

AREA DIRECTOR APPOINTMENT REQUEST

Please submit this form prior to the end of the existing Area Director's term or where there is a split of an Area.

Section:	Area:	<input type="checkbox"/> Director Change	<input type="checkbox"/> Reappointment	<input type="checkbox"/> New Area
Application Date:	Term of Office: <input type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years <input type="checkbox"/> 3 Years		This term start date:	
Communities Served:		Regions Covered:		

First Name	M. I.	Last Name	Suffix	Nickname	AYSO I.D.
Street Address		City	State	Zip Code	Mailing Address (if different from Street address)
Area Code	AYSO Telephone	Area Code	Home Telephone	Area Code	Cellular Telephone
e-mail address				Area Code	FAX

Please check the number(s) you would like to publicize in eAYSO and the Executive Member Directory so members may contact you

Home Business Fax Cell (AYSO number is listed automatically)

AYSO Experience:			
Regional Commissioner for _____ years	Regional Board member for _____ years	Area staff member for _____ years	
Coach for _____ years	Referee for _____ years	Other: _____ for _____ years	

I have reviewed the attached **Area Director position description** and the **Conflict of Interest policy statement**. If appointed, I agree to perform the duties of Area Director within the parameters of the AYSO position description and be subject to the Organization's Bylaws, rules, regulations, policies and philosophies. I also agree to attend one of the next two Area Director Training/Orientation sessions held at the National Support & Training Center and to attend/support AYSO meetings and programs regularly, as available, such as Section Conferences and the NAGM.

Signature: _____ Date: _____
(Area Director Nominee)

Area Director: Please sign and date above. Make a copy for your records. Then send pages 1 through 4 of this original form to your Section Director for signature.

APPROVALS

Section Director

I, as Section Director, have verified that the nomination of the above named person as Area Director is consistent with the Organization's Bylaws, rules, regulations, policies and philosophies.

Signature: _____ Date: _____

Section Director: You may Fax pages 1 through 4 to 310-643-6395 OR send the original to: Member Services Department, AYSO NSTC, 12501 S. Isis Avenue, Hawthorne, CA 90250-5045

<i>For NSTC use only:</i>			
Date Received:	Date to Safe Haven:	Passed by Safe Haven:	Entered in eAYSO:
National Secretary:			Approval Date:

AREA DIRECTOR APPOINTMENT REQUEST

First Name	M. I.	Last Name	Suffix	Nickname	AYSO I.D.
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PLEASE READ THESE IMPORTANT AGREEMENTS, THEN SIGN AND DATE BELOW

DISCLOSURE

All applicants must answer the following question. Failure to answer honestly will disqualify the applicant from service as a volunteer in the American Youth Soccer Organization ("AYSO"). AYSO acceptance of an applicant will be based on existing AYSO Safe Haven policies available from the Regional Child & Volunteer Protection Advocate or on-line at http://www.ayso.org/special_programs/safe_haven/background_check_policy.aspx

Have you ever been convicted of a crime? YES NO

If yes, describe each in full. Also indicate date(s) of crime(s) and in which city, county and state each took place. (Attach a separate sheet if needed.)

Check here if you are a returning volunteer and have previously disclosed this conviction(s).

WAIVER, CONSENT AND RELEASE OF LIABILITIES:

I hereby consent to the investigation and verification of all information given in this application, including searches of law enforcement and public records (including driving records and criminal background checks), contact with former employers and reference interviews. I hereby release and agree to hold harmless AYSO and its officers, employees and volunteers and any person or organization that provides information for or to AYSO concerning my background or any attempt to verify the information provided in this application. I declare that all of the information given by me in this application is true and complete to the best of my knowledge, and I understand that any misrepresentation or omission may be cause for suspension or dismissal from my volunteer status with AYSO. I understand that I have the right to receive a copy of any background check report secured by AYSO. If I have checked the adjacent box, please send me a copy of my background report. YES

If accepted as an AYSO volunteer, I hereby agree to abide by the AYSO Bylaws, rules, regulations, policies and philosophies, and all decisions and directions of the National Board of Directors, Area and Section staff and the National Board of Directors, and I understand that I may be removed as an AYSO volunteer at any time with or without cause.

DISCLAIMER, ASSUMPTION OF RISK AND WAIVER: For myself, and on behalf of my heirs, assigns and next of kin, I acknowledge that participation in soccer necessarily involves travel, participation on adverse field conditions, contact with considerable force, and risk of severe, permanent physical injury including bruises, scrapes, strained, sprained or torn muscles, tendons or ligaments, broken bones, dislocation of joints, concussion, brain damage, nerve and spinal cord injury, paralysis and death. For myself, and on behalf of my heirs, assigns and next of kin, I willingly and voluntarily accept and assume all such risks of participation.

In consideration of accepting this application and permitting my voluntary participation in AYSO programs, for myself and on behalf of my heirs, assigns and next of kin, I hereby release, discharge and agree to hold harmless AYSO, its players, employees, volunteers, officials, sponsors and other representatives and any and all owners, lessors, lessees or other persons or entities allowing, permitting or authorizing the use of facilities by AYSO and the agents, employees, officers and directors of said person or entities from any and all claims, demands, costs, expenses and compensation arising out of or in any way related to any injury or other damage that may result to me or to members of my family or my household or individuals I invite or for whom I am otherwise responsible while participating in or present at any AYSO-sponsored event, including any physical or other injury caused by the negligence of any person or entity described above. I further acknowledge that AYSO is primarily administered by volunteers rather than paid professionals.

I agree the terms and conditions hereof shall apply to all of my volunteer participation in AYSO, regardless of the year or season in which such participation takes place, unless superseded by a new volunteer application.

I further acknowledge and accept that this Disclaimer, Assumption of Risk and Waiver is intended to be as broad and inclusive as permitted by the laws of the state in which participation takes place and agree that if any portion of this Disclaimer, Assumption of Risk and Waiver is deemed to be invalid, the remainder will continue in full legal force and effect.

ACKNOWLEDGEMENT AND CONSENT: I acknowledge receipt of the Soccer Accident Insurance pamphlet available from the Safety Director of my Region or on-line at http://www.ayso.org/resources/insurance/insurance_forms.aspx and I understand the terms of the Plan or I will do so before I volunteer. For both internal and external use, I acknowledge that AYSO may compile and use addresses and soccer photographs of me consistent with the AYSO Privacy Policy set forth at http://www.ayso.org/resources/legal/privacy_policy.aspx for any purpose whatsoever. I consent to such uses and hereby waive all rights to compensation.

I HAVE READ THE ABOVE DISCLOSURE STATEMENT, THE WAIVER, CONSENT AND RELEASE OF LIABILITY, THE DISCLAIMER, ASSUMPTION OF RISK AND WAIVER AND THE ACKNOWLEDGEMENT AND CONSENT AGREEMENTS, FULLY UNDERSTAND THE TERMS OF EACH, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY MY SIGNING THIS FORM AND AGREEING TO THESE TERMS, AND I SIGN THIS FORM AND AGREE TO THESE TERMS FREELY AND VOLUNTARILY AND WITHOUT INDUCEMENT OF ANY KIND. FURTHERMORE I AGREE TO INFORM AYSO IN A TIMELY MANNER IF ANYTHING ON THIS FORM OR ITS ATTACHMENTS CHANGES.

Signature: _____ Date: _____

AREA DIRECTOR APPOINTMENT REQUEST

Please read the following AYSO Policy Statement and sign on the following page to indicate your understanding.

AYSO POLICY STATEMENT ARTICLE FIVE Standards of Conduct - Conflict of Interest

- 5.1 Purpose of Policy.** The purpose of this policy statement is to set standards for the activities of Officials ("AYSO Officials") in order to ensure that an AYSO Official's actions would always be in the best interests of AYSO and that he/she does not take advantage of his/her position in AYSO for his/her own benefit or to the detriment of AYSO or others. AYSO Officials include all Regional Commissioners, Area Directors, Section Directors, Area and Section staff members, special executives, members of the national commissions, members of the National Board of Directors and the members of the National Support & Training Center, as well as the husbands or wives or members of the immediate family of each of the above.
- 5.2 General Policy.** AYSO Officials are expected to adhere to high ethical standards of conduct in the performance of their duties, observing all laws and regulations governing business transactions, competing fairly with others and using AYSO funds only for legitimate and ethical purposes. The rights of AYSO Officials in their activities outside their AYSO duties or employment that are private in nature and which in no way conflict with or reflect upon AYSO will be respected. Although AYSO Officials have been carefully selected and are assumed to possess integrity and judgment, to avoid any misunderstanding, the following guidelines are issued with respect to proper conduct:
- 5.3 Conflict of Interest Policy**
- (a) AYSO Officials must act always in the best interests of AYSO and avoid incurring any kind of financial interest or personal obligation that might affect their judgment in dealings on behalf of AYSO with firms or individuals. Each person must examine his/her own activities and those of his/her family to be sure that no condition exists that could create a self-dealing situation in respect of financial transactions of AYSO.
- (b) There are certain Areas with which each individual must be especially concerned. Areas giving rise to possible conflicts of interest include the following:
- (i). Holding a material financial interest, directly or indirectly (as an owner, stockholder, partner, joint venture, employee, creditor or guarantor), in a firm which provides services or supplies, materials or equipment to AYSO, any of its Regions or any of its participants (such as a vendor of uniforms, soccer shoes, soccer balls, goal posts or other soccer equipment or a director or owner of a soccer camp for children), or in an organization to which AYSO or any of its Regions provides services.
- (ii). Accepting gifts or favors for himself or herself or for family members, or entertainment or other personal benefits in excess of \$100.00 from an outside organization or individual with whom AYSO or any of its Regions does or may do business. This does not apply to acceptance of a casual gift of a nominal value, nor reasonable personal entertainment (but not paid travel expenses), but care must be exercised to be sure that continuation of such matters does not gradually create or appear to create an obligation. Gifts of a substantial nature should be returned to the donor with the explanation that AYSO's policy would not permit the acceptance of the gift.
- (iii). Serving another organization in any capacity whether such service includes activities, compensated or not, which can affect or appear to affect an individual's ability to discharge his/her duties to AYSO. This includes, but is not limited to, those activities related to AYSO primary programs, secondary programs and special programs that interface with other youth soccer organizations and their programs and their local and national governing bodies.
- (c) Therefore, to avoid conflicts of interest or the appearance of conflicts of interest, it is the policy of AYSO that:
- (i). Each Executive Member shall disclose in the Executive Member application or in the candidate statement the existence of any relationship by which the Executive Member might benefit, directly or indirectly by immediate family relationship, through ownership (including ownership of corporate shares exceeding 5% of a publicly traded company or 20% of a privately traded company) or employment of or with any vendor, supplier, contractor, service provider or sponsor of goods or services to AYSO or its members or participants. Such relationship shall be disclosed before the time for appointment or election.

(continued on next page)

AREA DIRECTOR APPOINTMENT REQUEST

AYSO POLICY STATEMENT ARTICLE FIVE Standards of Conduct - Conflict of Interest (cont.)

- (ii). Each Executive Member shall disclose the existence of any relationship by which the Executive Member might compete directly or indirectly with any program offered by AYSO directly or through contractors. Such relationship shall be disclosed before the time for appointment or election.
- (iii). In the case of any relationship described in paragraphs (i) and (ii) above, the Executive Member shall, upon appointment or election, immediately terminate such relationship unless the relationship is authorized by the express written consent of the National Board of Directors or its designee. The Executive Member affected shall refrain from participating in or seeking to influence any discussion, debate or vote concerning whether to allow such relationship to continue. The National Board of Directors may revoke with or without cause consent once given at any time.
- (iv). No Executive Member, after appointment or election, may enter into any relationship described in paragraphs (i) or (ii) except with the express written prior consent of the National Board of Directors or its designee. The Executive Member affected shall refrain from participating in or seeking to influence any discussion, debate or vote concerning whether to allow such relationship to be created. The National Board of Directors may revoke with or without cause consent once given at any time.
- (v). No Executive Member who is permitted to continue in or to embark upon a relationship described in paragraph (i) may participate in any discussion, debate or vote concerning the relationship, the vendor, supplier, contractor, service provider or sponsor with whom the relationship exists. No Executive Member who is permitted to continue in or to embark upon a relationship described in paragraph (ii) may participate in any discussion, debate or vote concerning the relationship or the programs with which the Executive Member competes and no such Executive Member shall obtain or seek to obtain information from AYSO beneficial to the promotion of such competing program.
- (vi). Any Executive Member who violates this policy is subject to immediate termination of Executive Membership status by the National Board of Directors, regardless of whether the Executive Member is appointed or elected. In the case of a member of the National Board of Directors, removal process shall comply with Section 4.18 of the National Bylaws.

5.4 Possible Improper or Illegal Conduct.

AYSO Officials are not expected to be familiar with every law and regulation relating to this statement or affecting AYSO operations. When in doubt, however, it is incumbent upon each AYSO Official to consult with the National Executive Director. However, your attention is called to the following special Areas:

- (a) Each AYSO Official must avoid improper acts and the violation of any governmental law or regulation in the course of performing his/her duties or employment.
- (b) No AYSO funds, property or resources may be used to carry on propaganda or otherwise attempt to influence legislation or support any political candidate or party. An AYSO Official's political activity must, therefore, be consistent with the direction provided in National Policy Statement 4.3 above.
- (c) No AYSO Official, in the course of his/her duties, shall accept or receive any payment or other thing of value (whether characterized as kickback, bribe, rebate, refund or otherwise, and whether intended by the payer to be for AYSO or the personal benefit of such AYSO Official) if the payment or receipt or tender thereof is illegal or is designed or intended to cause such AYSO Official to grant a privilege, concession or benefit to the payer in connection with AYSO business.

By my signature below, I acknowledge that I have read, understand and agree to the terms and conditions of this Conflict of Interest policy.

Signature: _____ Date: _____

AREA DIRECTOR APPOINTMENT REQUEST

Job Description

Area Director

Purpose

The AYSO volunteer position of Area Director is intended to organize and coordinate the various Regions in the Area. Each Area Director shall be nominated by the Regional Commissioners within the Area. Subject to the approval of the appropriate Section Director, Area Directors shall be appointed by the National Board of Directors for a term of three years.

Specific Duties and Responsibilities

The area director is expected to:

1. Be responsible for the performance and growth of his/her Area, and all inter-regional and extra-regional activities within his/her Area;
2. Maintain good community relations with the primary objective being youth development;
3. Organize and maintain volunteer staff to assure adequate support and services to the Regions in his/her Area;
4. Be the official spokesman for the Area in regard to publicity, outside development, cultural exchange, internal development, business systems, budgets, bylaws, board policies, rules and regulations;
5. Be responsible for such other matters that directly relate to the operation of the Area;
6. Attend the annual Section Conferences and the National Annual General Meeting (NAGM);
7. Submit completed Area Assessment Program form to Section Director each year;
8. Attend Regional Board meetings within the Area once a year;
9. Hold and preside over regular Area meetings;
10. Oversee any inter-regional play within the Area, including any playoffs; and
11. Oversee dispute resolution within the Area.

Qualifications and Desired Skills

To be considered for the position of Area Director, the applicant should:

1. Have extensive experience in AYSO, preferably as a Regional Commissioner;
2. Be organized; and
3. Have good communication skills.

Supervision Protocols

While performing as the Area Director, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the Section Director, and supervised indirectly by the National Board of Directors; and
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

The anticipated time commitment for an Area Director is three years. The estimated hours to fulfill duties by month shall be filled in by the Section Director:

Jan: hrs.	Feb: hrs.	Mar: hrs.	Apr: hrs.	May: hrs.	Jun: hrs.
Jul: hrs.	Aug: hrs.	Sep: hrs.	Oct: hrs.	Nov: hrs.	Dec: hrs.

Job Description

Area Director (continued)

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of an Area Director, AYSO will offer the following educational opportunities which the volunteer is expected to take advantage of and participate in, as appropriate:

1. Orientation by the Section Director and staff;
2. Area Director Training at the National Support & Training Center within one year of appointment;
3. Introductory Management Training;
4. Advanced Management Training;
5. AD Caucus at the NAGM; and
7. AYSO Safe Haven Program.

Activity Locations

While performing the duties of Area Director, the volunteer is limited to the following locations, unless expressly authorized in writing by the Section Director to hold activities in another location.

1. All Area sponsored activities;
2. Regional activities within the Area that fall within the scope of the Area Director's responsibilities;
3. Inter-regional activities within the Area;
4. Dispute resolution within the Area;
5. Area meetings;
6. Section staff meetings;
7. National Annual General Meeting (NAGM); and
8. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.