



Regional Commissioner and Regional Board Orientation Handbook



Regional Commissioner and Regional Board Orientation Handbook

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REGIONAL COMMISSIONER PRE-ORIENTATION QUESTIONNAIRE

Please answer the following questions and return them to your area director. Your answers will help your area director determine what you need covered during your upcoming orientation. A phone call from your area director will allow them to go over your answers with you. Please give extra consideration to your answers; they will help determine how you manage your region more effectively.

- 1) How long have you been an AYSO volunteer?
- 2) Have you held any other positions in AYSO?
- 3) Who is your section director and how can you contact them?
- 4) Have you seen the regional commissioner's job description? If not, you can find one at www.soccer.org. Click on the "AYSO Documents" link, scroll to the bottom of the page and click on "Volunteer Positions".
- 5) Are the six required regional board positions filled within your region? If so, who on your regional board needs training? (Registrar, Safety Director, Treasurer, and Regional Coach Administrator, Regional Referee Administrator and Child and Volunteer Protection Advocate).
- 6) Does your region have its own set of guidelines and do you know if they are consistent with the *National Rules and Regulations, Bylaws, and National Policies*?
- 7) Have you received all of the records/information from the former regional commissioner? If not, when will you be in possession of it?
- 8) Do you have a copy of your regional budget and calendar for the current year? If so, does your area director have a copy?
- 9) Does your region participate in the National Accounting Program? Does your region have a trained and certified Regional Auditor?
- 10) Would your region be interested in playing with other regions in your area?

RC and Regional Board Orientation Requirement

The RC Orientation must be scheduled during a time and place in which the area director, regional commissioner and regional board members can meet face to face. If an immediate meeting can't be arranged, a telephonic orientation may be scheduled with your area director. Regardless of the method, orientation is 3 hours. In addition, more time is required for training and orientation for the regional board.

Regional Training Survey

About Your Region

1. How many registered Board Members does your region currently have? _____

2. Do you have a registered volunteer in each of the following mandatory positions?

Regional Commissioner	Yes	No	Safety Director	Yes	No
Regional Treasurer	Yes	No	Regional Coach Administrator	Yes	No
Regional Referee Administrator	Yes	No	CVPA	Yes	No

3. List all other board positions that are currently filled:

4. How long has the current volunteer served in the following positions?

Regional Commissioner	_____	Safety Director	_____
Regional Treasurer	_____	Regional Coach Administrator	_____
Regional Referee Administrator	_____	CVPA	_____

About Your Region's Training and Certification

1. For the following positions, has the current volunteer ever attended a Section Conference?

Regional Commissioner	Yes	No	Safety Director	Yes	No
Regional Treasurer	Yes	No	Regional Coach Administrator	Yes	No
Regional Referee Administrator	Yes	No	CVPA	Yes	No

2. Has the Registrar been trained and certified in the following:

BASIC	Yes	No	Regional Registrar Tier I	Yes	No
Regional Registrar Tier II	Yes	No			

3. Has the Treasurer been trained and certified in the following:

BASIC	Yes	No	Regional Treasurer Tier I	Yes	No
Regional Treasurer Tier II	Yes	No			

4. Has the Safety Director been trained and certified in the following:

BASIC	Yes	No	Safety Director	Yes	No
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5. Has the Child and Volunteer Protection Advocate (CVPA) been trained and certified in the following:

The Role of the CVPA	Yes	No	CVPA Update (Annually)	Yes	No
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6. Has the Regional Commissioner attended the following workshops?

Introductory Management	Yes	No	RC Orientation	Yes	No
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Advanced Management Yes No

7. Has the Regional Coach Administrator attended Coach Administrator Training?

Yes No

8. Has the Regional Referee Administrator attended Referee Administrator Training?

Yes No

9. Have any of the regional board members attended training outside of a Section Conference? Yes No

About Your Region's Instructors:

1. How many active Instructors does your region have in the following disciplines?

Management _____ Coach _____ Referee _____

2. How many active Advanced Instructors does your region have in the following disciplines?

Management _____ Coach _____ Referee _____

**Thank you for taking the time to complete this survey.
The purpose is to identify YOUR region's training needs.**

As you and your Regional Board discuss your region's training needs, please consider the following points:

- Regional Registrars, Regional Treasurers, Safety Directors and CVPA must receive job specific training.
- All Board Members must receive Board and Staff Introductory Certification (BASIC).
- It is strongly recommended that Regional Commissioners, Regional Coach Administrators, Regional Referee Administrators and all other key board members take the following management workshops:
 - Introductory Management
 - Intermediate Management
 - Advanced Management
- Regional Commissioners must attend RC Orientation offered by their Area Director.

Based on this survey, answer the following questions:

1. What are your region's immediate training needs?
2. Is your region willing to provide the needed training? Or share the expense with another local region?

1. AYSO Points of Contact

Area Director Information

Name: _____

Address: _____

Phone: _____

E-mail: _____

Area Coach Administrator Information

Name: _____

Address: _____

Phone: _____

E-mail: _____

Area Referee Administrator Information

Name: _____

Address: _____

Phone: _____

E-mail: _____

Section Management Administrator Information

Name: _____

Address: _____

Phone: _____

E-mail: _____

Section Director Information

Name: _____

Address: _____

Phone: _____

E-mail: _____

National Support and Training Center (NSTC)
1-800-USA-AYSO **www.soccer.org**

2. Available Manuals

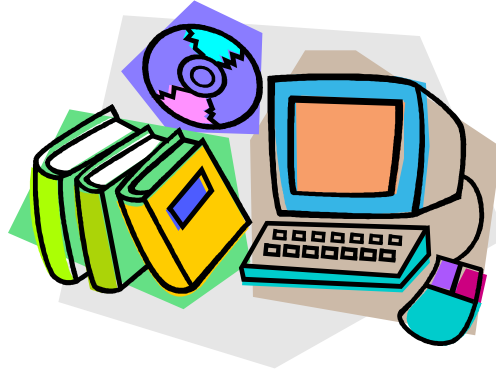
All of the AYSO manuals listed below are available through the AYSO Supply Center: (888) 243-AYSO or e-mail: supplycenter@ayso.org.

Management Program Manuals

The regional commissioner should have all following reference material on hand. Each board member should also have their appropriate manual(s).

	Manual	Who should have one?
a.	AYSO Reference Book	Regional Commissioner
b.	Regional Commissioner and Regional Board Orientation Handbook	Regional Commissioner
c.	Regional Commissioner Manual	Regional Commissioner
d.	Registrar Manual	Regional Commissioner & Registrar
e.	Treasurer Manual	Regional Commissioner & Treasurer
f.	Coach Administrator Manual	Regional Commissioner & Coach Administrator
g.	Referee Administrator Manual	Regional Commissioner & Referee Administrator
h.	CVPA Manual	Regional Commissioner & CVPA
i.	Risk Management/ Safety Director Manual	Regional Commissioner & Safety Director

The regional commissioner should always have the *AYSO Reference Book*, *Regional Commissioner Manual*, *Regional Commissioner and Regional Board Orientation Handbook* and *Treasurer Manual* ready for immediate reference at board meetings, team formation, parent meetings, and whenever the region's operations are discussed.



Coaching Program Manuals

	Manual	Who should have one?
a.	U-5 Master Coach Handbook	U5 Master Coach
b.	U-6 Coaching Manual	Coach Administrator, Coach Trainer, & U-6 Coaches
c.	U-8 Coaching Manual	Coach Administrator, Coach Trainer, & U-8 Coaches
d.	U-10 Coaching Manual	Coach Administrator, Coach Trainer, & U-10 Coaches
e.	U-12 Coaching Manual	Coach Administrator, Coach Trainer, & U-12 Coaches
f.	Intermediate Coaching Manual	Coach Administrator, Coach Trainer, & U-14 Coaches
g.	Advanced Coaching Manual	Coach Administrator, Coach Trainer, & U-16/19 Coaches
h.	Safe Haven Certification Manual	Coach Administrator, Coach Trainer, & all Coaches
i.	Guidance for Referees & Coaches	Coach Administrator, Coach Trainer, & all Coaches
j.	National Rules & Regulations	Coach Administrator, Coach Trainer, & all Coaches
k.	Coach Administrator Manual	Regional Commissioner, Coach Administrator & Coach Trainer

Referee Program Manuals

	Manual	Who should have one?
a.	AYSO edition of the FIFA Laws of the Game	Referee Administrator, Referee Instructor, Referee Assessor, all Referees and all Coaches
b.	Guidance for Referees & Coaches	Referee Administrator, Referee Instructor, Referee Assessor, all Referees and all Coaches
c.	National Rules & Regulations	Referee Administrator, Referee Instructor, all Referees and all Coaches

d.	Ready, Set, Ref Workbook	Referee Administrator, Referee Instructor, & all new Referees
e.	National Referee Program Manual	Referee Administrator, Referee Instructor, Referee Assessor, all Referees and all Coaches
f.	Recruiting & Retaining Referees Manual	Referee Administrator
g.	Developing & Maintaining a Youth Referee Program	Referee Administrator
h.	Referee Advisor Manual	Referee Administrator & Referee Assessor
i.	Referee Instructor Resource Book	Referee Administrator & Referee Instructor
j.	Pre-game card	All referees



3. AYSO Background

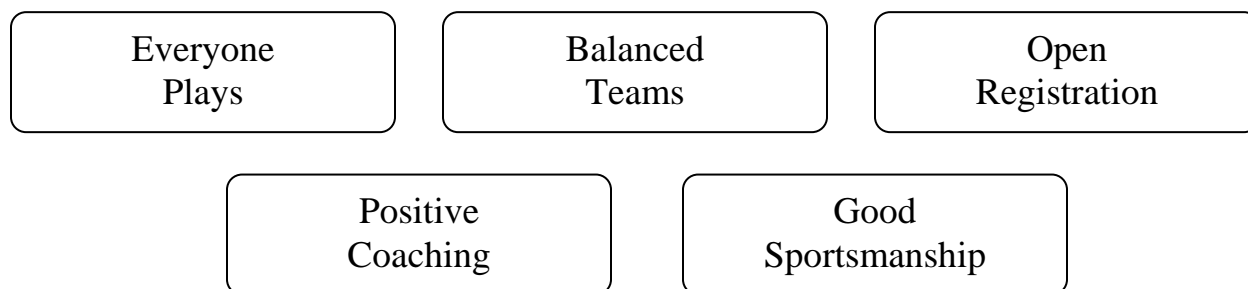
AYSO Vision Statement

To provide world class youth soccer programs that enrich children's lives.

AYSO Mission Statement & Philosophies

To develop and deliver quality youth soccer programs, which promote a fun, family environment based on our five philosophies.

As Regional Commissioner, one of your responsibilities is to ensure your region is managed with these philosophies at heart. Without the five tenets, AYSO would not be the respected and reputable youth soccer program it is today.



Everyone Plays

Our program's goal is for kids to play soccer – so we mandate that every player on every team must play at least half of every game.

Balanced Teams

Each year we form new teams as evenly balanced as possible – because it is fair and more fun when teams of equal ability play.

Open Registration

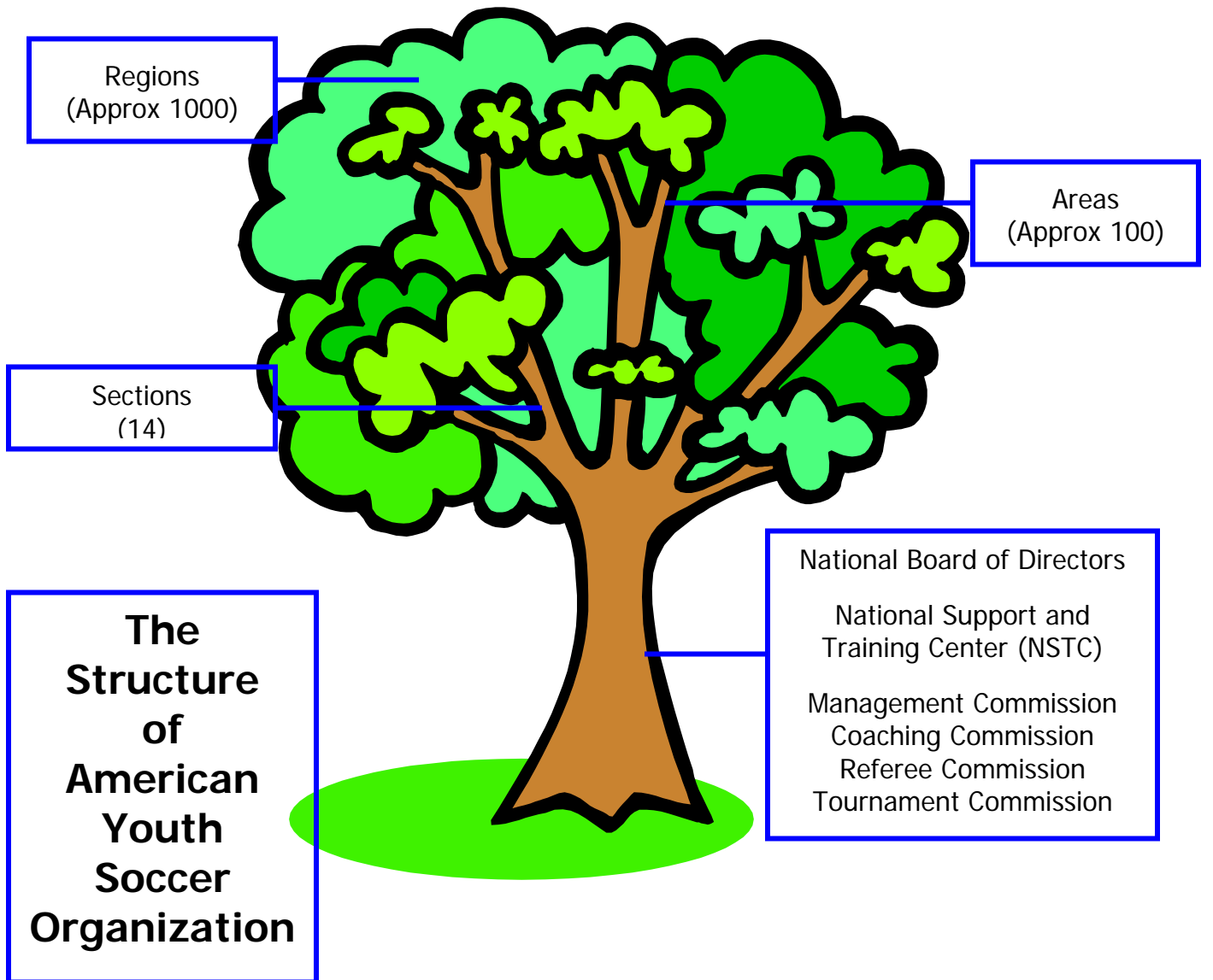
Our program is open to all children between 4 and 19 years of age who want to register and play soccer. Interest and enthusiasm are the only criteria for playing.

Positive Coaching

Encouragement of player effort provides for greater enjoyment by the players and ultimately leads to better-skilled and better-motivated players.

Good Sportsmanship

We strive to create a positive environment based on mutual respect rather than a win-at-all-costs attitude, and our program is designed to instill good sportsmanship in every facet of AYSO.



AYSO Services and Benefits

Member Assistance: NSTC phone number 1-800-USA-AYSO

Legal Assistance

Risk Management

Communications – monthly mailings

Accounting Services – National Accounting Program (NAP)

Registration/Data Processing

eAYSO

Section Conferences

National Annual General Meeting (NAGM)

Educational Services - coach, referee, management, and instructor training

Tournaments and National Games

Publications – *Playsoccer*, *InPlay*, and *AYSO Shorts*,

Regional Assessment Program

AYSO Web Pages

- (1) www.soccer.org
AYSO program and general information.
- (2) www.aysohelp.org
AYSO instructor help page. Course registrations can be accomplished here and lesson plans can be downloaded.
- (3) www.eayso.org
Individual, region, and other records can be viewed here. Regions can register players and volunteers through eAYSO. Course registrations can also be accomplished here.
- (4) www.aysoshare.org
Unofficial web site managed for the Management Commission. This contains samples of registration flyers, newsletters, and other items.



4. AYSO Program Overview

National Bylaws

The National Bylaws describe how AYSO operates as a nonprofit corporation within the law. The national structure is defined [section 1.02], the national organization duties and responsibilities are outlined [section 1.03], as well as the duties and responsibilities of a region [section 1.04].

Regional commissioners from chartered regions [section 1.06] are executive members [section 3.03b] and have the right and responsibility to vote on national matters [section 3.05]. The regional board shall nominate a regional commissioner for a term of three years [section 7.03].

National Policy Statements

The AYSO National President and Board of Directors have the authority to adopt policy. National policy statements have been adopted to limit the use of the AYSO name and trademarks, to guide special programs which operate outside the regular season, and to provide standards of conduct for AYSO officials, among others. The Standard Regional Guidelines are in article VI.

National Rules and Regulations

- a) The National Rules and Regulations describe how AYSO runs age specific programs/games. It describes how FIFA Law is modified for age specific games and what the organization's expectations for participation are [section I]; provides details on team formation and game participation [section II]; details registration requirements [section III]; and sets player uniform rules [section VI].
- b) AYSO follows FIFA laws with FIFA authorized modifications.

Standard Regional Guidelines

- a) The *Standard Regional Guidelines* are the default operating procedures for a region that has no other documented and approved procedures. The *Standard Regional Guidelines* can be tailored and amended as long as the *National Rules and Regulations*, the *AYSO National Bylaws*, and the *Policy Statements* are not violated. Alterations must be area and section director approved.
- b) Modifications to the *Standard Regional Guidelines* provide specifics on how a region implements the AYSO program. The modifications should be clear and specific to eliminate any ambiguity that affects regional operations.
- c) Some items that can't be changed that regions often try to change:
 - The Laws of the Game (FIFA Law)
 - The prohibition on paying volunteers [Policy Statement 2.5] or giving volunteers financial breaks because of their volunteer status [SRG Article 7, para 9].
- d) Remember, the *Standard Regional Guidelines* cover regional operations. If a region participates in interregional play, those games are played under area or section guidelines.

5. Duties and Responsibilities of the Region

National Bylaws, Section 1.04, Duties and Responsibilities of the Region

[NOTE: This is also Article 3 of the *Standard Regional Guidelines*.]

The duties and responsibilities of the region shall be, to the extent permitted by its size and available resources:

- (a) To operate and offer a quality youth soccer program to all youth from 4 through 18 years of age in a safe, fun, fair, positive environment that complies in letter and spirit with the bylaws, policies, rules, regulations, and philosophies of AYSO;
- (b) To maintain good community relations and become involved in youth development and other community activities;
- (c) To register with the National Support and Training Center (NSTC) all participating players, coaches, referees and where appropriate, administrators, prior to the commencement of the season;
- (d) To assign players and coaches to assure proper balance of teams within each age division within the region or within a reasonable part thereof;
- (e) To obtain and maintain safe playing facilities;
- (f) To obtain and be accountable for uniforms, balls, goals and other equipment and to use such equipment in a safe manner;
- (g) To schedule practices and games;
- (h) To recruit and assign volunteer coaches and referees, and train them through clinics and audio/visual programs;
- (i) To disseminate information to the participants, their families and the community concerning the region and its programs;
- (j) To recognize volunteer efforts;
- (k) To hold periodic meetings of the regional board and disseminate to the participants, their families and the community appropriate information concerning the operation of the region by the board;

- (l) To publish for the region and the files of the organization, and make available to the participants and their families at least annually, financial statements of the region and guidelines for the operation of the region approved by the Area Director and Section Director, or in the absence of such guidelines operate the region in accordance with the *Standard Regional Guidelines* as are in effect from time to time;
- (m) To collect and disburse fees and other monies for the sound financial organization and operation of the Region, to keep and submit to the National Support and Training Center, as required, accurate financial records to insure continuation of the tax exempt status of AYSO, to participate in the National Accounting Program and to pay the National Support and Training Center prior to the start of the each season the national portion of its registration fees and all amounts due with respect to its purchases;
- (n) To elect or appoint, at a minimum, a regional commissioner, treasurer, risk manager/safety director, coach administrator, referee administrator, and child and volunteer protection advocate;
- (o) To comply with the Soccer Accident Insurance (SAI) plan and to submit insurance claims according to current procedures;
- (p) To notify the National Support and Training Center (NSTC) immediately of any threatened or actual claim or lawsuit against the Region;
- (q) To implement AYSO's national programs available to the region at least once a season;
- (r) To cooperate with neighboring regions, and area, section, and development personnel to promote growth, development, and cooperation throughout AYSO;
- (s) To participate in area, section, and National events and programs; and
- (t) To cooperate in policies and procedures developed by the Board or the National Support and Training Center with respect to requiring each coach, referee, and other designated volunteers to complete a volunteer form, and with respect to verifying the information obtained, before permitting the coach, referee or such volunteer to participate.

Assigning Duties to Regional Board Members

Review the **Regional Commissioner Checklist** (enclosed in your packet from the NSTC). It is a tool to help new regional commissioners know not only what they need to do but the jobs they must make sure their regional board members are doing.

6. Regional Commissioner Position

The AYSO volunteer position of the regional commissioner is intended to have the responsibility and the authority to manage the day-to-day business of the region.

The regional commissioner position description helps implement Article 3 of the *Standard Regional Guidelines* and section 1.04 of the *National Bylaws*.

A regional commissioner who has had Regional Commissioner Orientation and BASIC, and is performing duties within the scope of the regional commissioner position description is protected under the Volunteer Protection Act of 1997.

7. National Education and Training Programs

Safe Haven

The Safe Haven Program protects its two most vital resources: the players and the volunteers. As part of the child and volunteer protection initiative, AYSO developed and implemented a national criminal history background check policy.

The Child and Volunteer Protection Advocate (CVPA) assists the region in promoting and implementing the Safe Haven policies and is called upon to:

- Ensure all AYSO coaches and referees are Safe Haven certified and trained.
- Serve as a resource on child and volunteer protection issues
- Collect and screen volunteer application from every volunteer
- Check volunteer references
- Assist with ongoing evaluations of volunteers
- Support the region in maintaining supervision ratios
- Present to the regional board a motion to accept the list of coaches, referees, and other volunteers each season at a board meeting.

The region is not obligated to accept all volunteers. It is easier and better to reject a volunteer application than it is to remove unworthy volunteers later.

For reporting suspected child abuse and neglect see the *AYSO Reference Book*.

Kids Zone

Provides a safe, fun, fair, positive, family environment in which children can play and grow. Parents sign a pledge to fully support the Kids Zone.

Coaches, referees, board members, and other parents enforce behavior standards.

Adults who don't support the Kids Zone are removed from the Kids Zone.
 Kids Zone signs, pledges, and shirt buttons are available through the AYSO Supply Center,
 1-888-243-AYSO or e-mail supplycenter@ayso.org.

National Coaching Program

The AYSO Coaching Program is designed to develop good soccer players who have a positive image of themselves, their teammates, coaches, game officials, and opponents. Coach Training is the key.

Coach training is both Safe Haven and child age specific.

Coach Course	Who should attend?
Safe Haven Certification	All Coaches
U-6 Coach	New volunteers coaching U-6 players
U-8 Coach	New volunteers coaching U-8 players and experienced U-6 coaches moving up to the U-8 division
U-10 Coach	New volunteers coaching U-10 players and experienced U-6/U-8 coaches moving up to the U-10 division
U-12 Coach	New volunteers coaching U-12/U-14/U16/U-19 players and experienced U-6/U-8/U-10 coaches moving up to the U-12 or higher division
Intermediate Coach	Experienced coaches who have completed the U-12 Coaching course
Advanced Coach	Experienced coaches who have completed the Intermediate Coaching course
National Coach	Experienced coaches who have completed the Advanced Coaching course

If you have any questions, please contact:

John Ouellette National Coach - (888) 826-2976

Crissie Hull Coaching Program Coordinator - (800) USA-AYSO

Hugh McLeish National Coaching Commission Chairman - hmcleish@comcast.net.



National Referee Program

AYSO Referee training is intended to be representative of the skills needed at a specific level of play. These officiating skills vary according to the age and skill level of the players involved.

Referee Course	Who should attend?
Safe Haven Certification	All Referees
U-8 Official-Minimum age 10	New parent volunteers who want to officiate U-8 games only
Assistant Referee- Minimum age 12	New parent volunteers or experienced Referees who want to assist other referees with U-10 and up games
Basic (Regional) Referee- Minimum age 12	New parent volunteers, U-8 officials, or Assistant Referees who want to referee above the U-8 level.
Intermediate Referee- Minimum Age 14	Regional Referees who want training for more challenging games
Advanced Referee – Minimum Age 16	Intermediate Referee who want training needed for most upper level games
National Referee – Minimum Age 18	Advance Referees who want training in the professional aspects needed to referee the most challenging upper level games
Referee Mentor (Module 19)	Experiences referees who would like to help mentor other referees
Referee Assessor	Referees with at least 3 years experience and approval of their Regional Referee Administrator who want to assess Intermediate Referees for upgrade to Advanced Referee
Advanced Referee Assessor	Referee Assessors with at least one year experience as an Assessor doing at least 5 assessments for upgrade to Advanced and approval of their Section Referee Administrator or Section Director of Assessment who want to assess Advanced Referees for upgrade to National Referee.

If you have any questions, please contact:

Joe Eldridge National Referee Administrator - (888) 686-2976

Steve Close, Referee Program Coordinator - (800) USA-AYSO

Tony Veronico National Referee Commission Chairman - tonver@optonline.net.



National Management Program

The AYSO Management Program consists of a variety of specialized management educational opportunities. Training is provided for individual board positions as well as for the entire regional board.

Management Training is both Safe Haven and board position specific. The management training that can be provided at the regional level is:

Management Course	Who should attend?
BASIC (Board and Staff Introductory Certification)	Regional Commissioner and all regional board members
Regional Board and Staff Training	All regional board members except: Regional Commissioner, Treasurer, Registrar, Safety Director, Coach & Referee Administrators, and CVPA
Registrar Tier One	Regional Commissioner, Registrar, Treasurer, and CVPA
Treasurer Tier One	Regional Commissioner, Treasurer, and Registrar
Safety Director	Regional Commissioner, Safety Director, and CVPA
Coach Administrator Training	Regional Commissioner, Coach Administrator, and Referee Administrator
Referee Administrator Training	Regional Commissioner, Referee Administrator, and Coach Administrator

If you have any questions, please contact:

Rosanne MacPhail National Management Administrator - (800) 595-2976

Kristine Bailey Management Program Coordinator - (800) USA-AYSO

Mark Linsky - National Management Commission Chairman -
mark_linsky@alum.mit.edu



AYSO Instructor Program

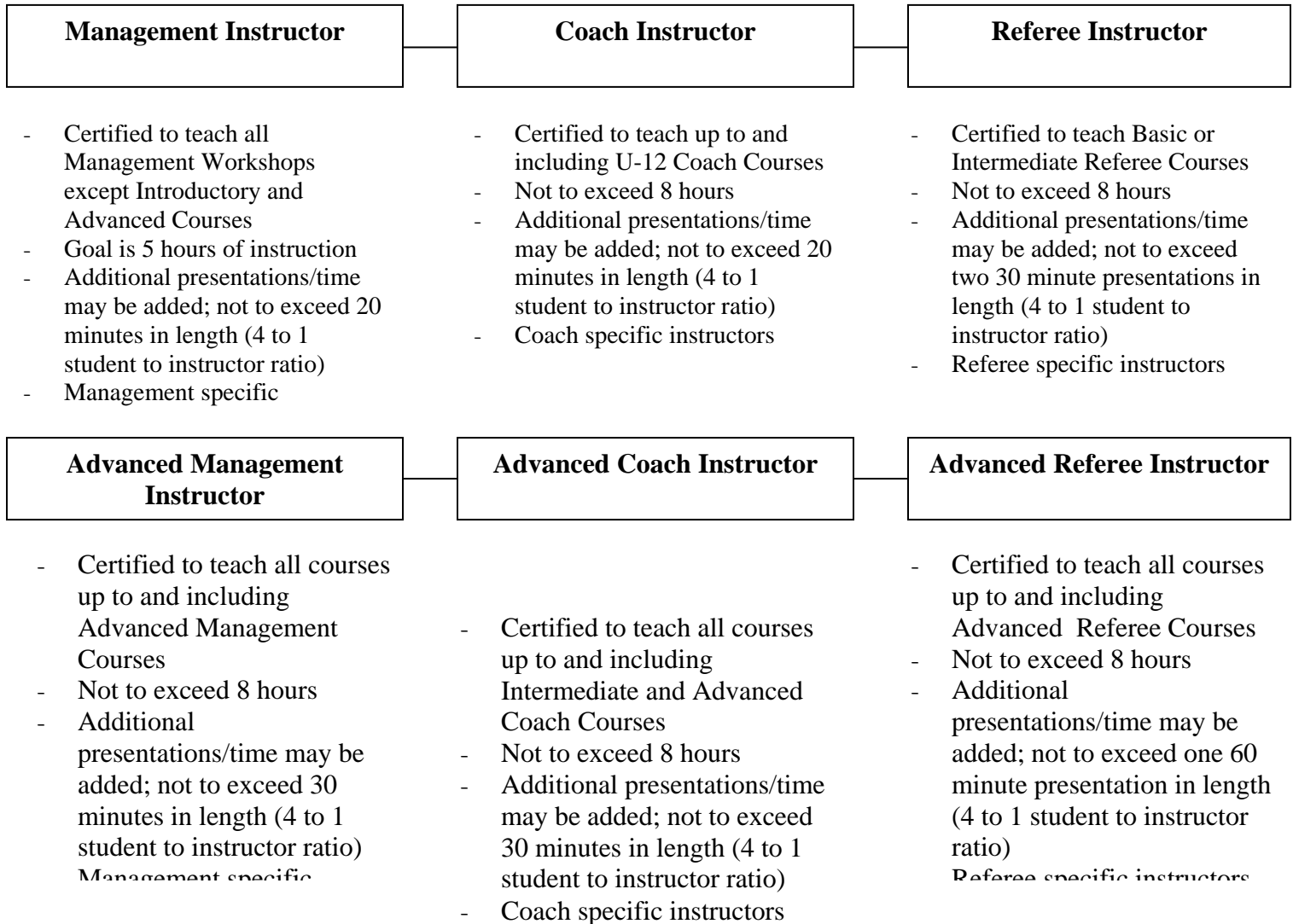
- There are 3 parts in the AYSO Instructor Program (National Instructor status not included).
- Each course segment must be taken at one time, however different course segments may be taken at different times.
- Discipline specific certification level must be completed within 1 year of completing Introduction to AYSO Instruction (UIP), otherwise the entire Introduction to Instruction (UIP) must be repeated.
- National Instructor Program is available after completion of the advanced level (discipline specific program).
- See Training Matrix for details regarding prerequisites, instructor requirements, etc.

Introduction to AYSO Instruction (Unified Instructor Program)

- All Instructor Candidates - Mandatory
- Not to exceed 3 hours
- Taught by Advanced Instructors certified in any of the three disciplines
- General overview of AYSO structure/philosophies as well as helping participants

understand AYSO Culture & what makes AYSO special

- General presentation techniques



8. Regional Accounting

Regional Finances

The regional treasurer in cooperation with the regional board and with the approval of the regional commissioner shall establish internal control procedures to safeguard against the misuse of regional assets, especially in regard to money. The region's internal controls must account for the following:

a. Budget: Financial Statement – 30 days before 1st registration – must know costs before registrations

The regional board shall adopt an annual budget (the budget year is 1 July through 30 June). The budget and the last season's statement of income and expenses shall become an attachment to the *Standard Regional Guidelines* and be submitted to the area director.

b. Account Signatories

Two signatures are required on each and every check. One of those signatures must be the regional commissioner's or treasurer's. Having two signatories from one household is not allowed. The region shall have at least three authorized signatories.

No signatures on blank checks.

c. Transfer of Funds

All regional funds are received or disbursed through the regional checking account. Transfers to and from savings accounts must be done through the checking account using proper National Accounting Program (NAP) codes.

d. Cash Handling Procedures

If a cash box is used, all funds must be deposited in the region's checking account no later than the end of the next banking business day.

e. Receipt Procedures

A cash receipt book must be used to record and reconcile all cash payments received on behalf of the region.

f. Immediate Accounting to Regional Treasurer

Any and all regional financial transactions must be reported to the treasurer. All checks must be reported within 48 hours and all bills and invoices must be reported within 5 days.

All bank transactions shall be coded with the appropriate National Accounting Program (NAP) code.

g. Immediate Deposit Procedures

All fees collected on behalf of the region for registration, sponsorships, fundraising, donations, or for any other purpose shall be deposited immediately after being reconciled with the appropriate cash receipt book, registration form, and/or bank deposit slips.

Under no circumstances may any person accept on behalf of the region any post-dated check or agree to hold any check to deposit on a later day.

h. Monthly Bank Reconciliation

The region's treasurer shall provide the regional commissioner and board a monthly reconciliation of all accounts. Another board member, who is not a signatory on any of the region's accounts, must verify the reconciliation.

i. Credit/Debit Card Transactions

If the region accepts credit or debit cards for fundraising or registration payments, all required accounting shall be accomplished on the first banking business day after each transaction.



National Accounting Program

The National Accounting Program (NAP) allows AYSO to roll up all regional, area, section, and national incomes and expenses to one financial statement as required to keep its tax-exempt status.

a. Registration

1. Call the NSTC Finance Department (1-800-USA-AYSO and ask for Finance).
2. Have the region's bank mail the monthly statement and cancelled checks to the NSTC.

b. Regional Responsibilities

1. Code the checks using the national accounting codes.
2. Code deposit slips and send copies or email deposit amount and code information to the NSTC accounting clerk who is responsible for the region's accounts.
3. Correct any NSTC noted discrepancies on the monthly financial worksheet and provide the NSTC with the corrections.

c. NSTC Responsibilities

1. Process checks and deposit slips.
2. Provide a monthly financial report for the region.
3. Mail bank statements, cancelled checks, worksheets, and monthly financial statements to the region's treasurer.
4. Mail monthly financial statements to the regional commissioner.
5. Immediately notify the treasurer and regional commissioner of bad check or deposit error notices.

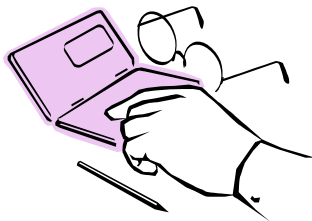
Regional Auditor

The regional auditor must be independent of the region.

The regional auditor is not:

- a voting member of the regional board
- authorized to sign on regional checking or savings accounts
- allowed to participate in the management of the region.

The regional auditor should review all monthly regional financial statements and treasurer reconciliations. This review is performed independently of the treasurer and reports each month's audit results to the board.



9. Other Considerations

Conflict of Interest Policy

AYSO Regional Commissioners must always act in the best interests of AYSO and avoid incurring any kind of financial interest or personal obligation which might affect their judgement in dealings on behalf of AYSO with firms or individuals.

Possible conflicts include:

- Holding a financial interest in a firm which provides services, supplies, materials, or equipment to AYSO.
- Acceptance of gifts, favors, entertainment, or other personal benefits in excess of \$100 from an individual or organization with whom AYSO does or may do business.
- Serving with another organization in any capacity which can affect or appear to affect your ability to discharge your duties to AYSO.

AYSO Executive Members are required to sign a Conflict of Interest Policy acceptance statement.



Suspension/Removal and Dispute Resolution

What follows are the general high points for dispute resolution. For further specifics and details see the *Standard Regional Guidelines*, Article 9. This material is also a major topic covered in the Advanced Management Class taught at section conferences.

General Policy

- Resolve disputes amicably.
- Take the minimum action necessary.
- Avoid punishing players for the conduct of parents.
- If necessary, allow a volunteer to resign rather than forcing suspension or removal.
- Respect Individual Privacy – don't publicize disputes or adverse actions.

General Due Process Procedures

Disputes involving the day-to-day activities of a region should be handled:

- (a) directly by the appropriate board member; then if necessary,
- (b) by a disinterested Review Board appointed by the Regional Commissioner; then if necessary,
- (c) by the entire regional board.

If a person's participation needs to be limited or terminated:

- (a) the Regional Commissioner or Regional Board must give written notice of the intent to limit or terminate the person's participation. Giving the notified person the opportunity to respond.
- (b) the Regional Commissioner should appoint a disinterested committee if a hearing is requested.
- (c) the committee decision must be written and distributed to all persons concerned.

Suspension

The Regional Commissioner or Regional Board may suspend a person; by telephone, fax, writing, or in person; if there is found to be an imminent danger to program by that person's continuing involvement or if that person is alleged to have committed a crime.

A suspension must be followed by a discipline hearing conducted in accordance with the General Due Process Procedures.

Suspensions are temporary in nature.

Removal

The Regional Commissioner or Regional Board may remove a person from further participation in the program if:

- (a) a disciplinary hearing recommends removal and
- (b) the person committed a violation of the National Bylaws, rules, regulations, policies or philosophies of AYSO or exhibits conduct which disrupts the region's or AYSO's activities or programs.

Hearing Procedures

The Hearing Board shall be neutral and disinterested in the reasons for the hearing.

The disciplinary hearing shall be held at a neutral location.

The Hearing Board shall listen to all interested parties.

The Hearing Board deliberations shall be done in private.

The Hearing Board decisions must be supported by AYSO procedures and the Regional Guidelines.

All interested parties shall be promptly notified of the Hearing Board's decision.

Review

The Hearing Board's decision is final and binding and may be overruled or set aside only by the Area Director, Section Director, or National Board of Directors if the decision is found to be:

- (a) Arbitrary and capricious,
- (b) Unfair, or
- (c) Rendered by a Hearing Board that was not disinterested.

Tournaments

Tournaments are fun and exciting for all involved. They come in all sorts of varieties, 3-v-3 to 11-v-11. Tournaments can be an extension of the regular season or treated as a special program. Tournaments can also be used as fundraisers.

When considering holding a tournament, check the *AYSO Reference Book*, for help.

All tournaments must be Regional Commissioner approved. If teams are being invited from outside the region, additional approvals are needed. The approval levels are as follows:

Teams that represent:	Required approvers:
One region only	Regional Commissioner
Multiple regions within one area	Regional Commissioner Area Director
Multiple regions from multiple areas within one section	Regional Commissioner Area Director Section Director
Multiple regions from multiple sections and/or non-AYSO programs	Regional Commissioner Area Director Section Director National Tournament Commission

Have Fun

As Regional Commissioner, there are duties and responsibilities that sometimes required a firm and steady approach to management. Always remember: have fun in the process! Support is everywhere ~ from your fellow board members, Area Director, Section Director to the National Support and Training Center.

On behalf of AYSO, we thank you for your time, talents and eff