



Regional Checklist for Regional Commissioners

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 Support & Training Center (NSTC) (1-800-USA-AYSO).

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Balanced Teams
Open Registration
Good Sportsmanship

<input type="checkbox"/>	1. If a current volunteer application is not on file with the NSTC, log on to eAYSO, AYSO's on-line database (www.eayso.org) and renew your volunteer status. Submit a signed copy of the application to the NSTC.
<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 Orientation.
<input type="checkbox"/>	3. RC Orientation completed in person or over the phone.
<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 Coach Administrator (RCA) ▪ Child and Volunteer Protection Advocate (CVPA) ▪ Safety Director ▪ 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. Otherwise prepare and submit an Information Form (IF) to the NSTC and provide a copy to your AD.
<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 NSTC by June 1.
<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, 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 submitted registration and volunteers forms to the NSTC prior to the start of the season.
<input type="checkbox"/>	21. Ensure that the Treasurer has paid national player fees to the NSTC 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 Rules and Regulations, and policy statements, 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 NSTC.
<input type="checkbox"/>	24. Attend all area meetings, your Section Meeting 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 NSTC.
<input type="checkbox"/>	25. Participate in the Regional Assessment Program (RAP) every year.

Please check the Reference Guide on the other side for additional information.

REFERENCE GUIDE

12501 S. Isis Ave. Hawthorne, CA 90250/ (800) USA-AYSO/ (310) 643-6455/ FAX: (310) 643-5310

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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 NSTC, a new one must be submitted with your RC Appointment Request. A blank RC Appointment Request Form is available at www.soccer.org, AYSO's national website under AYSO Resources/Forms & Documents/ Appointment Request Forms. NOTE: All forms and documents on soccer.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 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. 560.
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. However, a Regional Registrar is highly recommended.
6. NOTE: All volunteer applications contain private and privileged information that must be safeguarded. The Regional CVPA must send the NSTC copy of these forms to the NSTC 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 NSTC 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. Fax Information Forms (IF) to (310) 643-5310. Blank Information Forms are available at www.soccer.org under AYSO Resources/Forms & Documents/Area and Region Admin Forms. Information Forms must be updated whenever changes to the board occur. This can be easily done on eAYSO.
13. For more information on NAP and other financial matters, Regional Treasurers may contact the Finance Department (1-800-USA-AYSO ext 334).
14. NOTE: Fiscal Year: July 1 – June 30. Blank budget forms and other finance forms are available at www.soccer.org under AYSO Resources/Forms & Documents/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 334).
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.soccer.org under AYSO Resources/Forms & Document/Insurance Forms.
17. Electronic certificates of liability (through eCerts) are available at www.soccer.org under AYSO Resources/Forms & Documents/Insurance Forms. Prior to using eCerts, Safety Directors are urged to download AYSO eCerts User Guide.
18. Whenever possible, encourage parents to pre-register on eAYSO. Regional Registrar may contact the Registration Department at the NSTC (1-800-USA-AYSO ext. 534) 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. Effective January 1, 2006, all NSTC 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. The national player fee is currently \$11.75 per player, but subject to change each year at the NAGM. 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). AYSO Reference Book also available at www.soccer.org under AYSO Resources/Forms & Documents/ Admin Manuals.
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. 502).
24. For a calendar of dates of national events such as Section Meetings and the NAGM, check on-line at www.soccer.org under AYSO Events or contact the Events Department (1-800-USA-AYSO ext. 511).
25. The Regional Assessment Program application is available on-line at www.soccer.org.