



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 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 on-line regional management system and renew your volunteer status and complete your background check if missing or expired.
<input type="checkbox"/>	2. After being nominated for Regional Commissioner (RC) by the regional board, complete and submit the RC Appointment Request Form to your AD during your RC Onboarding.
<input type="checkbox"/>	3. Attend RC training within one year.
<input type="checkbox"/>	4. Contact the previous RC and obtain all regional records, digital and physical assets.
<input type="checkbox"/>	5. Recruit a Regional Board that includes at least the required board member positions (one of whom is designated as CVPA): <ul style="list-style-type: none"> ▪ Regional Treasurer ▪ Regional Coach Administrator (RCA) ▪ Regional Referee Administrator (RRA) ▪ Regional Registrar ▪ Child and Volunteer Protection Advocate (CVPA) ▪ Safety Director Where possible also include the following positions:
<input type="checkbox"/>	6. Instruct each board member and other regional volunteers to log on to the RMS and register to be a volunteer and complete their background check.
<input type="checkbox"/>	7. Schedule monthly board meetings.
<input type="checkbox"/>	8. Utilizing AYSO's online training to assist all board members with completing their Safety Training (courses vary by state) and job specific training.
<input type="checkbox"/>	9. Working with the CVPA and board to ensure all Regional Volunteers have registered, have current background checks, completed Safety Training and job training as required.
<input type="checkbox"/>	10. Using the Registration Portal and Association Platform, grant Regional Board members and other key volunteers the necessary access rights so they may adequately carry out their duties.
<input type="checkbox"/>	11. Encourage all board members to become familiar with the Registration Portal and the Association Platform.
<input type="checkbox"/>	12. Using the Association Platform, update the Regional Board information.
<input type="checkbox"/>	13. Set up Region bank accounts utilizing current AYSO financial systems and AYSO preferred banking partners where available. RC's, Treasurers, one additional board member, and AD's should be signers on Region accounts..
<input type="checkbox"/>	14. Working with the Regional Treasurer and the Regional Board, prepare an operating budget for the Region and share it with your AD.
<input type="checkbox"/>	15. Working with the Regional Treasurer, prepare and make available upon request an annual report of your Region's finances.
<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 Training Course.
<input type="checkbox"/>	17. Regional Commissioner has submitted all contracts, including field permits, to the AYSO Office for review and approval prior to being signed.
<input type="checkbox"/>	18. Ensure that the Safety Director has secured the necessary permits and, where required, certificates of insurance for all practice fields, playing fields, and other regional event locations.
<input type="checkbox"/>	19. Working with the Regional Registrar, schedule several registration opportunities where volunteers and players can register including in-person and online.
<input type="checkbox"/>	20. Ensure that the Regional Registrar has registered all players in the RMS.
<input type="checkbox"/>	21. 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 Philosophies.
<input type="checkbox"/>	22. Ensure that Standard Regional Policies and Protocols (P&Ps) or customized Regional P&Ps were reviewed/ updated/adopted and signed by the RC, AD, and SD, prior to submitting guidelines to the AYSO Office.
<input type="checkbox"/>	23. 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 AYSO Office.

Please review the Checklist Instructions on the other side for additional information.

CHECKLIST INSTRUCTIONS

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1. For further assistance with RMS, visit [AYSO Wiki](#) and [BAND - Association Platform](#)
2. The RC Appointment Request Form is available on [Appointment Forms on AYSOVolunteers.org](#). 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 3rd 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. Refer to #1 on the Checklist Instructions.
11. Refer to #1 on the Checklist Instructions.
12. This is done by logging into the RMS then using SSO go to the Association Platform (powered by Affinity) and list your board on the security tab. Visit [AYSO Wiki](#) for further details.
13. For more information on financial matters, Regional Treasurers may contact their Area or Section Treasurer, the Band App [BAND - Finance Systems](#) AYSO Wiki under Treasurer or the Member Services Department (1-800-USA-AYSO).
14. NOTE: Fiscal Year: July 1 – June 30. Blank budget forms and other finance forms are available at [www.aysovolunteers.org](#) under All Categories/Finance & Treasury.
15. For specific guidelines on publishing a financial report refer to the Treasurer Training, National Policy Statement 3.2, or contact the Finance Department (1-800-USA-AYSO)
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.aysovolunteers.org/S_A_I_form](#)
17. Send contracts and field permits to Risk Management Department of the AYSO Office.
18. Electronic certificates of liability (through eCerts) are available at [eCerts on AYSOVolunteers.org](#) Prior to using eCerts, Safety Directors are urged to download the AYSO eCerts Made Simple instructions.
19. All player registrations are completed using an AYSO approved RMS. AYSO Player Fees separate from the Region fee are automatically collected and transferred to the AYSO office. [Guide for using RMS for Registration](#)
20. Additional registration material (postcards, flyers, banners, etc.) may be purchased through the AYSO [Marketing Toolkit](#) Regional Commissioners and only authorized purchasers can use their region authorized purchasing card to make purchases.
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](#) For a physical copy you can print your own and visit the [Marketing Toolkit](#) to purchase a yellow Reference Book binder. Refer to #19 on the Checklist Instructions.
22. To review current or previously adopted Regional P&P's, or for further assistance on developing customized Regional Guidelines, first contact your Area Director or Section Director then Member Services Department (1-800-USA-AYSO) or email at support@ayso.org.
23. For a calendar of dates of national events such as the NAGM, check on-line at [Wiki.AYSO.org](#) under AYSO National Calendar or contact your AD or SD for specific event dates.