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).

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

☐	1. If a current volunteer application is not on file with the NSTC, log on to eAYSO, AYSO's on-line data- base (www.eayso.org) and renew your volunteer status. Submit a signed copy of the application to the NSTC.
☐	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.
☐	3. RC & Board Orientation completed in person or over the phone.
☐	4. Contact the previous RC and obtain all Regional records.
☐	5. Recruit a Regional Board that includes all the required board member positions: ▪ Regional Treasurer ▪ Regional Registrar ▪ Regional Coach Administrator (RCA) ▪ Safety Director ▪ Child and Volunteer Protection Advocate (CVPA) ▪ Regional Referee Administrator (RRA)
☐	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.
☐	7. Schedule monthly board meetings.
☐	8. Contact your Area Director (AD) or Area Management Administrator (AMA) to schedule Safe Haven Certification and discipline specific training for all board members.
☐	9. Working with the RCA and RRA, schedule your coach, referee and Safe Haven Certification training for all Regional volunteers.
☐	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.
☐	11. Encourage all board members to become familiar with eAYSO.
☐	12. Using eAYSO, update the Regional Board information, especially all Region checking/savings account signatories. Otherwise submit an Information Form (IF) to the NSTC and provide a copy to your AD.
☐	13. Set up all bank accounts in the National Accounting Program (NAP).
☐	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.
☐	15. Working with the Regional Treasurer, publish an annual report of your Region's finances. Submit a copy to your Area Director.
☐	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.
☐	17. Ensure that the Safety Director has secured the necessary permits and, where required, certificates of insurance for all practice and playing fields.
☐	18. Working with the Regional Registrar, schedule several registration opportunities where volunteers and players can register.
☐	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.
☐	20. Ensure that the CVPA and Regional Registrar have registered all players and volunteers in eAYSO and that all volunteers forms are sent to the NSTC prior to the start of the season.
☐	21. Ensure that the Treasurer has paid national player fees to the NSTC for all duly registered players.
☐	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.
☐	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.
☐	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.
☐	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

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

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.ayso.org, AYSO's national website under Resources. NOTE: All forms and documents on 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. 5462.
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 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. This can be easily done on eAYSO. If necessary, Fax Information Forms (IF) to (310) 643-5310. 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 5413).
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 5413).
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 NSTC (1-800-USA-AYSO ext. 5465) 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. 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.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. 5462).
24. For a calendar of dates of national events such as Section Meetings and the NAGM, check on-line at www.ayso.org under Events or contact the Events Department (1-800-USA-AYSO ext. 5483).
25. The Regional Assessment Program application is available on-line at www.ayso.org.

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