by the Regional Commissioner;
2. AYSO's Safe Haven – 2 hours;
3. Regional Board Member Training – 1 ¼ hours;

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. 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.



Regional Auditor

Purpose

The AYSO volunteer position of Regional Auditor is intended to assist the Regional Commissioner in his/her fiduciary responsibilities to protect the organization's assets by monitoring, reviewing and reporting on Regional financial controls and records.

Specific Duties and Responsibilities

The Regional Auditor is expected to perform their duties consistent with the directions as detailed in the training, certification and continuing education provided by AYSO for this position including:

1. Review the Region's accounting practices and verify that they are in compliance with the AYSO Treasurer Manual requirements;
2. Check on a regular basis to verify that approved internal control procedures are being followed;
3. At least annually, or more frequently if requested, review the canceled checks, bank deposits, and bank transfers;
4. At least annually, or more frequently if requested, review the reconciliation of the Region's bank and savings accounts;
5. Periodically review the financial report prepared by the AYSO National Office (NAP report);
6. Periodically compare actual revenues and expenditures to the Region's annual budget and analyze any material variance; and
7. At least annually, or more frequently if requested, submit a report to the Area Director with a copy to the Regional commissioner.
8. At least annually, or more frequently if requested, meet with the Area Auditor; and
9. Upon request of the Executive Director, Chief Financial Officer, National Treasurer, A Section Director, An Area Director or any other Regional Commissioner, perform audit services at other places and at such times as needed, subject to personal availability;

Qualifications and Desired Skills

To be considered for the position of Regional Auditor, the applicant must:



1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;
3. Have some managerial and financial experience; and
4. Have experience as a Regional Treasurer; In no instance may a volunteer serve as a Regional Auditor in the same Region where he/she served as a Treasurer unless and until an audit of the Region's finances has been completed by another AYSO Auditor appointed by the Regional Commissioner;

Supervision Protocols

While performing as the Regional Auditor, 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 Board; 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

Time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the Regional Auditor will devote about 6 hours per month.

Orientation, Training, Certification, and Continued Education Provided

To fully prepare for the position, the Assistant Regional Commissioner is expected to participate in the following training, certification and continuing educational opportunities:

1. Orientation by the Regional Commissioner;
2. AYSO's Safe Haven – 2 hours;
3. eAYSO Training – 1 ¼ hours;
4. Treasurer Training – 2 1/2 hours;
5. Auditor Training – 1 ¼ hours;

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. 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.

