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



Section Checklist for Section Directors

If you have questions, contact your Board Liaison or your National Support & Training (NSTC) representatives at 1-800-595-2976.

1. If a current volunteer application is not on file with the National Support & Training Center (NSTC), log on to eAYSO (www.eayso.org) and renew your volunteer status. Submit a signed copy of the application to the NSTC.
2. After receiving the nomination for Section Director (SD), complete and submit the SD Appointment Request Form to your Board Liaison for approval.
3. Attend Area Director Training at the NSTC within <u>one</u> year of appointment as an SD, if you have not attended within the last three years.
4. Contact the previous SD to obtain all Area records.
 Recruit a Section staff that includes the following board member positions: Section Child & Volunteer Protection Advocate (SCVPA) Section Management Administrator (SMA) Section Referee Administrator (SRA), Assessor (SDRA) & Instructor (SDRI) Section Developer Section Coach Administrator (SCA) and Trainer (SCT) Section Treasurer Section Auditor
6. Instruct Section staff to use eAYSO, register to be a volunteer and submit a copy of the application to the NSTC.
7. Using eAYSO, grant Section staff and other key volunteers the necessary access rights on eAYSO so they may adequately carry out their duties.
8. Using eAYSO, update the Section staff information or prepare and submit an Information Form (IF) to the NSTC and provide a copy to your Board Liaison.
9. Call and preside over Section staff/planning meetings as needed.
10. Ensure that all AD candidates within the Section are nominated through the appropriate process and submit a signed AD Appointment Request Form to the NBOD for approval. Provide and deliver a thorough orientation session to each newly appointed AD.
11. Prepare and distribute an annual calendar of Section and Area activities to all Areas and Regions.
12. Contact all Area Directors within the Section once a month whether by phone or in person to discuss the activities of the Regions within their Area.
13. Meet periodically with your ADs and RCs by attending an Area meeting in each Area at least once a year.
14. Attend and participate in joint meetings with the National Board of Directors (NBOD) when scheduled. Submit written reports to the NBOD (upon request) on the activities and concerns of the Section.
15. Working with the Section Treasurer, set up section bank accounts, if any, in the National Accounting Program (NAP). Confirm with your ADs that all Regions and Areas have done the same.
16. Working with the Section Treasurer, prepare a general operating budget for the Section and submit the budget to the AYSO National Treasurer for approval at least by April 1 (Fiscal year: July 1-June 30).
17. Submit Reimbursement Request Form to the NSTC with all supporting documentation. NOTE: Forms must be received by the NSTC by June 1.
18. Submit <u>in writing</u> rules and regulations relating to the conduct, play and scheduling of soccer games within the Section for review and approval by the NBOD.
19. Review and submit approved pilot Region applications to the NSTC for processing within a week of receipt.
20. Review and submit approved customized Area and Regional Guidelines to the NSTC prior to season start.
21. Manage and resolve disputes consistent with AYSO procedures. Ensure that the Areas in your Section operate consistent with the vision, mission and philosophies of AYSO and that they operate in compliance with the AYSO Rules and Regulations, and National Policies and Procedures.
22. Assist the NSTC with the coordination/volunteer staffing of the annual Section Conference to which all Section, Area and Regional staff shall be invited and encouraged to attend.
23. Attend and participate in the National Annual General Meeting (NAGM) annually and encourage Areas and Regions to attend. Prepare Section report for the Annual Book of Reports, distributed at the NAGM.
24. Review and submit all Area and Regional Assessment Program (AAP/RAP) applications to the NSTC.
25. Provide transition training to your successor, including all the records.

REFERENCE GUIDE

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

- For further assistance with eAYSO, consult the User Guide found under the HELP menu on the eAYSO Welcome screen.
 Printed versions of the User Guide may be purchased from the AYSO Supply Center
 (1-888-243-2976). Contact the eAYSO Help Desk at 1-866-588-2976 for additional support.
- 2. If a current copy of your volunteer application is not on file with the NSTC, a new one must be submitted with your SD Appointment Request. A blank SD Appointment Request Form is available at www.ayso.org, AYSO's national website under Resources. NOTE: All forms and documents on ayso.org are in PDF format requiring Adobe Acrobat to open or download. This free software can be downloaded by following the links on the AYSO website.
- Area Director Training, a three day training session, is offered twice a year (Fall & Spring) at the NSTC. All eligible candidates are highly encouraged to attend. Additional continuing education training for the SD and Section Board is offered annually at Section Meetings.
- 4. If you do not have the contact information for the previous SD, contact your Board Liaison or call the Member Services Department at 1-800-876-2976 ext. 5462.
- 5. At a minimum, Section staff must include the SD, SCA, SRA and SMA. However, to operate as a strong and resourceful Section, it is strongly recommended that additional volunteers be recruited to hold the positions listed on the previous page.
- 6. NOTE: All volunteer applications contain private and privileged information that must be safeguarded. The Section CVPA must send the NSTC copy of these forms to the NSTC without delay so background checking can be done. The Section copies should be retained in a secure manner by the Section CVPA or the appointed person.
- 7. Refer to item 1. Encourage all board members to become familiar with eAYSO functions.
- 8. Information Forms must be updated whenever changes to Section staff occur. This can be easily done on eAYSO. Blank Information Forms are available at www.ayso.org.
- 9. Regularly scheduled staff meetings serve as great opportunities to assign responsibilities to specific volunteers, create the Section calendar, and develop ways to promote the AYSO philosophies throughout your Section.
- 10. Verify with the NSTC that a current volunteer application is on file. If not, a new one must be submitted with the Appointment Request Form. The Appointment Request Form should only be signed after the orientation session has been completed. A thorough orientation session should take place within two weeks of identification of the new AD. Instruct new AD to attend the next available Area Director Training session.
- 11. When creating a calendar, it is best to start with your end point and work backward. Make sure to include all Area and Section activities, such as clinics, events, playoffs, staff meetings and training dates.
- 12. Communicating with each Area or Region is part of the Duties and Responsibilities of the SD as detailed in the job description. As SD, it is also important to relay pertinent information sent to you by the NSTC with each of your ADs, who in turn should share this information with their RCs.
- 13. Refer to the #12 on the Reference Guide.
- 14. SD's are to explain and support the purpose and plans of the NBOD to the Area Directors, Regional Commissioners, other volunteers and the public within the Section whenever decisions are made by the NBOD.
- 15. For more information on NAP and other financial matters, SDs may contact the Finance Department (1-800-USA-AYSO ext 5413).
- 16. Any requests for additional funds must be submitted in writing to the AYSO National Treasurer.
- 17. Reimbursement Request forms are available at www.ayso.org under Resources/Finance Forms.
- 18. SD must understand that these Section rules and regulations may be amended provided they do not conflict with the National Rules and Regulations and the Laws of the Game.
- To review current or previously adopted Regional or Area Guidelines, contact the Member Services Department (1-800-USA-AYSO ext. 5461). Standard Regional Guidelines available at www.ayso.org under Resources/Governing Documents.
- 20. All pilot Region applications must be signed and approved by the SD and submitted to the NBOD for approval.
- 21. To purchase an AYSO Reference Book, which contains the National Bylaws, Rules & Regulations and the Standard Regional Guidelines, please contact the AYSO Supply Center (1-888-243-2976). The AYSO Reference Book is also available at www.ayso.org under Resources/Governing Documents.
- 22. SDs are responsible for approving "Subsidized Staff", as well as Regional subsidy requests. All Section Staff are encouraged to attend Section and Area Staff Training offered each year.