

★★★ 2011-2012 Area Assessment Program Application ★★★

Section: ___ Area: ___

Area Director: _____ Year appointed: _____

Communities served (**PRINT** the city names or geographic zone to be included on the Certificate i.e.: Southwest California):

States served: _____

Past Area Assessment Program Awards: Platinum Gold Silver Bronze None

Currently applying for: Platinum Gold Silver Bronze



Please forward the completed application to your Section Director by August 1, 2012

The Area board members listed below have examined this application and its attachments, and to the best of their knowledge, this document accurately represents the status of the Area.

Position:	Name:	Signature:	Date:
Area Director			
Area Coach Administrator			
Area Management Administrator			
Area Referee Administrator			

This Section to be completed by the Section Director

Approved Award Level: Platinum Gold Silver Bronze Honorable Mention

Section Director Signature: _____ Date: ___/___/___

Comments: _____

Section Director; please forward the approved applications to the National Office by September 1, 2012



AYSO Area Assessment Program

The Area Assessment Program is designed to recognize Areas for their support and encouragement resulting in successful implementation of AYSO programs in Regions within the Area. Areas which actively promote AYSO philosophies and policies, strive for constant improvement within the Area and its Regions, and demonstrate a commitment to training its volunteers, may be an Area Assessment Program (AAP) award winner.

Any Area, regardless of its size, age, or budget of your area, can be an AAP award winner because AYSO is looking for the effective use of resources, quality delivery of services, and innovation.

Benefits of the Award

An Area Assessment Award recognizes the success and dedication of the Area Board and Staff members and the application also serves as a great planning tool for the next season! Recipients of the Area Assessment Award will receive:

- ★ Group recognition and a certificate;
- ★ Four award pins (for AD, ACA, ARA, AMA);
- ★ The opportunity to purchase additional pins for other staff members and volunteers; and
- ★ A Press kit for publicizing the award level.

Award Levels

There are four award levels: Bronze, Silver, Gold and Platinum. For a further explanation of each level, please refer to the table below.

Level:	Description:
Bronze	The Bronze award level is achieved if an Area receives 60%-69% of the total points across all categories.
Silver	The Silver award level is achieved if an Area receives 70%-79% of the total points across all categories.
Gold	The Gold award level is achieved if an Area receives 80%-89% of the total points across all categories.
Platinum	The Platinum award level is achieved if an Area receives 90%-100% of the total points across all categories.

Special Note

The Section Director, at his/her discretion, may award a certificate of Honorable Mention to an Area that is unable to achieve one of the four award levels described above.

Entry Rules and Guidelines

- **This application should assess the period from July 1, 2011 through June 30, 2012 - the Fall/Spring 2011-2012** - Membership Year (MY2011). The application includes a certification page, six categories and the Points Page.
- If your Area meets the requirements of each line or you have checked any of the boxes in a line item then record the corresponding points in the "Area Points" column. Provide written comments when requested to verify a response. This is indicated by statements such as "Check all that apply," "Describe," "Explain," "Date" and "Names," etc. This additional information is required to get credit for an item. Please feel free to attach any supporting documents or examples.
- Area officers must sign the appropriate lines on the certification statement page indicating their concurrence with the application submission. **If the certification statement page is not returned or signed, the application will not be processed.**
- Retain a copy of the Area Assessment Program application for Area records and as a precaution in the event the application is lost or damaged in transit.
- Please fill in and return the original form. **Do not send the application in a binder or folder.**
- **The AAP application must be completed, signed and turned into the Section Director by August 1, 2012.**
- After reviewing the completed application, the Section Director must assign the Award Level, and forward the application to the AYSO National Office in an envelope marked "AAP." Envelopes must be postmarked by September 1, 2012 for applications to be considered. (Applications may be faxed to 310-525-1155 as long as they are faxed in original size.)

- A list of applications received will be published in an issue of ***The Commish*** and posted on www.ayso.org. If an Area is not listed, please contact the National Office at (800) 872-2976 extension 7973 to confirm that the application was received.
- Recipients will be notified of their award level by their Section Director.

When completing the AAP Form using WORD, go to *FILE>SAVE AS>* and save the document on your computer (in *MY DOCUMENTS*).



Area Assessment Program (AAP)

Award Level Grading

Earned Points Grading

Area Administration Category	Points Earned: _____
Area Director Category	Points Earned: _____
Area Coach Category	Points Earned: _____
Area Management Category	Points Earned: _____
Area Referee Category	Points Earned: _____

Total Points from all categories: _____







Grading scale

217-196 points	Platinum Level	90%-100%
195-174 points	Gold Level	89%-80%
173-152 points	Silver Level	79%-70%
151-130 points	Bronze Level	69%-60%



Area Assessment Program

Area Administration

		Total Points Available	Area Points	SD Use Only
1	Area board meeting minutes are prepared and kept on file with the Area, and are: <input type="checkbox"/> Distributed to the Section Director <input type="checkbox"/> Available to the Area's participants upon request	1		
2	AYSO trained and certified instructors were used at all clinics sponsored or conducted by the Area.  Area>Instructor>Rosters: enter Area and date range of the RAP evaluation, Discipline = Select, then click 'Search' This provides the list of courses & their instructors for your Area...if all courses taught in your Region had an eAYSO roster then the instructors are certified.	4		
3	All Area volunteers were registered on eAYSO with e-signature or by using AYSO Volunteer Application Form sent to the National Office.  Lookup>Area: click on Area then verify each Board Member's name is Green = Current	3		
4	Current Safe Haven approved job descriptions were distributed or made available to Area volunteers.	1		
5	All Area volunteers have Safe Haven Certification and have attended discipline specific training, where applicable.  Lookup>Area: click on Area then click on each Board Member's name to verify Certifications/Training	3		
6	Area Information Form (IF) was updated in eAYSO or submitted annually to the National Office.  Lookup>Area :Click on Area...Verify AIF Date	2		
7	AYSO philosophies are promoted in the Area. Examples: _____	2		
8	Area abides by all AYSO Rules & Regulations, Bylaws and Policy Statements.	2		
9	All Regional accounts within the Area are audited by someone other than the authorized account signatories.	3		
10	The Area discretionary budget was submitted to the National Office 30 days prior to the beginning of the fiscal year and copied to the Section Director OR an Area operating budget was submitted to the Section Director for the Section Operating Budget 30 days prior to the beginning of the fiscal year.  Lookup>Area : Click on Area...Verify Budget Date	4		
11	Area staff participated with the SD and Section staff in the successful running of their Section Meeting.	1		
12	Area staff promoted the Kids Zone [®] program. Regions in the Area feature Kids Zone in their programs.	1		
13	All rosters for Area sponsored training were submitted within 60 days from the date of the course via eAYSO or sent to the National Office.  Area>Instructor>Rosters: enter Area ## and date range of the RAP evaluation, discipline = Select (to pull up all courses), then click 'Search' . Verify that all courses for the data range have been returned or cancelled. Rosters can be selected and viewed by clicking 'Manage Roster' to verify 'returned date'. Any non-eAYSO created rosters will need to use Area records to answer this question.	3		
14	With input from the Regional Commissioners, Area goals and objectives were discussed, decided upon and distributed.	2		

15	Area website created and updated periodically to keep Regions better informed of the activities of the Area. URL: _____ Lookup>Area : Click on Area...Verify Website is entered in eAYSO	2		
16	Regions within the Area participated in the Regional Assessment Program. ___ 25%=1pt ___ 50% = 2pts ___ 75% = 3pts ___ 100% = 4pts	4		
17	Chartered Regions in the Area voted in person or by proxy at the 2011 NAGM. ___ 25%=1pt ___ 50% = 2pts ___ 75% = 3pts ___ 100% = 4pts	4		
18	Area conducted post-season or off-season program outside of standard primary program play (i.e. indoor soccer, Area tournament, Area soccer fest, etc.).	3		
19	All Regions within the Area utilized eAYSO for all player and volunteer registrations. Lookup>Region: Select Area then Region-by-Region select Statistics to verify each Region has correct number of players & volunteers registered.	4		
20	Area provided a VIP Program for Regions lacking sufficient participants to operate their own or facilitated an interregional program.	3		
21	Area Auditor position is filled. Lookup>Area: click on Area then verify Area Auditor is filled and currently registered	2		
22	List any significant enhancements or unique programs that your Area offers to its participants. Please attach examples and supporting documentation. Describe: _____	3		
23	Area had a volunteer appreciation program in place for present and/or outgoing volunteers. Describe: _____	3		





This icon indicates these items may be found in eAYSO.

Total Points Earned: _____



Area Assessment Program

Area Director

		Total Points Available	Area Points	SD Use Only
1	AD attended AD training. Date: _____  Lookup>Area: click on Area then click on AD's name to verify Certifications/Training	4		
2	AD completed the following: (Check all that apply) <input type="checkbox"/> Introductory Management Course Date: _____ 3 points <input type="checkbox"/> Advanced Management/Dispute Resolution Course Date: _____ 3 points Lookup>Area: click on Area then click on AD's name to verify Certifications/Training	6		
3	AD is signed on and using eAYSO.  Area>Admin>Access Rights: verify AD has been assigned eAYSO Access Rights for AD	2		
4	AD communicated by telephone, e-mail, in person or in writing with the Section Director at least once each month.	1		
5	AD or designee provided Regional Commissioner and Board Orientation for each Region with a newly appointed RC in the Area.	2		
6	AD communicated with each of the Area's Regional Commissioners at least once each month. (Check all that apply) <input type="checkbox"/> Telephone <input type="checkbox"/> e-mail <input type="checkbox"/> Letter <input type="checkbox"/> Newsletter	3		
7	AD, or designee, attended all scheduled Section staff or executive meetings to which he or she was invited in the past 12 months.	2		
8	AD holds regularly scheduled Area meetings – in person or by conference call - (aside from the Section meeting) which are open to all the Area's participants and agendas and meeting times are publicized in advance.	3		
9	AD attended the following meetings: (Check all that apply) <input type="checkbox"/> National Annual General Meeting (if the AD could not attend, they submitted their proxy by mail or by another designated proxy holder.) <input type="checkbox"/> Section Meeting	3		
10	The AD provided/supported/assisted with Area level training.	1		
11	Area has nominations for Area Director at a minimum of every three years and nominations are open to all qualified persons.	1		
12	AD published and distributed an Area calendar to all the Regions within the Area. A copy is attached.	3		
13	AD identified potential replacement and mentoring has begun.	1		









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Total Points Earned: _____



Area Assessment Program

Area Coach Administration


		Total Points Available	Area Points	SD Use Only
1	Name of Area Coach Administrator: _____  Lookup>Area: click on Area then verify Area Coach Administrator is filled and currently registered	3		
2	ACA has current access to and is using eAYSO.  Area>Admin>Access Rights: verify ACA has been assigned eAYSO Access Rights for ACA	2		
3	ACA communicated with and/or submitted regular reports to the AD and SCA.	2		
4	ACA appointed an Area Coach Trainer/Instructor.  Lookup>Area: click on Area then verify ACA is filled and currently registered	2		
5	ACA held/supported or assisted at least one Intermediate Coach Course during the year. Date: _____  Area>Instructor>Rosters: enter Area and date range of the RAP evaluation, Discipline = Coach, then click 'Search' This provides the list of courses & their instructors for your Area...Verify that a minimum of 1 Intermediate Coach course was rostered and completed and the instructor was the ACA or that the ACA assisted.	2		
6	ACA visited or contacted each Region during the past year to observe program, provide training, or other AYSO coaching function.	2		
7	ACA has completed the following: (Check all that apply) 3 points per box checked  <input type="checkbox"/> Regional Coach Administrator Training Date: _____ <input type="checkbox"/> Introductory Management Date: _____ <input type="checkbox"/> Advanced Management/Dispute Resolution Date: _____ <input type="checkbox"/> Coaching Instructor Training Date: _____ Lookup>Area: click on Area then click on ACA's name to verify Certifications/Training	12		
8	ACA provided AD, SD, SCA, and National Office with a calendar for all coaching courses.	1		
9	ACA distributed an Area coaching plan including goals and objectives for current year to AD, each RC, and each RCA and to the SCA.	2		
10	ACA, or designee, attended every Section coaching staff meeting/conference call to which he or she was invited.	1		
11	ACA held or assisted with at least one coach instructor training during the year. _____  Area>Instructor>Rosters: enter Area and date range of the RAP evaluation, Discipline = Coach, then click 'Search' This provides the list of courses & their instructors for your Area...Verify that a minimum of 1 Coach Instructor course was rostered and completed and the instructor was the ACA or that the ACA assisted.	2		
12	ACA has identified potential replacement and mentoring has begun.	1		

13	<p>ACA has completed the following courses: (Check all that apply - points earned for the highest level achieved.)</p> <p><input type="checkbox"/> U-6 Coach Course Date: _____ 2 points</p> <p><input type="checkbox"/> U-8 Coach Course Date: _____ 2 points</p> <p><input type="checkbox"/> U-10 Coach Course Date: _____ 2 points</p> <p><input type="checkbox"/> U-12 Coach Course Date: _____ 2 points</p> <p><input type="checkbox"/> Intermediate Course Date: _____ 3 points</p> <p><input type="checkbox"/> Advanced Course Date: _____ 3 points</p> <p><input type="checkbox"/> National Course Date: _____ 4 points</p> <p>Lookup>Area: click on Area then click on ACA's name to verify Certifications/Training</p>	4		
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Total Points Earned: _____

11	 All Area management volunteers have AYSO'S Safe Haven and have attended discipline specific training, where applicable. Lookup>Area: click on Area then click on each management volunteer's name to verify Certifications/Training	2		
12	AMA has identified potential replacement and mentoring has begun.	1		



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Total Points Earned: _____



Area Assessment Program

Area Referee Administration

		Total Points Available	Area Points	SD Use Only
1	Name of Area Referee Administrator: _____ Lookup>Area: click on Area then verify Area Referee Administrator is filled and currently registered	3		
2	ARA has current access to and is using eAYSO. Area>Admin>Access Rights: verify ARA has been assigned eAYSO Access Rights for ARA	2		
3	ARA communicated with and/or submitted regular reports to the AD and SRA.	2		
4	ARA/Area supported/assisted/held at least one Intermediate Referee Course during the year. Date: _____ Area>Instructor>Rosters: enter Area and date range of the RAP evaluation, Discipline = Referee, then click 'Search' This provides the list of courses & their instructors for your Area...Verify that a minimum of 1 Intermediate Referee course was rostered and completed ARA instructed/supported/ assisted.	3		
5	ARA/Area supported/assisted/held at least one Referee Instructor Course during the year. Date: _____ Area>Instructor>Rosters: enter Area and date range of the RAP evaluation, Discipline = Referee, then click 'Search' This provides the list of courses & their instructors for your Area...Verify minimum of 1 Referee Instructor course was taught where the ARA instructed/supported/ assisted.	3		
6	ARA visited or contacted each Region during the past year to observe program, provide training, or other AYSO referee function.	2		
7	ARA has completed the following: 3 points per box checked <input type="checkbox"/> Regional Referee Administrator Training Date: _____ <input type="checkbox"/> Introductory Management Date: _____ <input type="checkbox"/> Advanced Management / Dispute Resolution Date: _____ <input type="checkbox"/> Referee Instructor Training Date: _____ Lookup>Area: click on Area then click on ARA's name to verify Certifications/Training	12		
8	ARA provided AD, SD, SRA, and National Office with a calendar for all referee courses.	1		
9	ARA distributed an Area referee plan including goals and objectives for current year to AD, each RC, each RRA and to the SRA.	2		
10	ARA, or designee, attended all Section referee staff meeting/conference call to which he or she was invited.	1		
11	ARA completed an Assessor Course. Date: _____ Lookup>Area: click on Area then click on ARA's name to verify Certifications/Training	3		
12	ARA has identified potential replacement and mentoring has begun.	1		

13	<p>ARA has completed the following courses: (Check all that apply- points are earned from highest level achieved)</p> <p><input type="checkbox"/> Assistant Referee Course Date: _____ 2 Points</p> <p><input type="checkbox"/> Basic Referee Course Date: Date: _____ 2 Points</p> <p><input type="checkbox"/> Intermediate Referee Course Date: _____ 3 Points</p> <p><input type="checkbox"/> Advanced Referee Course Date: _____ 3 Points</p> <p><input type="checkbox"/> National Referee Course Date: _____ 4 Points</p> <p>Lookup>Area: click on Area then click on ARA's name to verify Certifications/Training</p>	4		
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Total Points Earned: _____