



# Checklist for Area Directors

To help you support your regions, here is a list of items that you should focus on completing throughout the year. If you have questions, contact your Section Director (SD).

<input type="checkbox"/>	1. If a current volunteer application is not on file with the AYSO Office, log on to the Regional Management System (RMS), AYSO's online management system and renew your volunteer status and complete your background check if missing or expired.
<input type="checkbox"/>	2. After being nominated for Area Director (AD), by the Regional Commissioners of the Area, complete and submit the AD Appointment Request Form to your Section Director (SD) during your AD Onboarding.
<input type="checkbox"/>	3. Attend Area Director Training within <u>one</u> year.
<input type="checkbox"/>	4. Contact the previous AD to obtain all area records, digital and physical assets.
<input type="checkbox"/>	5. Recruit an Area Staff that includes the following staff member positions: <ul style="list-style-type: none"> <li>■ Area Child &amp; Volunteer Protection Advocate (ACVPA)      ■ Area Management Administrator (AMA)</li> <li>■ Area Referee Administrator (ARA), Assessor (ADRA) &amp; Instructor (ADRI)      ■ Area Developer</li> <li>■ Area Coach Administrator (ACA) and Instructor (ACT)      ■ Area Treasurer      ■ Area Auditor</li> </ul>
<input type="checkbox"/>	6. Instruct each staff member to log on to the RMS and register to be a volunteer and complete their background check if missing or expired.
<input type="checkbox"/>	7. Schedule monthly staff meetings and regular Area meetings (at least six per year).
<input type="checkbox"/>	8. Utilizing AYSO's online training, assist all Area Staff member with completing their Safety Training (courses vary by state) and job specific training.
<input type="checkbox"/>	9. Working with your Area CVPA (if you have one) to ensure all Area Staff and Regional Boards within your Area have registered, have current background checks, completed Safety Training and job training as required.
<input type="checkbox"/>	10. Using the Registration Portal (RMS) and Association Platform, grant Area Staff members and other key volunteers the necessary access rights so they may adequately carry out their duties.
<input type="checkbox"/>	11. With your Area Staff create and distribute an Area calendar to all Regions within your Area.
<input type="checkbox"/>	12. Conduct Regional Commissioner (RC) Orientation and Onboarding with each newly appointed Regional Commissioner.
<input type="checkbox"/>	13. Review and submit all RC Appointment Request Forms (including the Conflict-of-Interest Statement) and RC Appointment Checklist that meet your approval to your SD within one month of appointment.
<input type="checkbox"/>	14. Attend Regional Board meetings (at least once a year per Region).
<input type="checkbox"/>	15. AD, or designee, contacts all RCs within the Area once a month whether by phone or in person to discuss the activities of the Region.
<input type="checkbox"/>	16. Working with your Area Treasurer, set up Area bank accounts, if any, utilizing current AYSO financial systems, ensuring the AD is a signer on all Area bank accounts. When possible, use an AYSO preferred banking partner.
<input type="checkbox"/>	17. Working with your Area Treasurer, prepare an operating budget for the Area and share it with your Section Director.
<input type="checkbox"/>	18. Working with the Area Treasurer, publish an annual report and make available upon request, of your Area's finances. Share with your Section Director.
<input type="checkbox"/>	19. Ensure that each Region has on file either Standard Regional Policies and Protocols (P&Ps) or customized P&Ps prior to the start of the season. For any new amendments, review and forward approved guidelines to your Section Director.
<input type="checkbox"/>	20. Attend all Area meetings, Section meetings to which you have been invited, your Section EXPO, and the National Annual General Meeting (NAGM) annually.
<input type="checkbox"/>	21. Ensure that the Regions in your Area operate consistent with the vision, mission, and philosophies of AYSO and that they operate in compliance with the AYSO Rules and Regulations, Bylaws, and National Policy Statements.
<input type="checkbox"/>	22. Become the conduit for communications from the AYSO Office, or your Section Director intended for delivery to the Regions.

# CHECKLIST INSTRUCTIONS

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1. Via your Regional Management System (RMS) Register as a Volunteer for the current Membership Year and confirm your current background check status is Status Green and not missing or expired.
2. The RC Appointment Request Form is available on [www.aysovolunteers.org/appointments](http://www.aysovolunteers.org/appointments). NOTE: All forms and documents 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/Onboarding 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-USA-AYSO.
5. The Standard Regional Policies and Protocols Article 3.N state that all Regions must “elect or appoint at a minimum” a Regional Commissioner, Regional Treasurer, and a 3<sup>rd</sup> Volunteer, and one of those three must be CVPA trained. The positions listed on the previous page as needed and with consultation with your Area Director. See RC Appointment Checklist for further details. The responsibilities of unfilled positions still need to be covered by the active board members.
6. NOTE: All volunteer applications contain private and privileged information which must be safeguarded. All forms are now securely submitted online to ensure this. Access should be limited to only the necessary board members in the fulfillment of their responsibilities.
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 the RMS and on your Volunteer page using the Single-Sign-On (SSO) transfer to AYSOU. Visit [AYSO Wiki](#) for more information. NOTE: All course rosters must be entered into AYSOU within 60 days of the course start date. Training materials may be purchased from the AYSO Marketing Toolkit.
9. Refer to #8 and #1 on the Checklist Instructions.
10. Create the Area Staff under the Setup/Config/Security Tab in the RMS and maintain annually.
11. Area Calendars should include Area Meetings, Area Trainings, and any Section or National Events Regions should be aware of.
12. After an RC Candidate has been elected the hold an RC Orientation and Onboarding utilizing the RC Appointment Form, RC Appointment Checklist, and RC Job Checklist. This should take approximately 3 hours.
13. The RC Appointment Form, Conflict of Interest Statement, and RC Appointment Checklist and the minutes of the meeting confirming the RC Election should be forwarded onto the SD following completion of the Orientation.
14. Visiting each Region is part of the Duties and Responsibilities of the AD as detailed in the job description.
15. Communicating with each Region is part of the Duties and Responsibilities of the AD as detailed in the job description.
16. For more information on financial matters, Regional Treasurers may contact their Area or Section Treasurer, the Band App [BAND - Finance Systems](#), the AYSO Wiki under Treasurers or the Member Services Department (1-800-USA-AYSO).
17. NOTE: Fiscal Year: July 1-June 30. Blank budget forms and other finance forms are available at [www.aysovolunteers.org](http://www.aysovolunteers.org) under All Categories/Finance & Treasury.
18. For specific guidelines on publishing a financial report refer to the Treasurer Training, National Policy Statement 3.2or contact the Finance Department (1-800-USA-AYSO).
19. If you have questions on your role or would like to review current or previously adopted Area/Regional Guidelines, contact the Members Service Department (1-800-USA-AYSO). Standard Regional Policies and Protocols are available at [www.aysovolunteers.org](http://www.aysovolunteers.org) under Resources>Governing Documents.
20. Contact each RC within your Area before your scheduled Section EXPO and encourage all RCs to attend or send representatives to the Section EXPO which offers many training and certification opportunities. All area staff is encouraged to attend Section and Area Staff Training offered each year. Remind Regional Commissioners to submit a proxy to you or directly to the AYSO Office if they are not attending the NAGM. It is your responsibility to take any collected proxies to the NAGM or see that they are promptly sent to the AYSO Office.
21. The digital version of the AYSO Reference Book, which contains the National Bylaws, Rules & Regulations and the Standard Regional Policies & Protocols (P&P's) can be found at [www.aysovolunteers.org/reference\\_book](http://www.aysovolunteers.org/reference_book) For a physical copy you can print your own and visit the [Marketing Toolkit](#) to purchase a yellow Reference Book binder.
22. The Area Directors are responsible for sharing information given to them by their Section Director, or at times the AYSO Office, that needs to be given to the RC's. This is an important part of communication to the AYSO membership.