

# AYSO United to Alliance Transition Checklist

*This checklist is intended to help current United Hubs transition into AYSO Alliance programs. As part of this transition, responsibility for the program will move from the National Office to the appropriate Section. Because each Section may have its own local procedures and requirements, this document is designed to serve as a general guide and checklist to help hubs integrate into their Section-run Alliance program.*

## 1. Section Approval

- Obtain Section Director approval for transition to Alliance
- Determine whether the program will operate under the Section, Area, or Region
- Identify which Section-approved Alliance structure the hub will join

## 2. Program Leadership

- Identify the Section Alliance Director who will oversee the program
- Confirm reporting structure for the local program

## 3. Determine Local Program Leadership Model

- Decide whether the program will use:
  - Paid DOC (Director of Coaching)
  - Volunteer Alliance Program Director

If Using a Paid DOC:

- Create local DOC job description using National template
- Verify DOC meets certification requirements
- Verify DOC is current on all AYSO compliance requirements
- Complete Paid Services Agreement
- Define DOC responsibilities for:
  - Coach selection
  - Tryouts
  - Curriculum / playing style
  - Team placement
  - Parent communication
  - League communication
  - Coach oversight
  - Player evaluation / feedback

If Using a Volunteer Alliance Program Director:

- Identify volunteer Alliance Program Director
- Verify Alliance Program Director meets Section requirements
- Verify Alliance Program Director is current on all AYSO compliance requirements
- Define Alliance Program Director responsibilities for:

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- Tryouts
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- Team placement
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## 4. Program Rules and Finances

- Determine player fees
- Build program budget and ensure the following is included:
  - Fields
  - League fees
  - Uniforms
  - Equipment
  - DOC compensation if applicable
- Confirm Region/Area/Section bank account will be used
- Establish/identify policies for:
  - Coach conduct
  - Parent conduct
  - Player conduct
  - Incident reporting
  - SAI claims
  - Adherence Alliance guidelines

## 5. Determine Playing Circuit

- Identify Section-approved playing circuit
- Apply to league / circuit
- Determine who is responsible for:
  - Player cards
  - League communication
  - League fees
  - Scheduling
- Confirm league acceptance

## 6. Transfer Existing United Assets

- Inventory all current United assets
- Transfer equipment to Alliance program
- Transfer any non-AYSO United branded coach gear

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- Transfer registration / contact lists from Sports Connect to local region RC
- Transfer website, email, and social media accounts if applicable

## 7. Open Tryouts

- Schedule tryout dates
- Publish tryout information publicly
- Confirm tryout process is open to all players
- Conduct tryouts
- Select players based only on those attending tryouts
- Communicate results to families

## 8. Select Coaches

- Advertise all head coach openings
- Collect coach applications
- Verify each coach has:
  - Age-appropriate AYSO certification
  - Required US Soccer license
  - Safe Haven and all required compliance training
- Submit coach recommendations to Section Alliance Director
- Obtain final approval from Section

## 9. Uniforms and Branding

- Stop use of AYSO United uniforms
- Select Alliance-branded uniform design
- Follow Section guidance on branding
- Determine if all Alliance teams in the Section will share a common look
- Order uniforms

## 10. Communication

- Notify current United families of transition
- Notify coaches and volunteers
- Communicate tryout dates and process
- Communicate new program structure and expectations
- Provide contact information for questions

## 11. Season Readiness Check

- Teams formed
- Coaches approved
- League placement confirmed
- Player cards complete
- Uniforms ordered / distributed

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- Fields assigned
- Budget finalized
- Communication sent

**12. Launch Alliance Program:** Begin operating under Section oversight

