

As a PDF, this is a fillable form. Download, save it to your computer. Once saved, open saved copy, fill it out, save again. It can then be added as an attachment to be sent through the chain-of-command.



SECTION DIRECTOR CHECKLIST

Name: _____

Section: _____

Appointment: Reappointment: If reappointment, years served: _____

Appointment/Reappointment less than 3 years? Yes No If YES include explanation:

Explanation: _____

This section for SD to complete.

If the SD is a "new elect", all filled Section volunteer positions, as noted in table below, have 3 months to complete training. If the SD is a "re-elect," all filled Section positions must have training completed prior to submitting to Board Liaison

- For all positions listed and filled below, please identify the volunteer's name and training information.
- All volunteers listed must be registered for the current Membership Year (MY), prior to signing and submitting to the Board Liaison.

All positions listed and filled must have completed:

- AYSO's Safe Haven
- Safe Sport
- CDC Concussion Training
- **Sudden Cardiac Arrest (SCA)** is now required for volunteers in the following states: California, Maryland, Ohio, Tennessee and Washington
 - **For more specific information, please go to** <https://www.aysovolunteers.org/sudden-cardiac-arrest-sca-2/>
- Training for their job specific duties (JST).

If you have the following positions filled, all boxes must be filled in & checked before form can be submitted to the Board Liaison.

Position	Name	ADMIN ID	SDO	SH	SS	CDC	SCA	BGC	MY
SD									

Position	Name	ADMIN ID	JST	SH	SS	CDC	SCA	DR	DP	BGC	MY
S Treasurer											
S Safety Dir											
SMA											
SCA											
SRA											
S CVPA											

SDO-Section Director Orientation; JST-Job Specific Training; SH-AYSO Safe Haven; SS-Save Sport; CDC-Concussion Training; SCA-Sudden Cardiac Arrest; DR-Dispute Resolution; DP-Due Process; T-Treasurer; BGC-Current Background Check; MY-Membership Year

This section for Board Liaison to complete, save, and forward to the National Office

YES NO

- SD Orientation completed for "re-elect".
- SD has completed Due Process.
- SD has completed Dispute Resolution.
- Section is using QuickBooks. Copy of Section budget has been submitted to NBODL.

Section Director

Board Liaison

Date