

## **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](http://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?