

# APPLICATION FOR AYSO PILOT REGION STATUS



**REGIONAL COMMISSIONER NOMINEE:** *Please complete this entire application packet, provide all the requested information and sign and date where indicated. When completed, send or fax a copy to the National Support Center (12501 S. Isis Avenue, Hawthorne, CA 90251-5045 FAX: (310)-643-5310) and send the original to your area director for signature.*

Section:	Area:	Region # assigned:
Communities served:		
Zips codes served:		
# of players:	Expected start date for first season:	Split from Region #:

## REGIONAL COMMISSIONER

Name: \_\_\_\_\_ Res. Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Bus. Phone: (\_\_\_\_) \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ AYSO: (\_\_\_\_) \_\_\_\_\_

In accordance with the Bylaws of the American Youth Soccer Organization, I am aware of the requirements necessary to establish Pilot Region status and have discussed these with an appointed AYSO representative. I have reviewed the attached **Regional Commissioner's position description** and the **Conflict of Interest policy statement**. I have scheduled an **orientation meeting** with my Area Director for \_\_\_\_\_ (mo/yr). If appointed, I agree to perform the duties of regional commissioner within the parameters of the AYSO position description and be subject to AYSO's Bylaws, rules, regulations, policies, philosophies and standard regional guidelines. I also agree to use my best efforts to attend/support AYSO meetings and programs regularly, as available, such as Section meetings, NAGM and management training.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Please ✓ the number(s) you would like publicized in the Executive Member Directory (EMD):</b>				
HOME <input type="checkbox"/>	BUSINESS <input type="checkbox"/>	FAX <input type="checkbox"/>	E-MAIL <input type="checkbox"/>	AYSO <input type="checkbox"/>

## APPROVALS

### Area Director approval:

I have held an orientation meeting with the nominee for regional commissioner and covered the requirements for pilot region status as well as the regional commissioner's position description, and **recommend** that this request for pilot region status be approved, and the nominee be approved as regional commissioner of this pilot region.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(AREA DIRECTOR)

### Section Director approval:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(SECTION DIRECTOR)

### Board of Director approval:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(NATIONAL SECRETARY)

<b>For Office Use Only: term begins (mo/yr) _____ and ends (mo/yr) _____</b>
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## APPLICATION FOR PILOT REGION STATUS

\_\_\_\_\_, located in \_\_\_\_\_  
(Region #) (City/State)

Below are the nominees for the AYSO required regional board positions. If other regional board members have been identified at this time, an Information Form is attached that contains contact information for them.

### TREASURER

Name: \_\_\_\_\_ Res. Phone: (\_\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Bus. Phone: (\_\_\_\_\_) \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ e-mail: \_\_\_\_\_

### SAFETY DIRECTOR

Name: \_\_\_\_\_ Res. Phone: (\_\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Bus. Phone: (\_\_\_\_\_) \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ e-mail: \_\_\_\_\_

### REGISTRAR

Name: \_\_\_\_\_ Res. Phone: (\_\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Bus. Phone: (\_\_\_\_\_) \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ e-mail: \_\_\_\_\_

### CHILD & VOLUNTEER PROTECTION ADVOCATE

Name: \_\_\_\_\_ Res. Phone: (\_\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Bus. Phone: (\_\_\_\_\_) \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ e-mail: \_\_\_\_\_

### COACH ADMINISTRATOR

Name: \_\_\_\_\_ Res. Phone: (\_\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Bus. Phone: (\_\_\_\_\_) \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ e-mail: \_\_\_\_\_

### REFEREE ADMINISTRATOR

Name: \_\_\_\_\_ Res. Phone: (\_\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Bus. Phone: (\_\_\_\_\_) \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ e-mail: \_\_\_\_\_

*A completed Volunteer Application for each person listed above must accompany this application packet. A blank form is attached and can be photocopied for this purpose.*



# APPLICATION FOR PILOT REGION STATUS

## PLAN FOR PLAY

\_\_\_\_\_, located in \_\_\_\_\_  
(Region #) (City/State)

Many AYSO regions hold a single, primary playing season at a single time of the year. Some play one primary play program in the fall and hold one or more completely separate primary play programs at other times of the year. Others play what is called a split season, playing some games in the fall, take the winter off and pick up again in the spring where they left off. Other regions conduct a primary play program at one time of year and conduct some sort of secondary play program at other times (indoor season, tournament teams, travel ball, e.g.)

This region's primary play program will take place (check all that apply):

- Fall  Winter  Spring  Summer  Indoor

Registration dates: Start: \_\_\_\_\_ End: \_\_\_\_\_

Playing dates: Start: \_\_\_\_\_ End: \_\_\_\_\_

Playing dates: Start: \_\_\_\_\_ End: \_\_\_\_\_

Playing dates: Start: \_\_\_\_\_ End: \_\_\_\_\_

OPTIONAL: This region anticipates secondary play as follows:

Program type: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_

Program type: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_

Program type: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_

Program type: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_



# PILOT REGION OPERATING AGREEMENT

\_\_\_\_\_, located in \_\_\_\_\_  
(Region #) (City/State)

Initial	
	As Regional Commissioner, I understand the six basic philosophies of AYSO — <b>Everyone Plays, Balanced Teams, Positive Coaching, Open Registration, Good Sportsmanship, and Player Development</b> — and agree to run the region according to these principles. — and agree to run the region according to these principles.
	I understand that the AYSO volunteer system is the basis of a successful program and that AYSO does not pay coaches, referees, or administrators of any kind.
	My area director has reviewed with me the National Rules & Regulation, National Policies, National Bylaws, and AYSO Regulations including: the annual fee per player; the use of eAYSO and registration forms; and how to order uniforms with the correct positioning of the AYSO logo. I agree to run the region accordingly.
<input type="checkbox"/> NO <input type="checkbox"/> YES	<b>Affiliate Region</b> – If your group has its own non-profit corporation, please provide the following: IRS identification number here: _____ Legal name of the corporation: _____

Some existing soccer programs wishing to affiliate with AYSO may have operating principles that are not in complete accordance with those of AYSO. Please list any exception(s) to the AYSO operating principles above that may currently be in place in this region:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is therefore agreed by \_\_\_\_\_, \_\_\_\_\_  
Name of Section Director Name of Area Director

and \_\_\_\_\_ that \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ may operate with the  
Name of Regional Commissioner Section Area Region

exception(s) noted above while implementing a plan that will bring the region into full compliance with AYSO's principles, management procedures and/or rules and regulations on or before

\_\_\_\_\_.  
Compliance date

\_\_\_\_\_  
Regional Commissioner (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Area Director (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Section Director (signature)

\_\_\_\_\_  
Date

# AYSO Annual Budget

Section _____	Area _____	Region _____	Other _____
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**For the 12 month period beginning: July 1, 20** \_\_\_\_\_ **Ending: June 30, 20** \_\_\_\_\_

Date of last financial statement distributed to members: \_\_\_/\_\_\_/\_\_\_\_\_

<b>Estimated Revenues:</b>	<b>Budget</b>	<b>Per Player</b>	<b>Last Season Actual</b>
4005 Registration Fees (see bottom right)	\$ -	_____	_____
4021 Tournament/Player Camp	_____	_____	_____
4024 Tournament - Concessions	_____	_____	_____
4031 Cultural Exchange	_____	_____	_____
4040 Fund Raising Receipts: Concessions	_____	_____	_____
4041 Fund Raising Receipts: Other	_____	_____	_____
4310 Sponsors/Contributions/Donations	_____	_____	_____
9105 Interest Income	_____	_____	_____
4959 Other Income (Describe)	_____	_____	_____
<b>Total Estimated Revenue (R):</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Estimated Expenditures:</b>	<b>Budget</b>	<b>Per Player</b>	<b>Last Season Actual</b>
5101 Uniforms: Players	_____	_____	_____
5102 Uniforms: Coaches	_____	_____	_____
5103 Uniforms: Referees	_____	_____	_____
5104 Uniforms: Other	_____	_____	_____
5111 Field Expenses	_____	_____	_____
5115 Park Fees	_____	_____	_____
5146 Equipmt Purchases & Storage Exp	_____	_____	_____
5200 Natl Games-start up seed money	_____	_____	_____
5205 Natl Games-Business Expenses	_____	_____	_____
5208 Tourn/Natl Games: Opening ceremonies	_____	_____	_____
5209 Tourn/Natl Games: Banners & Signs	_____	_____	_____
5210 Tourn/Natl Games: Traffic Control	_____	_____	_____
5211 Tourn/Natl Games: Entertainment	_____	_____	_____
5212 Tourn/Natl Games: ID Cards	_____	_____	_____
5213 Tourn/Natl Games: Insurance	_____	_____	_____
5220 Tourn: Incentives, Trophies, Awards	_____	_____	_____
5221 Tournament: Coaches	_____	_____	_____
5222 Tournament: Referees	_____	_____	_____
5223 Tournament: Other	_____	_____	_____
5224 Tournament: Water/Food	_____	_____	_____
5225 Tournament: Concession Expenses	_____	_____	_____
5226 Tournament: Medical Personnel	_____	_____	_____
5227 Tournament Planning Meetings	_____	_____	_____
5229 Tournament/Player Camp Expenses	_____	_____	_____
5239 Cultural Exchange Expenses	_____	_____	_____
5241 Playoff Expenses	_____	_____	_____
5255 Ads/Newsletter/Yearbook/Pictures	_____	_____	_____
5261 Fund-raising Expenses: Concessions	_____	_____	_____
5262 Fund-raising: Other	_____	_____	_____
5274 Awards & Volunteer Recognition	_____	_____	_____
5275 Donations	_____	_____	_____
5431 Clinic Training Expenses: Player	_____	_____	_____
5432 Clinic Training Expenses: Coaches	_____	_____	_____

<b>Estimated Expenditures:</b>	<b>Budget</b>	<b>Per Player</b>	<b>Last Season Actual</b>
5433 Clinic Training Expenses: Referees	_____	_____	_____
5434 Clinic Training Expenses: Other	_____	_____	_____
5701 Payments to AYSO: Inter-regional	_____	_____	_____
5702 Payments to AYSO: NSTC	_____	_____	_____
5703 Payments to AYSO: Registration Fees	_____	_____	_____
5704 Payments to AYSO: Supply Center	_____	_____	_____
5801 Fixed Assets (over \$1,000)	_____	_____	_____
7401 Travel: Other	_____	_____	_____
7430 Conferences / Meetings	_____	_____	_____
7431 Section / NAGM	_____	_____	_____
7435 Travel Mileage	_____	_____	_____
7515 Phone / Internet / Website	_____	_____	_____
7535 Postage	_____	_____	_____
7625 Office Supplies	_____	_____	_____
7695 Miscellaneous Supplies	_____	_____	_____
8595 Other Expenses	_____	_____	_____
_____	_____	_____	_____
Contingency	_____	_____	_____
<b>Total Estimated Expenditures (E):</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Estimated Cash Increase (Decrease): (R-E)</b>	\$ -
<b>Estimated cash balance on June 30:</b>	_____
<b>Estimated Ending Cash Balance:</b>	<b>\$ -</b>

Please comment if the cash reserve is less than \$5 or more than \$12 per player:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Treasurer's Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Member's Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>DUE DATES:</b></p> <p>Region: 30 days prior to end of fiscal year - June 1</p> <p>Area discretionary account: July 1</p> <p>Section discretionary account: July 1</p> <p>Tournament: 6 months prior to event</p> <p>Camp: 60 days prior to camp</p> <p>Cultural Exchange: 3 months prior to travel</p>	<p><b>PLEASE COMPLETE THIS SECTION:</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Players</th> <th style="text-align: center;">Fee</th> <th style="text-align: center;">=</th> <th style="text-align: right;">\$</th> <th style="text-align: right;">-</th> </tr> </thead> <tbody> <tr> <td>_____ x _____</td> <td></td> <td>=</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td>_____ x _____</td> <td></td> <td>=</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td>_____ x _____</td> <td></td> <td>=</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td>_____ x _____</td> <td></td> <td>=</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>Total</b></td> <td></td> <td style="text-align: right;"><b>\$</b></td> <td style="text-align: right;"><b>-</b></td> </tr> </tbody> </table>	Players	Fee	=	\$	-	_____ x _____		=	\$	-	_____ x _____		=	\$	-	_____ x _____		=	\$	-	_____ x _____		=	\$	-	<b>Total</b>			<b>\$</b>	<b>-</b>
Players	Fee	=	\$	-																											
_____ x _____		=	\$	-																											
_____ x _____		=	\$	-																											
_____ x _____		=	\$	-																											
_____ x _____		=	\$	-																											
<b>Total</b>			<b>\$</b>	<b>-</b>																											

- ▶ Mail or fax (310-643-5310) to AYSO National Support Center ▪ 12501 S. Isis Avenue ▪ Hawthorne CA 90250
- ▶ A copy should be submitted to your Area Director



# INFORMATION FORM *for* Section: \_\_\_\_\_ Area: \_\_\_\_\_ Region: \_\_\_\_\_

Remember to copy the appropriate volunteer chain of command (e.g., RC to AD; AD to SD; SD to BL)

Please update and mail to the AYSO National Support & Training Center (12501 Isis Ave, Hawthorne, CA, 90251-5045) whenever there is a change in any of the following positions. <b>Please attach completed volunteer applications for those listed below. (PLEASE TYPE OR PRINT)</b>		
<b>RC/AD/SD:</b>	Res. Phone:	
Address:	Bus. Phone:	
City/State/Zip:	FAX:	
e-mail:	AYSO:	
Please <input checked="" type="checkbox"/> the number(s) you would like publicized in the Executive Member Directory: AYSO Number is automatically listed. <input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> FAX		List applicable membership year: <b>FS</b>

Assistant: \_\_\_\_\_ Res. Phone: (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_ Bus. Phone: (\_\_\_\_) \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Authorized to Purchase  No  Yes

Treasurer: \_\_\_\_\_ Res. Phone: (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_ Bus. Phone: (\_\_\_\_) \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Authorized to Purchase  No  Yes

Safety Director: \_\_\_\_\_ Res. Phone: (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_ Bus. Phone: (\_\_\_\_) \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Authorized to Purchase  No  Yes

Child Volunteer Protection Advocate (CVPA): \_\_\_\_\_ Res. Phone: (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_ Bus. Phone: (\_\_\_\_) \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Authorized to Purchase  No  Yes

Coach Administrator: \_\_\_\_\_ Res. Phone: (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_ Bus. Phone: (\_\_\_\_) \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Authorized to Purchase  No  Yes

Referee Administrator: \_\_\_\_\_ Res. Phone: (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_ Bus. Phone: (\_\_\_\_) \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Authorized to Purchase  No  Yes

Auditor: \_\_\_\_\_ Res. Phone: (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_ Bus. Phone: (\_\_\_\_) \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Authorized to Purchase  No  Yes

Registrar: \_\_\_\_\_ Res. Phone: (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_ Bus. Phone: (\_\_\_\_) \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Authorized to Purchase  No  Yes

Management Administrator: \_\_\_\_\_ Res. Phone: (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_ Bus. Phone: (\_\_\_\_) \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Authorized to Purchase  No  Yes

VIP Director: \_\_\_\_\_ Res. Phone: (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_ Bus. Phone: (\_\_\_\_) \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Authorized to Purchase  No  Yes

Dir Referee Assmnt: \_\_\_\_\_ Res. Phone: (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_ Bus. Phone: (\_\_\_\_) \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Authorized to Purchase  No  Yes

Dir Referee Instr: \_\_\_\_\_ Res. Phone: (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_ Bus. Phone: (\_\_\_\_) \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Authorized to Purchase  No  Yes

Coach Trainer: \_\_\_\_\_ Res. Phone: (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_ Bus. Phone: (\_\_\_\_) \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Authorized to Purchase  No  Yes

Secretary: \_\_\_\_\_ Res. Phone: (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_ Bus. Phone: (\_\_\_\_) \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Authorized to Purchase  No  Yes

Data Entry: \_\_\_\_\_ Res. Phone: (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_ Bus. Phone: (\_\_\_\_) \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Authorized to Purchase  No  Yes

Webmaster: \_\_\_\_\_ Res. Phone: (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_ Bus. Phone: (\_\_\_\_) \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Authorized to Purchase  No  Yes

Developer: \_\_\_\_\_ Res. Phone: (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_ Bus. Phone: (\_\_\_\_) \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Authorized to Purchase  No  Yes

Regional Coord: \_\_\_\_\_ Res. Phone: (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_ Bus. Phone: (\_\_\_\_) \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Authorized to Purchase  No  Yes

Auth Purchaser: \_\_\_\_\_ Res. Phone: (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_ Bus. Phone: (\_\_\_\_) \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Authorized to Purchase  No  Yes

\_\_\_\_\_: \_\_\_\_\_ Res. Phone: (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_ Bus. Phone: (\_\_\_\_) \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Authorized to Purchase  No  Yes

	Bank Name / Institution Name	Account #	Authorized Signers		Position
			Print Name	Signature	
Checking Acct.			1.	1.	Executive Member
Savings Acct.*			2.	2.	Treasurer
			3.	3.	
Savings Acct.*			4.	4.	

\* Authorized signers for savings should be the same as checking. If not, please indicate their name(s) & position(s).

# REGIONAL COMMISSIONER 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 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 which 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 which 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 which 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 will 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.
- (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)

# REGIONAL COMMISSIONER 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. Consent once given may be revoked with or without cause at any time by the National Board of Directors.
- (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. Consent once given may be revoked with or without cause at any time by the National Board of Directors.
- (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, take place on his/her own time and at his/her own expense and away from AYSO premises.
- (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: \_\_\_\_\_

# REGIONAL COMMISSIONER APPOINTMENT REQUEST

## Job Description

### Regional Commissioner

#### Purpose

The AYSO volunteer position of regional commissioner is intended to have the responsibility and the authority to manage the day-to-day business of the region, as described in Article III of the Standard Regional Guidelines within the framework of the AYSO operation regulations.

#### Specific Duties and Responsibilities

The regional commissioner is expected to:

1. Comply in spirit and letter with the objectives of the organization;
2. Maintain good community relations, with the primary objective being youth development;
3. Collect and disburse fees and other monies for the sound financial organization and operation of the region. It is incumbent upon the region to keep and file, as required, accurate financial records to ensure continuation of the tax exempt status of the organization;
4. Review, on an annual basis, the regional guidelines and other written regional operating regulations;
5. Supervise the regional treasurer by reviewing the region's cancelled checks and bank statements periodically, reviewing the National Accounting Program (NAP) financial report each month, and reviewing, periodically, internal financial control procedures. Also, take other reasonable measures to assure that the region's assets and expenses are being handled in a fiscally-responsible manner;
6. Make timely submissions to the National Support & Training Center of membership, fees, budgets, information forms, and other paperwork, as required, with copies to the area director;
7. Be responsible for the performance and the growth of the regional programs, for the benefit of the players, the volunteers, and their families;
8. Organize, maintain, supervise, and coach regional volunteer staff to assure adequate support and services to the region, including the development of new volunteers for regional position succession planning;
9. Appoint, at a minimum, a CVPA, treasurer, safety director, regional coach administrator, and regional referee administrator;
10. Publish for the region and for the files of the National Support & Training Center, guidelines for the operation of AYSO within the region. Such regional guidelines must conform to all provisions of the Standard Regional Guidelines, but may expand or add to them to cover specific regional needs, subject to the approval of the area director and section director. Such regional guidelines must include a process for the selection of a regional board and the election of the regional commissioner;
11. Act as the official spokesperson for the region in regard to publicity, internal development, cultural exchange, business systems, budgets, regional operation regulations, and other matters concerning AYSO programs within the region;
12. Assist the regional board in the planning and implementation of its policies and programs within the region;
13. Register players, coaches, referees, and other regional officials;
14. Assign players and coaches to assure proper balance of teams within any one age group within a reasonable geographical area;
15. Locate and secure proper playing facilities;
16. Secure uniforms, balls, goals, and other necessary equipment;
17. Schedule games;
18. Comply with the Soccer Accident Insurance plan and submit insurance claims according to current procedures;
19. Release publicity concerning the region;
20. Budget for and encourage regional participation at the annual Section Meeting (volunteer education conferences);
21. Budget for and participate at AYSO's annual business meeting, the National Annual General Meeting (NAGM);
22. Oversee dispute resolution within the region pursuant to Article Nine of the Guidelines and AYSO operating regulations;
23. Preside at all regional board meetings;
24. Keep the regional board informed of actions and decisions on matters of importance;
25. Attend area meetings, Section Meetings and caucuses, and the NAGM;

# REGIONAL COMMISSIONER APPOINTMENT REQUEST

## Job Description

### Regional Commissioner (continued)

26. Maintain close liaison with the area director and the section director, and coordinate all extra-regional activities through the area director;
27. Submit a completed Regional Performance Program to the area director prior to the November date as specified on the Regional Performance Program form;
28. Make such other decisions and take actions as may be required to run the region within the limits of the regional budget and these guidelines; and
29. When leaving the position, transfer to his/her successor in a timely manner (a) all regional records, files and reports; and (b) the regional commissioner manual.

### Qualifications and Desired Skills

To be considered for the position of regional commissioner, the applicant should:

1. Have some management skills;
2. Know the AYSO structure;
3. Have acknowledged, unswerving commitment to the AYSO Philosophies;
4. Have administrative abilities; and
5. Have good communication skills.

### Supervision Protocols

While performing as the regional commissioner, 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 area director, and supervised indirectly by the section director; 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 a regional commissioner is a full year. The estimated hours to fulfill duties by month shall be filled in by the area 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.

### Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of regional commissioner, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the area director;
2. Introductory Management Training;
3. Intermediate Management Training;
4. The annual Section Meeting; and
5. AYSO Safe Haven Program.

### Activity Locations

While performing the duties of regional commissioner, the volunteer is limited to the following locations, unless expressly authorized in writing by the area director to hold activities in another location.

1. Regional board meetings;
2. The annual Section Meeting;
3. Assigned field locations;
4. Assigned classroom locations;
5. Regional sponsored activities;
6. National Annual General Meeting; and
7. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



AYSO ID#: \_\_\_\_\_

PLEASE FILL IN ALL OF THE REQUESTED INFORMATION AND SIGN WHERE INDICATED

Legal First Name, Full Middle Name, AKA/Nickname, Last Name, Suffix, Maiden Name, Social Security #, Birth Date, Section, Area, Region, Gender, Driver License #, State, Expires, OR, State ID #, State, Expires, Street Address, Apt/Unit, City, State, Zip Code, Mailing Address, City, State, Zip Code, Area Code, Home Telephone, E-mail address, Area Code, Cellular Telephone

Previous address if lived at current address less than 5 years: Street Address, Apt/Unit, City, State, Zip Code, RACE/ETHNICITY (Select One), Employer, Area Code, Work Telephone, Extension, Area Code, FAX Number, For AYSO Regional Use Only Current U.S. Driver License/State I.D. Verified By

I'M VOLUNTEERING FOR... Coach, Asst. Coach, Team Parent, Sponsor, Picture Day, Various Board Jobs, Referee, Field Setup, Registration, Scheduling, Communications, Other

IF ON THE BOARD, PLEASE INDICATE POSITION: RC, CVPA, Coach Admin, Ref Admin, Safety Director, Treasurer, Registrar, Other, I want to coach my child(ren) and am including the name(s) and age(s) of my child(ren), Do you have past AYSO experience? Yes No

PROFESSIONAL REFERENCE (Employment, school, church or other organization): Organization Name, Your position/Role, Contact First Name, MI, Contact Last Name, Area Code, Telephone Number, Ext., Address, City, State, Zip Code

PERSONAL REFERENCE (Non-relative, known at least 1 year and must be different from Professional Reference): Contact First Name, MI, Contact Last Name, Area Code, Telephone Number, Ext., Address, City, State, Zip Code

PRIOR YOUTH VOLUNTEER REFERENCE (IF ANY): Organization Name, Your position/Role, Contact First Name, MI, Contact Last Name, Area Code, Telephone Number, Ext., Address, City, State, Zip Code

"PLAYSOCCER", AYSO's quarterly magazine is mailed to every household. By e-mail and regular mail, AYSO sends other publications and information we think will be of interest to our members. If, for some reason, you do not wish to receive these other materials, please check this box

DISCLOSURE: All applicants must answer the following two questions. 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://soccer.org/Programs/SafeHaven/Background+Checking+Policy.htm

- 1. Have you ever been convicted of a crime? YES NO
2. Have you ever been subject to any court order involving any sexual, physical or verbal abuse including but not limited to any domestic violence or civil harassment injunction or protective order: 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.)

IMPORTANT! PLEASE READ THE AGREEMENTS PRINTED ON THE REVERSE SIDE, THEN SIGN BELOW

I HAVE READ THE ABOVE DISCLOSURE STATEMENT, AND THE WAIVER, CONSENT AND RELEASE OF LIABILITY, THE DISCLAIMER, ASSUMPTION OF RISK AND WAIVER AND ACKNOWLEDGEMENT AND CONSENT AGREEMENTS PRINTED ON THE REVERSE SIDE OF THIS FORM, 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: \_\_\_\_\_

The AYSO Endowment Fund: The AYSO Endowment Fund is committed to bringing the AYSO experience to children who need financial help. If you would like to make a tax deductible contribution to assist in this effort, please call the Member Services Department at 800-872-2976 or send an e-mail message to endowment@ayso.org.

## WAIVER, CONSENT, RELEASE, DISCLAIMER AND ASSUMPTION OF RISK AGREEMENTS

By affixing my signature on the reverse side of this form, I, on behalf of myself, and my heirs, assigns and next of kin, hereby enter into the following agreements **IN CONSIDERATION OF** my being able to participate in any way as a volunteer at practices, games or other activities ("EVENTS") sanctioned by the American Youth Soccer Organization ("AYSO") as well as **IN CONSIDERATION OF** my being able to enter into or upon the premises or facilities where the EVENTS are or will be taking place.

**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 acknowledge that I have the right to receive a copy of any background check report secured by AYSO. If I have checked the box following this sentence, I would like to receive a copy of any such background check.  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 Regional 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:** 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. I WILLINGLY AND VOLUNTARILY ACCEPT AND ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES .

I HEREBY RELEASE, DISCHARGE AND AGREE TO HOLD HARMLESS, to the fullest extent permitted by law, 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 persons or entities ("RELEASEES") from any and all claims, demands, costs, expenses and compensation arising out of or in any way related to an 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 of the EVENTS, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE. 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 understand the terms of the Soccer Accident Insurance Plan are set forth in a pamphlet available from the safety director of my region or on-line at <http://soccer.org/Resources/Forms/Insurance+Forms.htm> and either I have read and understand the terms 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://soccer.org/AdminManagement/Legal/Privacy+Policy.htm>. I consent to such uses and hereby waive all rights to approval and compensation.

**(continued on the reverse side)**