



## Area Checklist for Area Directors

If you have questions, contact your Section Director (SD) or Rosanne MacPhail, the National Management Administrator at 1-800-595-2976.

Everyone Plays  
 Positive Coaching  
 Balanced Teams  
 Open Registration  
 Good Sportsmanship  
 Player Development

<input type="checkbox"/>	1. If a current volunteer application is not on file with the National Support & Training Center (NSTC), log on to eAYSO ( <a href="http://www.eayso.org">www.eayso.org</a> ) and renew your volunteer status. Submit a signed copy of the application to the NSTC.
<input type="checkbox"/>	2. After receiving the nomination for Area Director (AD), complete and submit the AD Appointment Request Form to your Section Director (SD) for approval.
<input type="checkbox"/>	3. Attend Area Director Training at the NSTC within <u>one</u> year of appointment.
<input type="checkbox"/>	4. Contact the previous AD to obtain all area records.
<input type="checkbox"/>	5. Recruit an Area Board that includes the following board member positions: <ul style="list-style-type: none"> <li>▪ Area Child &amp; Volunteer Protection Advocate (ACVPA)    ▪ Area Management Administrator (AMA)</li> <li>▪ Area Referee Administrator (ARA), Assessor (ADRA) &amp; Instructor (ADRI)    ▪ Area Developer</li> <li>▪ Area Coach Administrator (ACA) and Instructor (ACT)    ▪ Area Treasurer    ▪ Area Auditor</li> </ul>
<input type="checkbox"/>	6. Instruct each board member to log on to eAYSO and register to be a volunteer and submit a copy of the application to the NSTC.
<input type="checkbox"/>	7. Schedule monthly board meetings and regular Area meetings (at least six per year).
<input type="checkbox"/>	8. Contact your SD or Section Management Administrator to schedule Safe Haven Certification and discipline specific training for all board members.
<input type="checkbox"/>	9. Using eAYSO, grant Area board members and other key volunteers the necessary access rights on eAYSO so they may adequately carry out their duties.
<input type="checkbox"/>	10. Using eAYSO, update the Area board information. Otherwise, prepare and submit an Information Form (IF) to the NSTC and provide a copy to your SD.
<input type="checkbox"/>	11. With your Area board, create and distribute an Area calendar to all Regions within your Area.
<input type="checkbox"/>	12. Conduct Regional Commissioner (RC) Orientation in person with each newly appointed Regional Commissioner and their Regional Board.
<input type="checkbox"/>	13. Review and submit all RC Appointment Request Forms that meet your approval to your SD within one month of appointment.
<input type="checkbox"/>	14. Attend Regional Board meetings (at least once a year per Region).
<input type="checkbox"/>	15. AD, or designee, contacts all RCs within the Area once a month whether by phone or in person to discuss the activities of the Region.
<input type="checkbox"/>	16. Working with your Area Treasurer, set up Area bank accounts, if any, in the National Accounting Program (NAP).
<input type="checkbox"/>	17. Working with your Area Treasurer, prepare an operating budget for the Area and submit the budget form to your Section Director for approval. Submit a copy to the NSTC June 1.
<input type="checkbox"/>	18. Working with the Area Treasurer, publish an annual report of your Area's finances. Submit a copy to your Section Director.
<input type="checkbox"/>	19. Ensure that each Region has submitted Standard Regional Guidelines or customized Regional Guidelines to you for approval prior to the start of the season. Forward approved guidelines to your Section Director.
<input type="checkbox"/>	20. Attend all Area meetings, your Section Meeting and the National Annual General Meeting (NAGM) annually.
<input type="checkbox"/>	21. Ensure that the Regions in your Area operate consistent with the vision, mission and philosophies of AYSO and that they operate in compliance with the AYSO Rules and Regulations, and National Policies and Procedures.
<input type="checkbox"/>	22. Submit Reimbursement Request Form to your Section Director with all supporting documentation. NOTE: Forms must be received by the NSTC no later than 60 days from date expense incurred.
<input type="checkbox"/>	23. Submit completed Area Assessment Program (AAP) application and all approved Regional Assessment Program (RAP) applications to your Section Director by November 1 <sup>st</sup> each year.
<input type="checkbox"/>	24. Become the conduit for communications from the NSTC intended for delivery to the Regions.
<input type="checkbox"/>	25. Provide transition training to your successor, including all the records of the Area.

## REFERENCE GUIDE

12501 S. Isis Ave. Hawthorne, CA 90250/ (800) USA-AYSO/ (310) 643-6455/ FAX: (310) 643-5310

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1. For further assistance with eAYSO, consult the User Guide found under the HELP menu on the eAYSO Welcome screen. Printed versions of the User Guide may be purchased from the AYSO Supply Center (1-888-243-2976). Contact the eAYSO Help Desk at 1-866-588-2976 for additional support.
2. If a current copy of your volunteer application is not on file with the NSTC, a new one must be submitted with your AD Appointment Request. A blank AD Appointment Request Form is available at [www.ayso.org](http://www.ayso.org), AYSO's national website under Resources. NOTE: All forms and documents on [ayso.org](http://ayso.org) 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. Area Director Training, a three day training session, is offered twice a year (Fall & Spring) at the NSTC. All eligible candidates are highly encouraged to attend. If you have already attended this training session, but would like a refresher course, please contact your SD. Additional continuing education training for the AD and Area Board is offered annually at Section Meetings.
4. If you do not have the contact information for the previous AD, contact your SD or call the Member Services Department at 1-800-876-2976 ext. 5462.
5. There are no required positions other than the AD. However, to operate as a strong and resourceful Area, it is strongly recommended that additional volunteers be recruited to hold the positions listed on the previous page.
6. NOTE: All volunteer applications contain private and privileged information that must be safeguarded. The Area CVPA must send the NSTC copy of these forms to the NSTC without delay so background checking can be done. The Area copies should be retained in a secure manner by the Area CVPA or the appointed person.
7. Area Board meetings serve as great opportunities to assign responsibilities to specific volunteers, create an Area calendar, and develop ways to promote the AYSO philosophies throughout your community, etc. When you are scheduling Area meetings, make every effort to select a location which is easily accessible to all Regions within your Area and publish/distribute this information as much in advance as is possible.
8. To register courses, go to [www.eayso.org](http://www.eayso.org). Training material may be purchased from the AYSO Supply Center (1-888-243-2976). NOTE: All course rosters must be entered into eAYSO or returned to the NSTC within 60 days of the course start date.
9. Refer to #1 on the Reference Guide. Encourage all board members to become familiar with eAYSO functions.
10. Information Forms must be updated whenever changes to the board occur. This can be easily done on eAYSO. Blank Information Forms are available at [www.ayso.org](http://www.ayso.org) under Resources.
11. When creating a calendar, it is best to start with your end point and work backward.
12. RC & Board Orientations should take place within two weeks of identification of the new Regional Commissioner nominee. Approximate length of orientation should be three hours.
13. Verify with the NSTC that a current volunteer application of the RC candidate is on file. If not, a new one must be submitted with their RC Appointment Request Form. The RC Appointment Request Form should only be signed after an RC & Board Orientation has been completed.
14. Visiting each Region is part of the Duties and Responsibilities of the AD as detailed in the job description.
15. Communicating with each Region is part of the Duties and Responsibilities of the AD as detailed in the job description.
16. For more information on NAP and other financial matters, Regional Treasurers may contact the Finance Department (1-800-USA-AYSO ext 5413).
17. NOTE: Fiscal Year: July 1-June 30. Blank budget forms and other finance forms are available at [www.ayso.org](http://www.ayso.org).
18. For specific guidelines on publishing a financial report refer to the Treasurer's Manual or contact the Finance Department (1-800-USA-AYSO ext 5413).
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 ext. 5461). Standard Regional Guidelines are available at [www.ayso.org](http://www.ayso.org) under Resources>Governing Documents.
20. Contact each RC within your Area before your scheduled Section Meeting and encourage all RCs to attend or send representatives to the Section Meeting which offer several training and certification opportunities. All area staff is encouraged to attend Section and Area Staff Training offered each year. Remind Regional Commissioners to submit a proxy to you or directly to the NSTC 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 NSTC.
21. To purchase an AYSO Reference Book, which contains the National Bylaws, Rules & Regulations, the Standard Regional Guidelines and National Policies, contact the AYSO Supply Center (1-888-243-2976). The AYSO Reference Book is also available for viewing at [www.ayso.org](http://www.ayso.org) under AYSO Resources>Governing Documents.
22. Reimbursement Request forms are available at [www.ayso.org](http://www.ayso.org) under Resources/Forms/Finance Forms.
23. The Area Assessment Program application is available on-line at [www.ayso.org](http://www.ayso.org) under Areas&Sections/Areas/ AAP. This program serves as a tool for planning your next year.
24. Make sure important information sent to you by the NSTC is relayed to your Area Board and the Regional Commissioners within your Area.