



## 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 monthly, 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, a Treasurer, a Registrar, a Safety Director, a 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 Conferences (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 Conferences and caucuses, and the NAGM;
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 Assessment Program to the Area Director annually as specified on the Regional Assessment 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;
5. Have good communication skills; and
6. Successfully pass a screening, including a background check.

## 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 which the volunteer is expected to take advantage of and participate in, as appropriate:

1. Orientation by the Area Director;
2. Introductory Management Training;
3. Advanced Management Training;
4. Board and Staff Introductory Certification (BASIC);
5. AYSO Safe Haven Program; and
6. The annual Section Conference.

## 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.



## Assistant Regional Commissioner

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### Purpose

The AYSO volunteer position of Assistant Regional Commissioner is intended to assist and train in the footsteps of the Regional Commissioner who is ultimately responsible for the running of the AYSO Region in all aspects, with the help of the board.

### Specific Duties and Responsibilities

The Assistant Regional Commissioner is expected to:

1. Assist the Regional Commissioner in directing monthly board meetings;
2. Aid in instituting Region policies;
3. Participate in the interfacing with other Regions;
4. Help recruit children to play soccer and volunteers to assist in running the program;
5. Assist with scheduling the season and fields; and
6. Attend the monthly board meetings and the annual Section Conferences.

### Qualifications and Desired Skills

To be considered for the position of Assistant Regional Commissioner, the applicant should:

1. Have heavy involvement with the Region, preferably as a board member, coach, referee, etc.;
2. Have a strong administrative background;
3. Be efficient;
4. Be dependable; and
5. Successfully pass a screening, including a background check.

### Supervision Protocols

While performing as the assistant 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 Regional Commissioner; and supervised indirectly by the Area 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 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 an assistant Regional Commissioner 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 assistant Regional Commissioner, AYSO will offer the following educational opportunities which the volunteer is expected to take advantage of and participate in, as appropriate.

1. Orientation by the Regional Commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program;
4. Introductory Management Training;
5. Advanced Management Training; and
6. Regional Management workshops as directed by the Regional commissioner.

### Activity Locations

While performing the duties of assistant Regional Commissioner, 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. Assigned field locations;
3. Assigned classroom locations;
4. All Regional sponsored activities;
5. The annual Section Conferences; and
6. Independent work at home alone, in committees of adults, or in a properly supervised



## 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. Ensure that, for each registration event, there is a reconciliation of registration forms and fees charged balanced against monies collected, and confirm this with the Regional Treasurer (or designee) before the close of the event;
3. Verify that the Regional Treasurer has sent in payment to AYSO for the number of players registered;
4. Select and coordinate signup location(s);
5. Keep current count of registered players and volunteers;
6. Process late registrations;
7. Maintain a waiting list for players who sign up after teams are balanced and filled;
8. Obtain and review current copy of the Registrar's manual and follow procedures;
9. Order pre-printed forms from the National Support & Training Center for registrants who are unable to register online;
10. Attend monthly board meetings;
11. Communicate with the Regional Treasurer, Regional Equipment, Uniform and Division Coordinators regarding registration status;
12. Communicate with the volunteer recruitment and development workers; 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. Successfully pass a screening, including a background check.

### 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:<br>hrs. | Feb:<br>hrs. | Mar:<br>hrs. | Apr:<br>hrs. | May:<br>hrs. | Jun:<br>hrs. |
| Jul:<br>hrs. | Aug:<br>hrs. | Sep:<br>hrs. | Oct:<br>hrs. | Nov:<br>hrs. | Dec:<br>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 which the volunteer is expected to take advantage of and participate in, as appropriate:

1. Orientation by the Regional Commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program;
4. Registrar training;
5. 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.





## Regional Safety Director

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### Purpose

The AYSO volunteer position of Regional Safety Director is intended to be responsible for aspects of the Region's safety and risk management.

### Specific Duties and Responsibilities

The Regional Safety Director is expected to:

1. Be thoroughly familiar with the contents of the AYSO Safety Director Manual and must strictly follow all of its specific guidelines and procedures;
2. Be available and knowledgeable to answer questions from Region staff, coaches, referees, and parents;
3. Attend Regional Board meetings and available seminars;
4. Ensure that all goalposts are properly anchored and do not have net hooks;
5. Provide for the distribution of AYSO's Soccer Accident Insurance (SAI) Brochure to each player's family;
6. Distribute SAI brochures and claim form information, AYSO's Incident Report Form, and Participation Release Form to Region staff, coaches and referees;
7. Inform Regional staff about medical claim and liability exposures relating to the proper and timely registration of players and volunteers including timely payment of national player registration fees;
8. Provide information to parents and coaches regarding the proper way to file an SAI claim form;
9. Handle all reports of accidents and/or SAI claims on behalf of the Region;
10. In case of an accident, properly notify the Regional Commissioner within 24 hours;
11. Secure a Participation Release Forms for seriously injured participants prior to their return to play;
12. Obtain liability insurance certificates for all facilities used by the Region;
13. Evaluate need for Regional equipment insurance;
14. Coordinate with the CVPA to implement the AYSO Safe Haven Program;
15. Help monitor compliance with the recommended adult-to-child supervision;

16. Inspect all field equipment to ensure it is in safe condition and instruct Field Director/Coordinators to conduct on-going inspections.
17. Ensure that AYSO policies regarding medical release forms, shin guards, and blood-borne diseases are disseminated to region staff;
18. Distribute Emergency Response procedures including location and phone numbers of nearest medical facilities and emergency response agencies (Police, Fire, and Ambulance in addition to 911).
19. Ensure that a reasonable number of first-aid kits are available at all playing sites;
20. Be responsible for advising regional participants of dangerous weather and other potentially unsafe conditions;
21. Promote availability of AYSO Safety and Liability information to all Region members and families from such sources as the AYSO Web site, [www.ayso.org](http://www.ayso.org); and
22. Promote Safety and Injury prevention programs.

#### Qualifications and Desired Skills

To be considered for the position of regional safety director, the applicant must:

1. Have some past experience with equipment, nets or fields;
2. Be organized; and
3. Successfully pass a screening, including a background check.

#### 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 Regional Safety Director is a full year. The estimated hours to fulfill duties by month shall be filled in by the Regional Commissioner:

|              |              |              |              |              |              |
|--------------|--------------|--------------|--------------|--------------|--------------|
| Jan:<br>hrs. | Feb:<br>hrs. | Mar:<br>hrs. | Apr:<br>hrs. | May:<br>hrs. | Jun:<br>hrs. |
| Jul:<br>hrs. | Aug:<br>hrs. | Sep:<br>hrs. | Oct:<br>hrs. | Nov:<br>hrs. | Dec:<br>hrs. |

## Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of regional safety director, AYSO will offer the following educational opportunities which the volunteer is expected to take advantage of and participate in, as appropriate:

1. Orientation by the Regional Commissioner;
2. Board and Staff Introductory Certification (BASIC); and
3. The Safety Director Training.

## Activity Locations

While performing the duties of Regional 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 Conferences;
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.



## 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.

### Specific Duties and Responsibilities

The Regional Treasurer is expected to:

1. Be thoroughly familiar with the contents of the AYSO Treasurer manual and must strictly follow all of its specific deadlines and procedures.
2. Deposit all the funds collected by the region into the region's checking account.
3. Issue checks to pay for the region's expenditures. All checks must be substantiated by a receipt, invoice or other documentation.
4. Implement internal control procedures to assure adequate protection of regional assets. (See "Internal Control Procedures.")
5. Assist the person who has been assigned to audit the region's books and records each year.
6. Insure that the checking and savings accounts are reconciled each month by a person not authorized to sign on the accounts.
7. File all receipts, invoices or other documentation in alphabetical order, chronological order, or other consistent method of organization, and save them for at least FIVE years. They are subject to audit by government regulatory agencies, the AYSO National Treasurer, and Section or Area Auditors.
8. Be responsible for submitting specified reports to the National Support & Training Center (NSTC). (See "Reports to the National Support & Training Center.")
9. Give all the AYSO documentation, receipts, invoices, etc., to the Regional Commissioner upon leaving his/her position.
10. Assist the Regional Commissioner in the preparation of the annual budget for the next fiscal year (beginning July 1). The form must be submitted to NSTC and Area Director by June 1.
11. Review the Region's monthly National Accounting Program (NAP) statement (see "National Accounting Program" Section) prepared by the National Support & Training Center. He/she is responsible for the accuracy of the Region's financial statement and

any error found should be reported to the National Support & Training Center immediately.

12. Report regularly to The Regional Board concerning bank balances, receipts, expenditures, outstanding bills and all other financial matters, including tracking of actual receipts and expenditures as compared to the regional budget.
13. Keep in appropriate books an accurate account of all money received and paid out;
14. 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 registration made using the Registration Reconciliation Form.
15. Write the appropriate account code on the face of each check;
16. 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;
17. 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;
18. Immediately notify the Area Director, Section Director, and the National Support & Training Center of any procedural violations or fiscal irregularities;
19. 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.);
20. Attend all board meetings, registration days, and coordinators' meetings; and
21. 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;
3. NOT be a member of the Regional Commissioner's family or household;
4. Be detail oriented; and
5. Successfully pass a screening, including a background check.

#### 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:<br>hrs. | Feb:<br>hrs. | Mar:<br>hrs. | Apr:<br>hrs. | May:<br>hrs. | Jun:<br>hrs. |
| Jul:<br>hrs. | Aug:<br>hrs. | Sep:<br>hrs. | Oct:<br>hrs. | Nov:<br>hrs. | Dec:<br>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 which the volunteer is expected to take advantage of and participate in, as appropriate.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program;
4. Treasurer or Treasurer I and II workshops; and
5. 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. Registration day(s);
3. The annual Section Conferences;
4. Assigned registration locations;
5. Assigned field locations; and
6. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Child and Volunteer Protection Advocate**

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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 AYSO Vision and Mission and support the National Safe Haven program and Regional Commissioner in the promotion and implementation of the AYSO Safe Haven Program, in both specifics and spirit;
2. Ensure all potential regional volunteers annually submit an AYSO volunteer application form and that approved volunteers are duly registered in eAYSO;
3. Screen all potential regional volunteers annually pursuant to the Background Check Flow Chart and submit eligible names to the Regional Commissioner;
4. Serve as the regional liaison with the AYSO National Safe Haven Department;
5. Be familiar with the Child Protection Act of 1993, the Volunteer Protection Act of 1997, and state provisions for the reporting of child abuse and neglect;
6. 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;
7. Enforce AYSO's protocols to protect privacy and privileged information;
8. Ensure that the Region has available the written position descriptions for each volunteer filling a regional position;
9. Provide annual continuing education to regional volunteers regarding child protection and supervision responsibilities;
10. Promote the 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 must:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;

3. Be nominated by the majority of the Regional Board and appointed by the Regional Commissioner;
4. Achieve an overall reputation of respect, fairness, and trustworthiness in the community;
5. Understand and implement requirements and recommendations as specified in the training and certification for Child and Volunteer Protection Advocates;

### **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**

Time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the CVPA will devote about 120 hours per year.

### **Orientation, Training, Certification, and Continued Education Provided**

To fully prepare for the position, the Child and Volunteer Protection Advocate is expected to participate in the following training, certification and continuing educational opportunities:

1. Orientation by the Regional Commissioner;
2. Child and Volunteer Protection Advocate Training;
3. Child and Volunteer Protection Advocate Annual Update;
4. eAYSO Training;
5. Kids Zone workshop;
6. Child and volunteer protection workshops.

### **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 or participate in activities in another location.

1. Regularly scheduled and duly approved inside or outside AYSO activities; and
2. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.





## Regional Coach Administrator

### 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 Division 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 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 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;
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 Conference 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 must:

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. Successfully pass a screening, including a background check;
7. Be detail oriented; and
8. 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 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 and Volunteer 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:<br>hrs. | Feb:<br>hrs. | Mar:<br>hrs. | Apr:<br>hrs. | May:<br>hrs. | Jun:<br>hrs. |
| Jul:<br>hrs. | Aug:<br>hrs. | Sep:<br>hrs. | Oct:<br>hrs. | Nov:<br>hrs. | Dec:<br>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 that the Regional Coach Administrator is expected to take advantage of and participate in, as appropriate:

1. Orientation by the Regional Commissioner;
2. AYSO Safe Haven Coach Certification;
3. Coach Administrator Training;
4. Introductory Management Training;
5. Advanced Management Training;
6. Board and Staff Introductory Certification (BASIC); and
7. Various workshops at the annual Section Conference.

### 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

### 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. Support the AYSO National Referee Program in both specifics and spirit;
2. Ensure all referees within the Region are appropriately registered in eAYSO annually by completing a volunteer application form in accordance with the National Support & Training Center applicable policies and guidelines;
3. Appoint a Regional Director Of Referee Instruction and a Regional Director Of Referee Assessment annually;
4. Ensure the consistent and accurate implementation of the AYSO National Referee Program within the Region;
5. Assist the area referee administrator in the delivery of the AYSO National Referee Program, and support the Regional Commissioner with its implementation;
6. Verify certification requests for entry level referees (can be delegated);
7. 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;
8. Identify and train a successor;
9. 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;
10. Maintain a list of all referees within the Region currently registered in eAYSO, including contact information and current certification level;
11. Insure that important information relating to: law and rule interpretations and changes; clinics, courses and national, sectional, area and Regional programs; and special events is communicated to the referees within the Region;

12. 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;
13. Provide leadership and be an active role model exemplifying the AYSO culture and philosophies;
14. Promote referee welfare within the Region;
15. Monitor referee activities within the Region;
16. Coordinate the assignment of referees at Regional playoffs and special events;
17. Represent the Region at area meetings;
18. Provide assistance to the referees in interpretation of the FIFA Law, National, Section, and Area rules and regulations, and Regional guidelines;
19. Advise the Regional Commissioner and staff on matters pertaining to refereeing;
20. Maintain liaison with Area Referee Administrator for general administrative questions; and
21. Cooperate with the Area Referee Administrator as necessary.

#### Qualifications and Desired Skills

To be considered for the position of Regional Referee Administrator, the applicant must:

1. Successfully pass a screening, including a background check;
2. Annually submit a Volunteer Application Form and be approved as a volunteer in an AYSO Region;
3. Complete Referee Administrator Training;
4. Complete AYSO Safe Haven Referee Certification;
5. Have administrative management skills;
6. Have experience in program planning, implementing, and knowledge of the needs of the Region;
7. Have acknowledged, unswerving commitment to the AYSO philosophy;
8. Be well familiar with the AYSO National Referee Program; and
9. Be detail-oriented.

#### 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:<br>hrs. | Feb:<br>hrs. | Mar:<br>hrs. | Apr:<br>hrs. | May:<br>hrs. | Jun:<br>hrs. |
| Jul:<br>hrs. | Aug:<br>hrs. | Sep:<br>hrs. | Oct:<br>hrs. | Nov:<br>hrs. | Dec:<br>hrs. |

### Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of Regional Referee Administrator, AYSO will offer the following referee educational opportunities that Regional Referee Administrators are expected to take advantage of and participate in, as appropriate.

1. Orientation by the Regional Commissioner;
2. AYSO referee certification;
3. Referee Administrator Update;
4. Referee Administrator, Instructor and Assessor Update;
5. Annual Referee Update;
6. Introductory Management Training;
7. Advanced Management Training; and
8. Various referee track workshops at the annual Section Conferences.

### 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 Conferences;
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 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; and
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; and
9. Upon request of the Executive Director, Chief Financial 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;
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 Financial Officer ([cfo@ayso.org](mailto:cfo@ayso.org)) 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; and
3. Successfully pass a screening, including a background check.

### 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:<br>hrs. | Feb:<br>hrs. | Mar:<br>hrs. | Apr:<br>hrs. | May:<br>hrs. | Jun:<br>hrs. |
| Jul:<br>hrs. | Aug:<br>hrs. | Sep:<br>hrs. | Oct:<br>hrs. | Nov:<br>hrs. | Dec:<br>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 which Regional Auditors are expected to take advantage of and participate in, as appropriate.

1. Orientation by the Regional Commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program;
4. Treasurer or Treasurer I and II workshops;
5. Financial Auditor workshop; and
6. 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 Conferences.



## Division Coordinator

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### Purpose

The AYSO volunteer position of Division Coordinator is intended to handle activities and communication within the divisions established by age groups and/or gender.

### Specific Duties and Responsibilities

The Division Coordinator is expected to:

1. Organize and chair team formation night with all coaches and assistant coaches to review evaluations and modify as necessary;
2. Separate players by age and skill levels and form BALANCED teams;
3. Ensure each team has a coach, an assistant coach, a team representative, and a sponsor;
4. Generate complete team rosters (players, coaches, assistant coaches, and sponsor);
5. Ensure uniforms are properly distributed;
6. Schedule divisional games and fields;
7. Collect scores and standing to distribute appropriate plaques and trophies to teams for tournaments and regular season play;
8. Organize and schedule any make-up games if necessary;
9. Ensure all coaches complete player evaluation forms and collect forms by end of regular season;
10. Ensure evaluations fairly reflect demonstrated abilities of players;
11. Turn in player evaluations to regional commissioner; and
12. Serve as a liaison between regional commissioner, coaches, referees and parents regarding any questions, problems, or general information throughout the season.

### Qualifications and Desired Skills

To be considered for the position of Division Coordinator, the applicant should:

1. Be responsible;
2. Be able to communicate well with others;

3. Have planning skills;
4. Be trustworthy; and
5. Successfully pass a screening, including a background check.

### Supervision Protocols

While performing as the Division Coordinator, 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 an Division Coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the communications coordinator:

|           |           |           |           |           |           |
|-----------|-----------|-----------|-----------|-----------|-----------|
| 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 division coordinator, AYSO will offer the following educational opportunities which the volunteer is expected to take advantage of and participate in, as appropriate.

1. Orientation by the Regional Commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Division Coordinator and appropriate Management workshops.

### Activity Locations

While performing the duties of age group coordinator, 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 Conferences;
3. Assigned field and classroom locations; and
4. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Coach



### Purpose

The AYSO volunteer position of coach is intended to develop in players a positive image of themselves, their teammates, coaches, game officials, and opponents, and provide a good role model for players. Additionally, the coach will develop in his/her players the appropriate soccer skills as recommended in the AYSO coaching manuals.

### Specific Duties and Responsibilities

The coach is expected to:

1. Attend team organization night with the assistant coach before the season begins;
2. Attend the age appropriate coaching course for training on how to coach or as a refresher on AYSO philosophy;
3. Attend uniform/equipment distribution night prior to a season to receive team uniforms, equipment, and a playing schedule;
4. Conduct appropriate training sessions;
5. Promote the AYSO philosophy;
6. Support the Regional Commissioner;
7. Cooperate with the Regional Coach Administrator on all coaching matters;
8. Support the division (age group) coordinator;
9. Distribute practice and game schedules to parents;
10. Conduct a parent meeting;
11. Teach age appropriate skills;
12. Refrain from the use of insulting, embarrassing, foul or abusive language;
13. Provide player evaluations to the division coordinators at the end of the season;
14. Carry out other team tasks as necessary; and
15. Have FUN!

**Qualifications and Desired Skills**

To be considered for the position of coach, the applicant must:

1. Have reliable qualities;
2. The coach must be 18 years of age or older;
3. Attend training classes before the season begins; and
4. Successfully pass a screening, including a background check.

**Supervision Protocols**

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

|              |              |              |              |              |              |
|--------------|--------------|--------------|--------------|--------------|--------------|
| Jan:<br>hrs. | Feb:<br>hrs. | Mar:<br>hrs. | Apr:<br>hrs. | May:<br>hrs. | Jun:<br>hrs. |
|--------------|--------------|--------------|--------------|--------------|--------------|

|              |              |              |              |              |              |
|--------------|--------------|--------------|--------------|--------------|--------------|
| Jul:<br>hrs. | Aug:<br>hrs. | Sep:<br>hrs. | Oct:<br>hrs. | Nov:<br>hrs. | Dec:<br>hrs. |
|--------------|--------------|--------------|--------------|--------------|--------------|

### **Orientation, Training, Certification, and Continued Education Provided**

To prepare a volunteer for the position of coach, AYSO will offer the following educational opportunities which volunteer coaches are expected to take advantage of and participate in, as appropriate.

1. Orientation by the regional coach administrator;
2. AYSO Safe Haven Coach Certification;
3. Continuing education;
4. Training classes;
5. Coach clinics; and
6. Referee clinics.

### **Activity Locations**

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

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



## Referee

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### Purpose

The AYSO volunteer position of referee is intended to manage soccer matches played between teams of youth players in the age groups from U-5 to U-19 according to the AYSO National Rules and Regulations, the FIFA Laws of the Game and the training curriculum as specified in the AYSO National Referee Program. The referee is expected to cooperate with coaches and other officials to develop a positive self-image in the players and to provide a good role model for all AYSO participants.

### Specific Duties and Responsibilities

The referee is expected to:

1. Support the AYSO National Referee Program in both specifics and spirit;
2. Attend regional referee meetings before and during the season as required;
3. Attend specific referee training courses to develop refereeing skills;
4. Attend referee refresher courses (continuing education training) as necessary to maintain AYSO rules, the FIFA Law knowledge, and to become familiar with changes;
5. Officiate matches to which he/she is assigned according to the AYSO rules, the FIFA Laws and prevailing guidelines;
6. Keep a record of each match he/she officiates and make special reports as necessary;
7. Support the AYSO philosophies;
8. Support the Regional Commissioner and staff;
9. Cooperate with the Regional Referee Administrator and referee staff on issues pertaining to refereeing;
10. Present a healthy environment and model by refraining from consuming alcoholic beverages or using tobacco products in the immediate vicinity of the soccer fields; and
11. Carry out any other refereeing tasks as necessary.

## **Qualifications and Desired Skills**

To be considered for the position of referee, the applicant must:

1. Successfully pass a screening, including a background check;
2. Annually submit a Volunteer Application Form and be approved as a volunteer in an AYSO region;
3. Complete AYSO referee certification.
4. Complete AYSO Safe Haven Referee Certification.
5. Be reliable;
6. Have an interest in helping children;
7. Have good character;
8. Be interested in promoting the benefits of youth sports, especially soccer; and
9. Be physically capable.

## **Supervision Protocols**

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



|              |              |              |              |              |              |
|--------------|--------------|--------------|--------------|--------------|--------------|
| Jan:<br>hrs. | Feb:<br>hrs. | Mar:<br>hrs. | Apr:<br>hrs. | May:<br>hrs. | Jun:<br>hrs. |
| Jul:<br>hrs. | Aug:<br>hrs. | Sep:<br>hrs. | Oct:<br>hrs. | Nov:<br>hrs. | Dec:<br>hrs. |

### **Orientation, Training, Certification and Continued Education Provided**

To prepare a volunteer for the position of referee, AYSO will offer the following referee educational opportunities that volunteer referees are expected to take advantage of and participate in, as appropriate.

1. Orientation by the Regional Referee Administrator;
2. Various referee track workshops at the annual Section Conferences;
3. Referee training classes: U-8 official, assistant referee, basic referee, intermediate referee, advanced referee, and national referee;
4. Referee Advisor/Assessor training;
5. FIFA Law and AYSO national rules and regulations update and refresher courses; and
6. Annual Referee Update.

### **Activity Locations**

While performing the duties of referee, 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 Conferences;
3. Assigned field locations;
4. Assigned classroom locations;
5. Tournaments; and
6. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.