

REGIONAL COMMISSIONER APPOINTMENT REQUEST

Please submit this form whenever there is a change in regional commissioner.

Section: Area: Region:			<input type="checkbox"/> Commissioner Change			<input type="checkbox"/> Commissioner Reappointment		
Application Date:			Term of Office: (check one) 1 Year 2 Years 3 Years			Effective Date:		
First Name		M. I.	Last Name		Suffix	Nickname		AYSO I.D.
Street Address			City		State	Zip Code		Mailing Address (if different from Street address)
Area Code	AYSO Telephone	Area Code	Home Telephone	Area Code	Cellular Telephone		Area Code	Work Telephone
e-mail address							Area Code	FAX

Please check the number(s) you would like to publicize in eAYSO and the Executive Member Directory so members may contact you

Home Business Fax Cell (AYSO number is listed automatically)

AYSO Experience:	Coach for _____ years	Referee for _____ years	Other: _____ for ___ years
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I have reviewed the attached **regional commissioner position description** and the **conflict of interest policy statement**. I have had an orientation meeting with my area director on *(mo/yr)* _____. If appointed, I agree to perform the duties of regional commissioner within the parameters of the AYSO position description and be subject to the Organization's Bylaws, rules, regulations, policies, philosophies, standard regional guidelines and/or approved regional guidelines. I also agree to use my best efforts to attend/support AYSO meetings and programs regularly, as available, such as Section Conferences, NAGM and Introductory Management Training.

Signature: _____ Date: _____
(Regional Commissioner Nominee)

Please sign and date above, and on pages 2 and 4. Make a copy for your records. Then send pages 1 through 4 of this original form to your area director for signature.

APPROVALS

Area Director

I, as area director, have verified that the nomination of the above named person as regional commissioner is consistent with the standard regional guidelines or the approved regional guidelines which I have reviewed, signed and believe to be consistent with the Organization's Bylaws, rules, regulations, policies and philosophies.

Signature: _____ Date: _____

Section Director

Signature: _____ Date: _____

National Board of Directors (National Secretary)

Signature: _____ Date: _____

Section Director: You may Fax pages 1 through 4 to 310-643-6395 OR send the original to:
 Member Services Department, AYSO NSTC, 12501 S. Isis Avenue, Hawthorne, CA 90250-5045

REGIONAL COMMISSIONER APPOINTMENT REQUEST

First Name	M. I.	Last Name	Suffix	Nickname	AYSO I.D.
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PLEASE READ THESE IMPORTANT AGREEMENTS, THEN SIGN AND DATE BELOW

DISCLOSURE

All applicants must answer the following questions. Failure to answer honestly will disqualify the applicant from service as a volunteer in the American Youth Soccer Organization ("AYSO"). AYSO acceptance of an applicant will be based on existing AYSO Safe Haven policies available from the regional Child & Volunteer Protection Advocate or on-line at <http://soccer.org/Programs/SafeHaven/Background+Checking+Policy.htm>

Have you ever been convicted of a crime? YES NO

Have you ever been subject to any court order involving any sexual, physical or verbal abuse including but not limited to any domestic violence or civil harassment injunction or protective order: YES NO

If yes, describe each in full. Also indicate date(s) of crime(s) and in which city, county and state each took place. (Attach a separate sheet if needed.)

WAIVER, CONSENT AND RELEASE OF LIABILITIES:

I hereby consent to the investigation and verification of all information given in this application, including searches of law enforcement and public records (including driving records and criminal background checks), contact with former employers and reference interviews. I hereby release and agree to hold harmless AYSO and its officers, employees and volunteers and any person or organization that provides information for or to AYSO concerning my background or any attempt to verify the information provided in this application. I declare that all of the information given by me in this application is true and complete to the best of my knowledge, and I understand that any misrepresentation or omission may be cause for suspension or dismissal from my volunteer status with AYSO. I understand that I have the right to receive a copy of any background check report secured by AYSO. If I have checked the adjacent box, please send me a copy of my background report. YES

If accepted as an AYSO volunteer, I hereby agree to abide by the AYSO Bylaws, rules, regulations, policies and philosophies, and all decisions and directions of the Regional Board of Directors, area and section staff and the National Board of Directors, and I understand that I may be removed as an AYSO volunteer at any time with or without cause.

DISCLAIMER, ASSUMPTION OF RISK AND WAIVER: For myself, and on behalf of my heirs, assigns and next of kin, I acknowledge that participation in soccer necessarily involves travel, participation on adverse field conditions, contact with considerable force, and risk of severe, permanent physical injury including bruises, scrapes, strained, sprained or torn muscles, tendons or ligaments, broken bones, dislocation of joints, concussion, brain damage, nerve and spinal cord injury, paralysis and death. For myself, and on behalf of my heirs, assigns and next of kin, I willingly and voluntarily accept and assume all such risks of participation.

In consideration of accepting this application and permitting my voluntary participation in AYSO programs, for myself and on behalf of my heirs, assigns and next of kin, I hereby release, discharge and agree to hold harmless AYSO, its players, employees, volunteers, officials, sponsors and other representatives and any and all owners, lessors, lessees or other persons or entities allowing, permitting or authorizing the use of facilities by AYSO and the agents, employees, officers and directors of said person or entities from any and all claims, demands, costs, expenses and compensation arising out of or in any way related to any injury or other damage that may result to me or to members of my family or my household or individuals I invite or for whom I am otherwise responsible while participating in or present at any AYSO-sponsored event, including any physical or other injury caused by the negligence of any person or entity described above. I further acknowledge that AYSO is primarily administered by volunteers rather than paid professionals.

I agree the terms and conditions hereof shall apply to all of my volunteer participation in AYSO, regardless of the year or season in which such participation takes place, unless superseded by a new volunteer application.

I further acknowledge and accept that this Disclaimer, Assumption of Risk and Waiver is intended to be as broad and inclusive as permitted by the laws of the state in which participation takes place and agree that if any portion of this Disclaimer, Assumption of Risk and Waiver is deemed to be invalid, the remainder will continue in full legal force and effect.

ACKNOWLEDGEMENT AND CONSENT: I acknowledge receipt of the Soccer Accident Insurance pamphlet available from the safety director of my region or on-line at <http://soccer.org/Resources/Forms/Insurance+Forms.htm> and I understand the terms or I will do so before I volunteer. For both internal and external use of the Plan. I acknowledge that AYSO may compile and use addresses and soccer photographs of me consistent with the AYSO Privacy Policy set forth at <http://soccer.org/AdminManagement/Legal/Privacy+Policy.htm> for any purpose whatsoever. I consent to such uses and hereby waive all rights to compensation.

I HAVE READ THE ABOVE DISCLOSURE STATEMENT, THE WAIVER, CONSENT AND RELEASE OF LIABILITY, THE DISCLAIMER, ASSUMPTION OF RISK AND WAIVER AND THE ACKNOWLEDGEMENT AND CONSENT AGREEMENTS, FULLY UNDERSTAND THE TERMS OF EACH, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY MY SIGNING THIS FORM AND AGREEING TO THESE TERMS, AND I SIGN THIS FORM AND AGREE TO THESE TERMS FREELY AND VOLUNTARILY AND WITHOUT INDUCEMENT OF ANY KIND. FURTHERMORE I AGREE TO INFORM AYSO IN A TIMELY MANNER IF ANYTHING ON THIS FORM OR ITS ATTACHMENTS CHANGES.

Signature: _____ Date: _____

REGIONAL COMMISSIONER APPOINTMENT REQUEST

Please read the following AYSO Policy Statement and sign on the following page to indicate your understanding.

AYSO POLICY STATEMENT ARTICLE FIVE Standards of Conduct - Conflict of Interest

- 5.1 Purpose of Policy.** The purpose of this policy statement is to set standards for the activities of Officials ("AYSO Officials") in order to ensure that an AYSO Official's actions would always be in the best interests of AYSO and that he/she does not take advantage of his/her position in AYSO for his/her own benefit or to the detriment of AYSO or others. AYSO Officials include all regional commissioners, area directors, section directors, area and section staff members, special executives, members of the national commissions, members of the National Board of Directors and the members of the National Support Center, as well as the husbands or wives or members of the immediate family of each of the above.
- 5.2 General Policy.** AYSO Officials are expected to adhere to high ethical standards of conduct in the performance of their duties, observing all laws and regulations governing business transactions, competing fairly with others and using AYSO funds only for legitimate and ethical purposes. The rights of AYSO Officials in their activities outside their AYSO duties or employment which are private in nature and which in no way conflict with or reflect upon AYSO will be respected. Although AYSO Officials have been carefully selected and are assumed to possess integrity and judgment, to avoid any misunderstanding, the following guidelines are issued with respect to proper conduct:
- 5.3 Conflict of Interest Policy**
- (a) AYSO Officials must act always in the best interests of AYSO and avoid incurring any kind of financial interest or personal obligation which might affect their judgment in dealings on behalf of AYSO with firms or individuals. Each person must examine his/her own activities and those of his/her family to be sure that no condition exists which could create a self-dealing situation in respect of financial transactions of AYSO.
- (b) There are certain areas with which each individual must be especially concerned. Areas giving rise to possible conflicts of interest include the following:
- (i) Holding a material financial interest, directly or indirectly (as an owner, stockholder, partner, joint venture, employee, creditor or guarantor), in a firm which provides services or supplies, materials or equipment to AYSO, any of its regions or any of its participants (such as a vendor of uniforms, soccer shoes, soccer balls, goal posts or other soccer equipment or a director or owner of a soccer camp for children), or in an organization to which AYSO or any of its regions provides services.
- (ii) Accepting gifts or favors for himself or herself or for family members, or entertainment or other personal benefits in excess of \$100.00 from an outside organization or individual with whom AYSO or any of its regions does or may do business. This does not apply to acceptance of a casual gift of a nominal value, nor reasonable personal entertainment (but not paid travel expenses), but care must be exercised to be sure that continuation of such matters does not gradually create or appear to create an obligation. Gifts of a substantial nature should be returned to the donor with the explanation that AYSO's policy will not permit the acceptance of the gift.
- (iii) Serving another organization in any capacity whether such service includes activities, compensated or not, which can affect or appear to affect an individual's ability to discharge his/her duties to AYSO.
- (c) Therefore, to avoid conflicts of interest or the appearance of conflicts of interest, it is the policy of AYSO that:
- (i) Each executive member shall disclose in the executive member application or in the candidate statement the existence of any relationship by which the executive member might benefit, directly or indirectly by immediate family relationship, through ownership (including ownership of corporate shares exceeding 5% of a publicly traded company or 20% of a privately traded company) or employment of or with any vendor, supplier, contractor, service provider or sponsor of goods or services to AYSO or its members or participants. Such relationship shall be disclosed before the time for appointment or election.

(continued on next page)

REGIONAL COMMISSIONER APPOINTMENT REQUEST

AYSO POLICY STATEMENT ARTICLE FIVE Standards of Conduct - Conflict of Interest (cont.)

- (ii) Each executive member shall disclose the existence of any relationship by which the executive member might compete directly or indirectly with any program offered by AYSO directly or through contractors. Such relationship shall be disclosed before the time for appointment or election.
- (iii) In the case of any relationship described in paragraphs (i) and (ii) above, the executive member shall, upon appointment or election, immediately terminate such relationship unless the relationship is authorized by the express written consent of the National Board of Directors or its designee. The executive member affected shall refrain from participating in or seeking to influence any discussion, debate or vote concerning whether to allow such relationship to continue. Consent once given may be revoked with or without cause at any time by the National Board of Directors.
- (iv) No executive member, after appointment or election, may enter into any relationship described in paragraphs (i) or (ii) except with the express written prior consent of the National Board of Directors or its designee. The executive member affected shall refrain from participating in [or seeking to influence] any discussion, debate or vote concerning whether to allow such relationship to be created. Consent once given may be revoked with or without cause at any time by the National Board of Directors.
- (v) No executive member who is permitted to continue in or to embark upon a relationship described in paragraph (i) may participate in any discussion, debate or vote concerning the relationship, the vendor, supplier, contractor, service provider or sponsor with whom the relationship exists. No executive member who is permitted to continue in or to embark upon a relationship described in paragraph (ii) may participate in any discussion, debate or vote concerning the relationship or the programs with which the executive member competes and no such executive member shall obtain or seek to obtain information from AYSO beneficial to the promotion of such competing program.
- (vi) Any executive member who violates this policy is subject to immediate termination of executive membership status by the National Board of Directors, regardless of whether the executive member is appointed or elected. In the case of a member of the National Board of Directors, removal process shall comply with Section 4.18 of the National Bylaws.

5.4 Possible Improper or Illegal Conduct. AYSO Officials are not expected to be familiar with every law and regulation relating to this statement or affecting AYSO operations. When in doubt, however, it is incumbent upon each AYSO Official to consult with the National Executive Director. However, your attention is called to the following special areas:

- (a) Each AYSO Official must avoid improper acts and the violation of any governmental law or regulation in the course of performing his/her duties or employment.
- (b) No AYSO funds, property or resources may be used to carry on propaganda or otherwise attempt to influence legislation or, support any political candidate or party. An AYSO Official's political activity must, therefore, take place on his/her own time and at his/her own expense and away from AYSO premises.
- (c) No AYSO Official, in the course of his/her duties, shall accept or receive any payment or other thing of value (whether characterized as kickback, bribe, rebate, refund or otherwise, and whether intended by the payer to be for AYSO or the personal benefit of such AYSO Official) if the payment or receipt or tender thereof is illegal or is designed or intended to cause such AYSO Official to grant a privilege, concession or benefit to the payer in connection with AYSO business.

By my signature below, I acknowledge that I have read, understand and agree to the terms and conditions of this Conflict of Interest policy.

Signature: _____ Date: _____

REGIONAL COMMISSIONER APPOINTMENT REQUEST

Job Description

Regional Commissioner

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

The regional commissioner is expected to:

1. Comply in spirit and letter with the objectives of the organization;
2. Maintain good community relations, with the primary objective being youth development;
3. 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;
4. Review, on an annual basis, the regional guidelines and other written regional operating regulations;
5. 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;
6. 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;
7. Be responsible for the performance and the growth of the regional programs, for the benefit of the players, the volunteers, and their families;
8. 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;
9. Appoint, at a minimum, a CVPA, treasurer, safety director, regional coach administrator, and regional referee administrator;
10. 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;
11. 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;
12. Assist the regional board in the planning and implementation of its policies and programs within the region;
13. Register players, coaches, referees, and other regional officials;
14. Assign players and coaches to assure proper balance of teams within any one age group within a reasonable geographical area;
15. Locate and secure proper playing facilities;
16. Secure uniforms, balls, goals, and other necessary equipment;
17. Schedule games;
18. Comply with the Soccer Accident Insurance plan and submit insurance claims according to current procedures;
19. Release publicity concerning the region;
20. Budget for and encourage regional participation at the annual Section Meeting (volunteer education conferences);
21. Budget for and participate at AYSO's annual business meeting, the National Annual General Meeting (NAGM);
22. Oversee dispute resolution within the region pursuant to Article Nine of the Guidelines and AYSO operating regulations;
23. Preside at all regional board meetings;
24. Keep the regional board informed of actions and decisions on matters of importance;
25. Attend area meetings, Section Meetings and caucuses, and the NAGM;

REGIONAL COMMISSIONER APPOINTMENT REQUEST

Job Description

Regional Commissioner (continued)

26. Maintain close liaison with the area director and the section director, and coordinate all extra-regional activities through the area director;
27. Submit a completed Regional Performance Program to the area director prior to the November date as specified on the Regional Performance Program form;
28. 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
29. 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. Intermediate Management Training;
4. The annual Section Meeting; 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 Meeting;
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.