

# Chapter 14: AYSO Position Descriptions

## Regional Commissioner

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### **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**

1. The regional commissioner is expected to:
2. Comply in spirit and letter with the objectives of the organization;
3. Maintain good community relations with the primary objective being youth development;
4. 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;
5. Review, on an annual basis, the regional guidelines and other written regional operating regulations;
6. 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;

7. 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;
8. Be responsible for the performance and the growth of the regional programs for the benefit of the players, the volunteers, and their families;
9. 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;
10. Appoint, at a minimum, a CVPA, treasurer, safety director, regional coach administrator, and regional referee administrator;
11. 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;
12. 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;
13. Assist the regional board in the planning and implementation of its policies and programs within the region;
14. Register players, coaches, referees, and other regional officials;
15. Assign players and coaches to assure proper balance of teams within any one age group within a reasonable geographical area;
16. Locate and secure proper playing facilities;

17. Secure uniforms, balls, goals, and other necessary equipment;
18. Schedule games;
19. Comply with the Soccer Accident Insurance plan and submit insurance claims according to current procedures;
20. Release publicity concerning the region;
21. Budget for and encourage regional participation at the annual Section Meeting (volunteer education conferences);
22. Budget for and participate at AYSO's annual business meeting, the National Annual General Meeting (NAGM);
23. Oversee dispute resolution within the region pursuant to Article Nine of the guidelines and AYSO operating regulations;
24. Preside at all regional board meetings;
25. Keep the regional board informed of actions and decisions on matters of importance;
26. Attend area meetings, section meetings and caucuses, and the NAGM;
27. Maintain close liaison with the area director and the section director, and coordinate all extra-regional activities through the area director;
28. Submit a completed Regional Performance Program to the area director prior to the November date as specified on the Regional Performance Program form;
29. 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
30. 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. Advanced Management Training;
4. The annual Section Conference; 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 Conference;
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.

## **Regional Coach Administrator**

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### **Purpose**

The AYSO volunteer position of regional coach administrator is intended to administer a quality coaching program within the region.

### **Specific Duties and Responsibilities**

The regional coach administrator is expected to:

1. Provide leadership and be an active role model exemplifying the AYSO culture and philosophies;
2. Work with other administrators of the region (regional commissioner, registrar, and age group coordinators) to ensure there are enough coaches to support the size of the region;
3. Ensure that each coach or assistant coach (a) registers to be a volunteer via eAYSO; or (b) completes a volunteer application form in accordance with the National Support & Training Center applicable policies and guidelines and that they are properly registered;
4. Participate in team formation as needed to ensure the tenets of AYSO are followed;
5. Coordinate a pre-season coaches meeting where issues of sportsmanship, safety, new laws, and specific regional issues are presented;
6. See that U-6, U-8, U-10, and/or Youth (U-12) Coach Courses are conducted for all new coaches;
7. Work with the area coach trainer in scheduling Intermediate Coach Courses for coaches who are certified as youth (U-12) coaches with one to three years of coaching experience;
8. Work with the section coach trainer in scheduling and publicizing Advanced Coach Courses as needed for coaches who are certified as Intermediate Coaches with four to five years of coaching experience;

**Regional Coach Administrator**

9. Maintain a list of registered coaches, including their current certification level, by (a) downloading a printout from eAYSO; or (b) requesting a printout from the AYSO National Support & Training Center;
10. Provide in-season training opportunities and special events for coaches (specialized clinics, pizza night, etc.);
11. Contribute articles on coaching to the regional newsletter;
12. Assist the regional commissioner in handling any coaching related issues;
13. Participate in player ratings and extended season team formation as needed;
14. Maintain a regional library of coach training material;
15. Coordinate a post-season meeting of coaches (a) to secure player ratings to be used for team balancing in the next season; (b) to recognize contributions; and (c) to gather input for the following year (a list of coaches who will return, names of potential new coaches, etc.);
16. Attend the annual Section Meeting and other area/section meetings as required throughout the year;
17. Be sure to use only AYSO registered and certified instructors in clinics and coaching courses;
18. Ensure that all coaching courses held within the region are properly registered with the National Support & Training Center; and
19. Ensure that rosters for all coaching courses held within the region are complete, legible, and sent to the National Support & Training Center in a timely manner after making a copy for the regional files.

**Qualifications and Desired Skills**

While performing as the regional coach administrator, the applicant should:

1. Have administrative management skills;
2. Have experience in program planning, implementing, and knowledge of the needs of the region;
3. Have previous coach experience at the regional level;
4. Have knowledge and unswerving commitment to the AYSO philosophies;
5. Have knowledge of AYSO guidelines for coaches;
6. Be detail oriented; and
7. Be a properly certified AYSO coach.

**Supervision Protocols**

While performing as the regional coach administrator, 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 regional commissioner, and supervised indirectly by the area coach administrator;
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; and
4. Once the head coach has assumed charge of the children on his or her team, he or she remains responsible until a duly

**Regional Coach Administrator**

designated adult has taken charge of each child after practice or a game or the child leaves the immediate vicinity of the practice or game as prearranged by the parent to walk home or to a friend's or relative's house. No child shall be left unsupervised after a game or practice. Parents who are unreasonably late or consistently tardy should be reported to the child protection advocate for action. Each coach may establish a standing policy of where children may be picked up by late parents.

**Time Commitment**

The anticipated time commitment for a regional coach administrator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

|           |           |           |           |           |           |
|-----------|-----------|-----------|-----------|-----------|-----------|
| 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 coach administrator, 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. AYSO Safe Haven Coach Certification;
3. Introductory Management Training;
4. Advanced Management Training; and
5. Various workshops at the annual Section Conference Meeting, particularly coach administrator training.

**Activity Locations**

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

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

## **Regional Referee Administrator**

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### **Purpose**

The AYSO volunteer position of regional referee administrator is intended to implement, monitor, and maintain the AYSO National Referee Program including program delivery, staff development, communication, and coordination at the regional level.

### **Specific Duties and Responsibilities**

The regional referee administrator is expected to:

1. Ensure that each referee, assistant referee, and youth referee (a) registers to be a volunteer via eAYSO; or (b) completes a volunteer application form in accordance with the National Support & Training Center applicable policies and guidelines and that they are properly registered;
2. Appoint a regional director of referee instruction to assist in planning and implementing referee and assistant referee orientations, clinics and other training programs in accordance with the AYSO National Referee Program and to coordinate such efforts with area and/or section staff;
3. Appoint a regional director of referee assessment to assist in administering the certification component of the AYSO National Referee Program and to coordinate such efforts with area and/or section staff;

**Regional Referee Administrator**

4. Assist the area referee administrator in the delivery of the AYSO National Referee Program, and support the regional commissioner with its implementation;
5. Be responsible for the scheduling of referees and assistant referees within the region, or delegate such task to another responsible volunteer or assistant and coordinate such efforts with the region's scheduler of games;
6. Identify and train a successor;
7. Prepare an annual regional referee work plan and budget for submission to the regional commissioner (with a copy to the area referee administrator). The work plan will include goals and objectives for the upcoming year;
8. Maintain a list of registered referees within the region, including their current certification level, by (a) downloading a printout from eAYSO; or (b) requesting a printout from the AYSO National Support & Training Center; (Copies of this list are to be submitted at least annually to the area referee administrator.);
9. Insure that important information relating to law and rule interpretations and changes; clinics and courses; national, sectional, area and regional programs; and special events is disseminated to the referees within the region;
10. Support and encourage the development of camaraderie, mutual support, esprit de corps, and uniformity of interpretation among referees by providing sufficient opportunities for social interaction;
11. Provide leadership and be an active role model exemplifying the AYSO culture and philosophies;
12. Promote referee welfare within the region;
13. Monitor referee activities within the region;

**Regional Referee Administrator**

14. Coordinate the assignment of referees at regional playoffs and special events;
15. Represent the region at area meetings;
16. Provide assistance to the referees in interpretation of the FIFA Law, national section, area rules and regulations, and regional guidelines;
17. Advise the regional commissioner and staff on matters pertaining to refereeing;
18. Maintain liaison with area referee administrator for general administrative questions;
19. Cooperate with the area referee administrator as necessary; and
20. Support the AYSO National Referee Program in both specifics and in spirit.

**Qualifications and Desired Skills**

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

1. Have administrative management skills;
2. Have experience in program planning, implementing, and knowledge of the needs of the region;
3. Have previous referee experience at the regional level;
4. Have acknowledged, unswerving commitment to the AYSO philosophy;
5. Have knowledge of AYSO national guidelines for referees;
6. Be detailed oriented; and
7. Be a certified AYSO referee.

**Supervision Protocols**

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

|           |           |           |           |           |           |
|-----------|-----------|-----------|-----------|-----------|-----------|
| 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 referee administrator, 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. AYSO Safe Haven Program;
3. Introductory Management Training;
4. Advanced Management Training; and

5. Various referee track workshops at the annual Section Conference, particularly referee administrator training.

**Activity Locations**

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

1. Regional board meetings;
2. Area meetings;
3. Section Conference;
4. Assigned field locations;
5. Assigned classroom locations; and
6. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.

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**Regional Treasurer**

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**Purpose**

The AYSO volunteer position of regional treasurer is intended to keep and safeguard all of the monies of the region and to have in their possession all of the region's cash investments, contracts, leases and any other valuable documents. The regional treasurer shall deposit all funds and securities in the name and to the credit of the region in an authorized bank or depository.

**Specific Duties and Responsibilities**

The regional treasurer is expected to:

1. Keep in appropriate books an accurate account of all money received and paid out;
2. Comply with the National Accounting Program and all procedures specified in the AYSO Treasurer's Manual;

3. Attend any and all registration days or assign volunteers who will attend and collect registration fees. Design a procedure for what will be done with the money during and after the registration process. The treasurer and the registrar should verify the amount of money that was collected in cash, checks and credit cards and reconcile the total amount against the number of registrations made;
4. Write the appropriate account code on the face of each check;
5. Complete and send the NAP "monthly deposit report form" monthly to the National Support & Training Center;
6. Promptly pay the National Support & Training Center the national portion of the registration fees of the region prior to the region's first practice or game;
7. Give a report of the funds, receipts, and disbursements of the region annually or at such other times as requested by the regional commissioner or by the regional board;
8. Be responsible for filing the annual budget and other information as may be required or requested from time to time by the National Support & Training Center;
9. Deposit all the funds collected by the region in the region's checking account;
10. Obtain regional commissioner's or other signatory's signature (two signatures are required on every check) as required and issue checks to pay for the region's expenditures. All checks should be substantiated by a receipt, invoice, or other documentation;
11. Verify that the region has adopted written internal control procedures assuring adequate protection of regional assets;
12. Immediately notify the area director, section director, and the National Support & Training Center of any procedural violations or fiscal irregularities;

13. Assist the person who has been assigned the task of reviewing the region's books and records including the area director, section director or the regional auditor (if any);
14. Reconcile the checking and savings accounts each month and have a report for monthly regional board meetings;
15. File all receipts, invoices, or other documentation in alphabetical order, by payee, and save them for at least FIVE years. They are subject to audit by government regulatory agencies and the AYSO National Treasurer;
16. File the specified reports with the National Support & Training Center;
17. Turn over all the AYSO checkbooks, passbooks, documentation, receipts, invoices, etc. to the regional commissioner when leaving the job;
18. Assist the regional commissioner in the preparation of the annual budget 30 days prior to the region's first practice (a copy of which will be submitted to the National Support & Training Center);
19. Review the region's monthly financial statement prepared by the National Support & Training Center. Ensure the accuracy of the region's financial statement and report any error to the National Support & Training Center immediately;
20. Publish the region's financial report to the regional membership (copy to the National Support & Training Center) before the region's last scheduled game of the season (through a newsletter, bulletin board, etc.);
21. Attend all board meetings, registration days, and coordinators' meetings; and
22. Develop investment and spending strategies to assist in long-term financial stability and value.

**Qualifications and Desired Skills**

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

1. Have skills in finance and accounting;
2. Be honest; and
3. Be detail oriented.

**Supervision Protocols**

While performing as the regional treasurer, 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 regional commissioner; 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 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 treasurer is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

|           |           |           |           |           |           |
|-----------|-----------|-----------|-----------|-----------|-----------|
| 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 treasurer, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

**Regional Risk Management/Safety Director**

1. Orientation by the area director;
2. Board and Staff Introductory Certification (BASIC);
3. Treasurer I and II; and
4. eAYSO training.

**Activity Locations**

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

1. Regional board meetings;
2. The annual Section Conference;
3. Assigned registration locations;
4. Assigned field locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.

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**Regional Risk Management/Safety Director**

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**Purpose**

The AYSO volunteer position of regional risk management/safety director is intended to be responsible for all aspects of the region's safety and oversee the equipment, nets, fields and clean-up of fields for the region.

**Specific Duties and Responsibilities**

1. The regional risk management/safety director is expected to:
2. Administer the AYSO Soccer Accident Insurance (SAI) plan and liability insurance program for the region;
3. Obtain liability insurance certificates for all facilities used by the region;

**Regional Risk Management/Safety Director**

4. Make provisions for the distribution of AYSO's information flier on the SAI plan to each player's family;
5. Handle all reports of accidents and/or SAI claims for such programs;
6. Inform the region's staff and parents about safety concerns and the SAI plan and procedures;
7. Maintain the regional supply of SAI claim forms;
8. Provide information to parents and coaches regarding the proper way to file an SAI claim form;
9. Ensure the safety of all participants in the region by inspecting all field equipment, goalposts and fields to ensure they are in safe condition;
10. Ensure that a reasonable number of first-aid kits are available at all playing sites, that all goalposts are properly anchored, that no goalposts have net hooks and that AYSO policies regarding blood-borne diseases are disseminated to and observed by all participants;
11. Be responsible for advising regional participants of approaching dangerous weather and other potentially unsafe conditions which may exist at the locations where games are played;
12. Disseminate and make available such safety information to the region's coaches, referees, participants and families from such sources as AYSO's "Play It Safe" publication;
13. Be available and knowledgeable to answer questions from coaches, referees and parents;
14. Secure a Participation Release Form for seriously injured participants prior to their return to play;
15. Promote preventive programs;

**Regional Risk Management/Safety Director**

16. Attend available AYSO seminars;
17. Use the AYSO Safety Director Manual to become the most knowledgeable person in the region regarding the Soccer Accident Insurance (SAI) plan;
18. Attend regional board meetings;
19. In case of an accident, properly notify the regional commissioner and the area director of the accident within 24 hours; and
20. Cooperate with the child and volunteer protection advocate and implement the AYSO Safe Haven program.

**Qualifications and Desired Skills**

To be considered for the position of regional risk management/safety director, the applicant should:

1. Have some past experience with equipment, nets or fields; and
2. Be organized.

**Supervision Protocols**

While performing as the regional risk management/safety 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 regional commissioner; 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 risk management/safety director is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

|           |           |           |           |           |           |
|-----------|-----------|-----------|-----------|-----------|-----------|
| 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 risk management/safety director, 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. Board and Staff Introductory Certification (BASIC); and
3. Risk Management for the Safety Director I and II workshops at the annual Section Meeting.

**Activity Locations**

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

1. Regional board meetings;
2. The annual Section Conference;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults or in a properly supervised situation with children.

## **Regional Registrar**

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### **Purpose**

The AYSO volunteer position of regional registrar is responsible for planning and implementation of annual registration of players and volunteers.

### **Specific Duties and Responsibilities**

The regional registrar is expected to:

1. Maintain the region database;
2. Confirm that the treasurer or a designee will attend any and all registration days to collect the registration fees. Go over the procedure as to how the money collected will be handled at the end of the day. The registrar should verify the amount of money that was collected in cash, checks or credit cards and reconcile the total amount collected against the number of registrations made;
3. Select and coordinate sign up location(s);
4. Keep current count of registered players and volunteers;
5. Process late registrations;
6. Maintain a waiting list for players who sign up after teams are balanced and filled;
7. Obtain and review current copy of the registrar's manual and follow procedures;
8. Order pre-printed forms from the National Support & Training Center;
9. Work with the CVPA to ensure each AYSO Volunteer Application Form is properly filled out and includes a Social Security number, Driver's License number, date of birth, current date, and signature, and mail the NSTC copy to AYSO;
10. Attend monthly board meetings;

11. Work closely with the regional equipment coordinator and age group coordinators to order uniforms and balance teams;
12. Supervise the database coordinator and volunteer recruitment and development worker; and
13. Keep information under lock and key.

**Qualifications and Desired Skills**

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

1. Have some knowledge of region registration;
2. Have computer skills;
3. Be able to keep information confidential; and
4. Be screened.

**Supervision Protocols**

While performing as the regional registrar, 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 regional commissioner; 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 registrar is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

|           |           |           |           |           |           |
|-----------|-----------|-----------|-----------|-----------|-----------|
| 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 registrar, 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. Board and Staff Introductory Certification (BASIC);
3. Registrar I and II; and
4. eAYSO training.

**Activity Locations**

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

1. Regional board meetings;
2. The annual Section Conference;
3. Assigned field locations;
4. Assigned registration locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.

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## **Regional Auditor**

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### **Purpose**

The AYSO volunteer position of regional auditor is intended to assist the regional commissioner in his/her fiduciary responsibilities to protect the organization's assets by monitoring, reviewing and reporting on regional financial controls and records.

### **Specific Duties and Responsibilities**

The regional auditor is expected to:

1. Review the region's accounting practices and verify that they are in compliance with the AYSO treasurer manual requirements;
2. Check on a regular basis to verify that approved internal control procedures are being followed;
3. At least annually, or more frequently if requested, review the canceled checks, bank deposits, and bank transfers;
4. At least annually, or more frequently if requested, review the reconciliation of the region's bank and savings accounts;
5. Periodically review the financial report prepared by the National Support & Training Center (NAP report);
6. Periodically compare actual revenues and expenditures to the region's annual budget and analyze any material variance;
7. At least annually, or more frequently if requested, submit a report to the area director with a copy to the regional commissioner;
8. At least annually, or more frequently if requested, meet with the area auditor;
9. Upon request of the executive director, chief business officer, national treasurer, a section director, an area director or any other regional commissioner, perform audit services at other

places and at such times as needed, subject to personal availability; and

10. If at any time an auditor has reason to suspect that regional, area or section funds are being mishandled or are the subject of fraud or theft that places the monies or assets of the organization in immediate or imminent risk, the auditor shall immediately convey via telephone or e-mail such suspicion as well as all related evidence to the chief business officer or his/her designee at the NSTC. Additionally, the auditor should immediately notify the appropriate section director of such suspicions. At the discretion of the section director, the area director will be timely notified.

**Qualifications and Desired Skills**

To be considered for the position of regional auditor, it is desirable, but not required, that the applicant:

1. Have some managerial and financial experience; and
2. Have experience as a regional treasurer. In no instance may a volunteer serve as a regional auditor in the same region where he/she served as a treasurer unless and until an audit of the region's finances has been completed by another AYSO auditor appointed by the regional commissioner.

**Supervision Protocols**

While performing as the regional auditor, 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 regional commissioner; and
3. If applicable, 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 term for a regional auditor is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

|           |           |           |           |           |           |
|-----------|-----------|-----------|-----------|-----------|-----------|
| 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 auditor, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions at least once:

1. Orientation by the area director;
2. Board and Staff Introductory Certification (BASIC);
3. Treasurer Tier I and any subsequent Tier II workshops;
4. Financial Auditor workshop; and
5. Any Auditor Update workshops as may be developed and presented from time to time.

**Activity Locations**

The duties of the regional auditor will be conducted in the following locations, unless permission to hold activities in another location is expressly granted in writing by the regional commissioner:

1. Independent work at home alone or in committees of adults;
2. Assigned classroom locations;
3. Regional board meetings; and
4. The annual Section Conference.

## **Regional Child and Volunteer Protection Advocate (CVPA)**

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### **Purpose**

The AYSO volunteer position of child and volunteer protection advocate is intended to oversee the child and volunteer protection program in the region in accordance with the AYSO Safe Haven program.

### **Specific Duties and Responsibilities**

The child and volunteer protection advocate is expected to:

1. Support the regional commissioner in the promotion and implementation of the AYSO Safe Haven Program, including the three main elements of volunteer protection;
2. Be familiar with the Child Protection Act of 1993, the Volunteer Protection Act of 1997, the Good Samaritan Laws of the applicable state and that state's provisions for the reporting of child abuse and neglect;
3. Work with the registrar to see that all volunteers complete, date, and sign the AYSO volunteer application form and its authorization to perform applicant screening, and be the screening liaison with the AYSO National Support & Training Center;
4. Check references for all new coaches, referees, board members, team parents, and others who have direct supervision of players. Random reference checks for everyone else;
5. Be aware of AYSO's definitions of levels of risk, inform prospective volunteers that they are screened at a level appropriate to the level of risk, and maintain a copy of AYSO's screening policy;
6. Enforce AYSO protocols to protect privacy and privileged information;
7. Present to the regional board a motion to accept the list of coaches, referees, and other volunteers each season at a board meeting;

**Regional Child and Volunteer Protection Advocate (CVPA)**

8. Ensure that the region keeps on hand the written position descriptions for each volunteer filling a regional position;
9. Serve as a resource and/or a facilitator to the region's members on the requirements for good faith reporting of abuse and molestation to law enforcement agencies and child welfare agencies;
10. Assist with the ongoing evaluation of volunteers;
11. Meet with the head coach of each team, either individually or in a group with the coach administrator, to review child protection and supervision responsibilities prior to each season;
12. Meet with the referees, either individually or in a group with the referee administrator, to review child protection and supervision responsibilities prior to each season;
13. See that the region's supervision ratio is enforced; and
14. Promote the region's standards of behavior and conduct as laid out in the child and volunteer protection policies, procedures, and guidelines of the AYSO Safe Haven program.

**Qualifications and Desired Skills**

To be considered for the position of child and volunteer protection advocate, the applicant should:

1. Attend and pass the AYSO Role of Child and Volunteer Protection Advocate certification and training;
2. Attend CVPA annual update;
3. Successfully pass a screening, including a background check;
4. Be appointed by the regional commissioner and approved by the entire regional board;
5. Achieve a reputation of respect, fairness, and trustworthiness in the community; and

## AYSO Position Descriptions

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### Regional Child and Volunteer Protection Advocate (CVPA)

6. Register with the AYSO Member Services Department as a child and volunteer protection advocate by providing an information form signed by the regional commissioner.

### Supervision Protocols

While performing as the child and volunteer protection advocate, 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 regional commissioner; 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 child and volunteer protection advocate is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

|           |           |           |           |           |           |
|-----------|-----------|-----------|-----------|-----------|-----------|
| 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 child and volunteer protection advocate, 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. The Role of the Child and Volunteer Protection Advocate workshop at the annual Section Conference;

**Regional Child and Volunteer Protection Advocate (CVPA)**

3. CVPA annual update;
4. Kids Zone workshop;
5. Child protection workshops;
6. Volunteer protection workshops; and
7. Be familiar with Safe Haven educational resources and materials.

**Activity Locations**

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

1. Regional board meetings;
2. Area meetings;
3. Section meetings and Section Conference;
4. Assigned field locations;
5. Assigned classroom locations; and
6. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.