

AYSO Acronyms	
AYSO	American Youth Soccer Organization
RC	Regional Commissioner
AD	Area Director
CVPA	Child & Volunteer Protection Advocate
SD	Section Director
SAI	Soccer Accident Insurance
NAP	National Accounting Program
ARA	Area Referee Administrator
SMA	Section Management Administrator

AYSO 101
<p>The vision statement of AYSO is: To provide world-class youth soccer programs that enrich children's lives.</p>
<p>The AYSO mission is: To develop and deliver youth soccer programs in a fun, family environment based on the AYSO philosophies:</p> <p style="text-align: center;"> Everyone Plays® Balanced Teams Open Registration Positive Coaching Good Sportsmanship Player Development </p>
<p>The seven required AYSO Regional Board Members:</p> <p style="text-align: center;"> Regional Commissioner Safety Director Registrar Coach Administrator Referee Administrator Treasurer Child & Volunteer Protection Advocate </p>

People in AYSO

Paula Berriz – President of AYSO

The AYSO Executive Members:

Regional Commissioners
Area Directors
Section Directors
National Board of Directors
Special Directors

The Special Directors of AYSO:

Pat Mullane – Referee Commission
Hugh McLeish – Coaching Commission
Alan Matré – Management Commission
Irwin Kavy – Tournament Commission

Advanced AYSO



The five types of abuse AYSO recognizes:
Emotional ★ Physical ★ Sexual ★ Neglect ★ Ethical

AYSO's Publications and Newsletters:

*A Parent's Guide to AYSO ★ PLAYSOCCKER
The Commish ★ Hey Coach ★ Whistle Stop
The Advocate ★ Dollar\$ and Sense ★ Registrar Resource
The AD Report ★ Play it Safe ★ 90 Second Soccer Parent
More Soccer for More Kids*

Kids are #1!

**Fun – not winning is everything.
Fans only cheer and only coaches coach.
No yelling in anger.
Respect the volunteer referees.
No smoking.
No swearing.**



Regional Board Member Training

Reasons to volunteer:

- To have fun.
- To learn a skill.
- To be part of a “team”.
- To help kids grow and learn in a safe environment.
- To promote the game of soccer.

Regional Board Member Training Course **Plus** AYSO’s Safe Haven® provides training and certification for other Regional staff volunteers.

Volunteer needs to:

- Fill out a volunteer application form annually.
- Attend AYSO’s Safe Haven® and pass the test.
- Read the Regional Guidelines.
- Know what your job description is.
- Get properly appointed by your RC and Regional Board.

All job descriptions have:

- A purpose.
- Specific duties and responsibilities.
- Qualifications and desired skills.
- “Supervision protocols.”
- Time commitment.
- Orientation, training and certification provided.
- “Activity locations.”

Position descriptions are available on the AYSO website (www.ayso.org).

Budget Items

ITEM	COST	PURCHASE DATE	VENDOR	PERSON RESPONSIBLE
Printing of fliers				
Advertising				
Building Fee Permit				
Postage				
Supplies				
Refreshments				
Volunteer Recognition				

The Components of an AYSO Job Description

Purpose: Explains exactly what your goal is in the position.

Specific Duties and Responsibilities: Explains what you are expected to do.

Qualifications and Desired Skills: What qualifications and skills you should have in order to get the job done.

Supervision Protocols: Explains that the volunteer is subject to all the bylaws, rules, regulations, policies, procedures and guidelines; is under the direct supervision of the RC; and must maintain the adult/child ration of 1:8.

Time Commitment: Approximately how much time is needed to do your job successfully.

Orientation, Training and Certification Provided: Explains what training and certification courses are required to do your job.

Activity Locations: Explains where you are permitted to perform your job.

BUDGET ITEM	LAST SEASON ACTUAL COST	CURRENT BUDGET	ACTUAL COST TO DATE	REMAINING BALANCE
Postage	\$69.34	\$80.00	\$25.90	\$54.10
Office Supplies	\$113.24	\$115.00	\$60.48	\$54.52
Printing	\$212.55	\$200.00	\$119.00	\$81.00
Refreshments	\$85.19	\$85.00	\$36.78	\$48.22
Volunteer Recognition	\$84.11	\$100.00	\$72.870	\$27.13
Facility Rental for Meetings	\$50.00	\$50.00	\$50.00	\$0.00
TOTALS	\$614.43	\$630.00	\$365.03	\$264.97

AYSO Incident Report Form - Instructions

NOTE: This form should NOT be completed by a parent unless the parent is the coach.

Purpose:

The AYSO Incident Report Form is used whenever there is a personal injury, damaged property, or threats of or actual physical violence surrounding an AYSO game, practice, event or property. The form should be prepared by the coach, AYSO Official, or AYSO Volunteer which may be a member of the regional staff such as the regional safety director, or by tournament or event staff members.

Entry Instructions:

Form Preparation	<p>The regional safety director should supply each coach with several copies of the form at the beginning of each season. Additional copies should be available at each field site. Coaches who take teams to tournaments should carry several copies of each form throughout the tournament season.</p> <p>If there is an incident involving injury to a player or volunteer which will result in the filing of a SAI claim, then an Incident Report Form should be completed as well.</p> <p>If there are multiple affected parties to the same incident, then all parties should fill out their own form.</p> <p>Note: The Region, Area or Tournament is responsible for mailing a copy of the Incident Report to AYSO, Attn: Risk Management, 19750 S Vermont Ave, Suite 200, Torrance, CA 90502.</p>
Form Entries	<p>Fill out all entries on the form that pertain to the incident.</p>
Witness Information	<p>When an incident occurs, it is important to gather as much witness information as possible, especially if the witness is independent or neutral. Use a separate page to collect each witness's statement. In addition to gathering the name, address and phone number of all witnesses, gather and attach as many written statements as possible from the key witness. If the incident happened during a game, attach the referee's Game Misconduct Report as well.</p>
Description of Incident	<p>Provide as full a description as you can of the events surrounding the incident, attaching additional pages if necessary (be sure that all additional pages are numbered and securely attached to the report.)</p>
Routing	<p>During an event or activity related to a region's primary season, the completed form should be submitted to the respective Regional Commissioner or Safety Director.</p> <p>During a secondary activity (e.g. a tournament), the form should be submitted to the Regional Commissioner, secondary activity's director, or Regional Safety Director.</p> <p>At a tournament, the tournament staff may prepare a report as well. In this case, a copy of the report should immediately be sent to the respective Regional Commissioner(s).</p> <p>In all cases, copies of the Incident Report should always be sent to the Regional Commissioner, Area Director, Safety Director, and in the case of a secondary event the Secondary Event Director.</p> <p>Note: A copy of the Incident Report must be sent to the AYSO, Attn: Risk Management, 19750 S Vermont Ave, Suite 200, Torrance, CA 90502.</p>
Retention	<p>Incident forms should be maintained in a regional file and stored for a minimum of <u>15 years</u>. In the case of a secondary event which is sponsored at the area or section level, the secondary event host should retain the original copy for a minimum of <u>15 years</u>.</p> <p>Secondary events must also send copies of the Incident Reports to AYSO, Attn: Risk Management for storage.</p>