

# SECTION DIRECTOR APPOINTMENT REQUEST

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

|                                     |   |  |                                      |
|-------------------------------------|---|--|--------------------------------------|
| <b>Section:</b>                     | <input type="checkbox"/> Director Change  | <input type="checkbox"/> Reappointment | <input type="checkbox"/> New Section |
| Application Date:                   | Term of Office: <input type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years <input type="checkbox"/> 3 Years | This term start date:                  |                                      |
| If new Section, Split from Section: |   | States/Geographical Areas 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: Area Director for _____ years | Regional Commissioner for _____ years |
| Area staff member for _____ years              | Section staff member for _____ years  |
| National Commission Member for _____ years     |                                       |
| Coach for _____ years                          | Referee for _____ years               |
| Other: _____ for _____ years                   |                                       |

I have reviewed the attached **Section Director position description** and the **Conflict of Interest policy statement**. If appointed, I agree to perform the duties of Section 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 use my best efforts to attend/support AYSO meetings and programs regularly, as available, such as all scheduled Section Director meetings, Section Conferences, the NAGM and provide input to the National Board of Directors on a regular basis.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Section Director Nominee)

**Please sign and date above, and on pages 2 and 4. Make a copy for your records.  
 Then send pages 1 through 4 of this original form to your National Board of Directors Liaison for signature.**

## APPROVALS

### Board Liaison

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### National Board of Directors (National Secretary)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Board Liaison: 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**

# SECTION DIRECTOR APPOINTMENT REQUEST

|            |       |           |        |          |           |
|------------|-------|-----------|--------|----------|-----------|
| First Name | M. I. | Last Name | Suffix | Nickname | AYSO I.D. |
|------------|-------|-----------|--------|----------|-----------|

## 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](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.)

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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](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](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: \_\_\_\_\_

# SECTION 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 of 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)

# SECTION 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: \_\_\_\_\_

# SECTION DIRECTOR APPOINTMENT REQUEST

## Job Description

### Section Director

#### Purpose

The AYSO volunteer position of section director is intended to be responsible for the general welfare, growth, and administration within the section. All section director actions shall support and be in compliance with AYSO's philosophies at all times.

#### Specific Duties and Responsibilities

The Section Director is expected to:

1. Report to the National Board of Directors;
2. Ensure that all Area director candidates within the Section are nominated through the appropriate process, and initiate a recommendation to the board in the form of a Section Director appointment request;
3. Provide and deliver a thorough orientation session to each new Area director;
4. Organize and maintain a staff to assure adequate support and services to the Areas in the Section. At a minimum, this staff will include a Section Coach Administrator, Section Management Administrator and a Section Referee Administrator whose appointments will be subject to review by the National Coach, National Management Administrator or the National Referee Administrator respectively. These administrators will report to their respective directors;
5. Be the official spokesperson of the Section in regard to AYSO matters that relate directly to the operation of the Section. The Coach and Referee Administrators shall be the official spokespersons with regard to the coaching and refereeing programs, respectively;
6. Refrain from holding dual positions, particularly coaching or refereeing. If a Section Director chooses to hold such a position, he/she must exercise great caution in order not to create a conflict of interest or prevent him/her from performing the duties of Section Director. Holding dual positions creates perceived conflict;
7. Identify and recruit sufficient instructors to support the training needs of the Section, in conjunction with the efforts of the Coach and Referee Administrators;
8. Be informed about the performance of each Area within the Section;
9. Proactively seek information on the performance of and conditions within Areas and Regions. When these are not in compliance with AYSO National Rules & Regulations, Bylaws, Policy, or the FIFA Laws of the Game, the Section Director has the authority and responsibility to correct them. In the event the Section Director is unable to achieve the required results, he/she shall seek appropriate action by the National Board of Directors;
10. Develop, monitor, and pursue annual Section goals and objectives;
11. Attend and participate in joint meetings with the National Board of Directors (NBOD) when scheduled (usually in January and at other times of the year as designated);
12. Assist the National Support & Training Center (as requested) with coordination/staffing of and presiding over the annual Section Conferences, to which all Section, Area and Regional staff shall be invited and encouraged to attend;
13. Call and preside over staff/planning meetings as needed;
14. Attend and participate in the National Annual General Meeting (NAGM);
15. Serve as an active member of the nominating commission in accordance with the AYSO National Bylaws;
16. Communicate regularly with Section staff and all Area Directors to plan Section activities, discuss/review problems and concerns and to keep them apprised of national and Section programs;
17. Visit each Area at least once a year, if possible;
18. Provide written reports to the NBOD upon request (usually prior to each NBOD meeting) on the activities and concerns of the Section;
19. Request periodic written reports from Area directors;
20. Prepare and distribute annual calendar of Section and Area activities including clinics, events, playoffs, meetings and training dates;

# SECTION DIRECTOR APPOINTMENT REQUEST

## Job Description

### Section Director (continued)

21. Handle fact-finding, dispute research and dispute resolution as required;
22. Allocate a budget for general operating expenses from the AYSO National Treasurer as approved by the executive membership;
23. Allocate funds for staff and Area directors' use;
24. Submit additional requests for funds in writing, addressed to the National Treasurer;
25. Handle funds for normal, day-to-day operating costs (i.e. telephone, postage, supplies, mileage). Coach and referee programs are allocated through the national coaching and officiating budget;
26. Establish discretionary accounts as needed through Section soccerfests, tournaments, fund raisers, etc., in order to provide funding for additional services within the Section. All accounts must be on the National Accounting Program (NAP) and must include an annual budget and financial statement;
27. Follow the financial guidelines of the organization;
28. Work with the Membership Department at the National Support & Training Center to encourage, support and implement development (growth) efforts within the Section in accordance with established procedures;
29. Support orderly expansion of the program through growth of existing Regions and the establishment of new Areas (as needed)/new Regions and the promotion of AYSO in underdeveloped portions of the Section;
30. Review Area guidelines for consistency with bylaws, rules, regulations, policies and philosophies of AYSO and seek guidance from the National Board of Directors, Executive Director, National Coach, National Management Administrator and National Referee Administrator for clarification on matters of interpretation;
31. Provide training and on-going support to Area level staff;
32. Encourage regular two-way communication between Section Director and Area directors;
33. Explain and support the purpose and plans of the NBOD to the Area directors, Regional commissioners, other volunteers and public within the Area;
34. Ensure that those associated with inter-Area play and Section playoffs (staff, officials, etc.) are precluded from coaching or being involved with a team;
35. Ensure Section playoffs are self funded and not supported by National funds;
36. Administer Section playoffs, if held, or appoint an individual;
37. Submit for review and approval rules and regulations relating to the conduct, play and scheduling of soccer games within the Section. They may be submitted in writing the National Executive Director who will direct, as he/she sees fit, the proposals to the Board or appropriate departments for review and comment. The Section Director will be notified of approval and/or concerns prior to finalization;
38. Understand these Section rules and regulations may be amended (in which case they must be reviewed again) or repealed by a majority vote of the Regional commissioners, Area Directors and the Section Director, when voting as a body. Each member of said body shall be entitled to one vote per ballot;
39. Review Regional guidelines (after review by Area directors) to ensure compliance with National Rules and Regulations, Bylaws, AYSO policies and FIFA Laws of the Game;
40. Review tournament applications for proper compliance and review concerns with the appropriate parties. Submit signed copy to the National Support & Training Center's Events Department for approval; and
41. Create inter-Area programs and the rules of their operation.

### Qualifications and Desired Skills

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

1. Have extensive experience in AYSO, preferably as a Regional commissioner and Area director;
2. Be organized;
3. Have good communication skills;
4. Have good administrative abilities; and
5. Successfully pass a screening, including a background check.

# SECTION DIRECTOR APPOINTMENT REQUEST

## Job Description

### Section Director (continued)

#### Supervision Protocols

While performing as the Section 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 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 a Section Director is three years. The estimated hours to fulfill duties by month shall be filled in by the Executive 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 Section 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 Executive Director; and
2. AYSO Safe Haven Program.

#### Activity Locations

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

1. All Section sponsored activities;
2. Area and Regional activities within the Section;
3. Dispute resolution within the Section;
4. Area meetings;
5. Section staff meetings;
6. The annual Section Conferences; and
7. National Annual General Meeting (NAGM).