



TO: All Section Meeting “**SUBSIDIZED**” Volunteer Staff

FROM: Events Department

SUBJECT: 2012 SECTION MEETING REGISTRATION

This information applies to (Only one person per position per Section/Area will be subsidized):

Section Director

Section Coach, Referee, Management & eAYSO Administrators

Section Coach Trainer

Section Director of Referee Instruction & Assessment

Section Developer & Auditor

Section Meeting Volunteer Coordinator

Area Director

Area Coach , Referee & Management Administrators

Please Read The Following Information Carefully Before Registering!

MEETING REGISTRATION:

- Complete and return the Section Meeting Registration form to the National Office at **least six weeks prior** to your Section Meeting or register online at www.eAYSO.org.
- If you choose to utilize the online registration system it is not necessary for you to mail or fax your registration form to the National Office.
- The Meeting Registration fee is waived for you.
- Meals included in the registration fee are Friday reception, Saturday breakfast and lunch, and breaks.

HOTEL REGISTRATION:

- You will be subsidized for hotel accommodations for Friday and Saturday night on a “shared” room basis. **Single rooms are available. If you would like a single room please remit payment for ½ of the room when completing your registration.**
- Please do **NOT** contact the hotel directly. We will make your hotel reservation for you.
- Hotel costs are only subsidized if room reservations are within AYSO’s room block.
- Ground transportation information will be included in your confirmation mailing.

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American Youth Soccer Organization

19750 S. Vermont Ave., Suite 200

Torrance, CA 90502

(800) 872-2976 • www.AYSO.org



- Room and tax will be billed to the master account. You are responsible for your own **incidental expenses** (meals, phone calls, in-room movies, alcoholic beverages, etc.) charged to your room. The hotel will ask for a credit card or a deposit when you check in at the front desk.

TRAVEL:

- Airfare will be considered if the drive is over 200 miles one-way or if the cost of mileage reimbursement is more than the cost of airfare.
- Flight arrangements can be made through Egencia.com. To use the AYSO/Egencia site you will need to setup a profile. This is different than a basic Expedia.com profile.
- If you need any assistance please call the Events Department at (800) 872-2976, or send an email to Events@ayso.org.
- Mileage at \$.50 per mile is reimbursable. **Expense forms must be completed for reimbursements.**
- **Air reservations MUST be made at least six weeks in advance of travel. Any charges incurred for changes or late booking will be at your expense.**

AGENDA:

- Please review the tentative agenda carefully before making travel arrangements.

Prior to the Meeting, your role is to encourage your Regions to send as many representatives from their Regional Boards as possible. Review Meeting content/format with them, and answer their questions. Remind them about mailings and deadlines. **Registering at least six (6) weeks in advance will save the Volunteers \$50.00 per person.** Sharing your personal Section Meeting experiences with newer Regions may be the key to getting them to attend the Meeting.

At the Meeting, Section and Area Staff wear a number of hats (e.g. resource to regions, facilitators at workshops, hosts, providers of feedback and assist with the Meeting, etc). **We encourage you to be available for the entire Meeting.**

We Look Forward to Seeing You There!