



Checklist for Section Directors

To help you support your section, here is a list of items that you should focus on completing throughout the year. If you have questions, contact your NBOD Liaison (NOBDL).

<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 Section Director (SD), by the Area Directors of the Section, complete and submit the SD Appointment Request Form to Membership Services (emappt@ayso.org).
<input type="checkbox"/>	3. Attend Section Director Orientation within <u>one</u> year.
<input type="checkbox"/>	4. Contact the previous SD to obtain all section records, digital and physical assets.
<input type="checkbox"/>	5. Recruit a Section Staff that includes the following staff member positions: <ul style="list-style-type: none"> ■ Section Child & Volunteer Protection Advocate (SCVPA) ■ Section Management Administrator (SMA) ■ Section Referee Administrator (SRA) ■ Section Treasurer ■ Section Auditor ■ Section Coach Administrator (SCA)
<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 Section meetings (at least six per year).
<input type="checkbox"/>	8. Utilizing AYSO's online training, assist all Section Staff members with completing their Safety Training (courses vary by state) and job specific training.
<input type="checkbox"/>	9. Working with your Section CVPA (if you have one) to ensure all Section Staff and Area and Regional Boards within your Section 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 Section Staff members and other key volunteers the necessary access rights so they may adequately carry out their duties.
<input type="checkbox"/>	11. With your Section Staff create and distribute a Section calendar to all Areas and Regions within your Section.
<input type="checkbox"/>	12. Conduct Area Director Orientation and Onboarding with each newly appointed Area Director. Support AD's with conducting RC Orientation and Onboarding with new RC's in their Areas.
<input type="checkbox"/>	13. Review and submit all AD and RC Appointment Request Forms {including the Conflict-of-Interest Statement} that meet your approval, to the AYSO Office within one month of appointment. Copy your NBODL.
<input type="checkbox"/>	14. Attend Area Board meetings (at least once a year per Area).
<input type="checkbox"/>	15. SD, or designee, contacts all ADs within the Area once a month whether by phone or in person to discuss the activities of the Area.
<input type="checkbox"/>	16. Working with your Section Treasurer, set up Section bank accounts, if any, utilizing current AYSO financial systems, ensuring the SD is a signer on all Section bank accounts. When possible, use an AYSO preferred banking partner.
<input type="checkbox"/>	17. Working with your Section Treasurer, prepare a discretionary budget for the Section to approve. All budgets should be made available upon request.
<input type="checkbox"/>	18. Ensure that each Area that runs Area-level play 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 the AYSO Office.
<input type="checkbox"/>	19. Attend all Section meetings, NBOD meetings to which you have been invited, your Section EXPO, and the National Annual General Meeting (NAGM) annually.
<input type="checkbox"/>	20. Ensure that the Areas in your Section 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"/>	21. Become the conduit for communications from the AYSO Office, or the National Board of Directors intended for delivery to the Areas and 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 SD Appointment Request Form is at https://wiki.ayso.org/wiki/Executive_Member_Appointment_Forms.
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 NBODL if you have not received an SD Orientation within one month of starting as an SD.
4. If you do not have the contact information for the previous SD, contact your NBODL or call the Member Services Department at 1-800-USA-AYSO.
5. A Section should appoint at minimum a Section Management Administrator, Section Coach Administrator, Section Referee Administrator, Section Treasurer, Section CVPA, and a Section Auditor.
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. Section Staff meetings serve as great opportunities to assign responsibilities to specific volunteers, create a section calendar, schedules section events, 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 Section Staff under the Setup/Config/Security Tab in the RMS and maintain annually.
11. Section Calendars should include Section Meetings, Section Trainings, and any National Events Areas and Regions should be aware of.
12. After an SD Candidate has been elected an SD Orientation will be made available at the first in-person meeting.
13. The AD Appointment Form, Conflict of Interest Statement, and SD Appointment Checklist and the minutes of the meeting confirming the SD Election should be forwarded onto the NBODL.
14. Visiting each Area is part of the Duties and Responsibilities of the SD as detailed in the job description.
15. Communicating with each Area is part of the Duties and Responsibilities of the SD 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.wiki.ayso.org under Volunteer Roles/Treasurer.
18. 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).
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 under Resources>Governing Documents.
20. Contact each AD within your Section before your scheduled Section EXPO and encourage all ADs to attend or send representatives to the Section EXPO which offers many training and certification opportunities. All Section staff is encouraged to attend Section and Area Staff Training offered each year. Remind Area Directors 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 For a physical copy you can print your own and visit the [Marketing Toolkit](#) to purchase a yellow Reference Book binder.
22. The Section Directors are responsible for sharing information given to them by the NBOD, or at times the AYSO Office, that needs to be given to the AD's and RC's. This is an important part of communication to the AYSO membership.