

REGIONAL COMMISSIONER ORIENTATION CHECKLIST

Information for Area Director:

1. Approximate length of orientation should be three hours.
2. Orientation should take place within two weeks of identification of new Regional Commissioner.
3. Orientation should be done prior to signing Regional Commissioner Appointment Request form. If the Regional Commissioner is already in place, verify that all of the information listed has been covered before submitting confirmation form.
4. New Regional Commissioner will receive an information packet from the National Support & Training Center office upon confirmation of appointment.
5. Area Director should discuss and/or touch on the following items/topics.

GENERAL INFORMATION TO COVER:

1. Review Regional Commissioner job description; review/describe a typical season and the role of the Regional Commissioner.
2. Review the AYSO mission statement
3. Review role of area director/area staff as resources; provide names, addresses and phone numbers.
4. Review AYSO organization structure and the roles of the area, section, National Board of Directors and the National Support & Training Center.
5. Review National Support & Training Center's services and how to use them.
6. Review Regional Commissioners and AYSO Reference Manuals -- how to find information, Bylaws, National Rules and Regulations, Policy Statements, etc.
7. Review Regional Guidelines -- insure consistency with National Rules, Regulations and Policies.
8. Discuss the role, structure and importance of the regional board; emphasize identifying the proper volunteers for key positions and succession planning..
9. Stress the importance of communication -- within the region and between the region and the area.
10. Discuss procedures for disseminating information to parents, coaches, referees and other volunteers in a timely manner.

11. Review the budget process. Emphasize requirement for NAP participation.
12. Ensure that Regional Information Forms (RIF's) are up-to-date and filed with the National Support & Training Center. Emphasize importance of regular updating of information.
13. Explain that area director may, at times, have to step in if local practices are in conflict with national policies, rules, regulations or bylaws.
14. Assist Regional Commissioner in establishing an annual calendar/timeline.
15. Familiarize Regional Commissioner with training opportunities (ARM 1 & 2, BASIC, Section Meetings) and the National Annual General Meeting. Stress importance of participation and budgeting for such.
16. Discuss importance of obtaining regional records/information from former Regional Commissioner.

DETAILS TO COVER:

Key Policy Statements:

Conflict of Interest
 Secondary Programs
 Soccer Camps
 Paying AYSO Volunteers
 Participation in Non-AYSO Games/Tournaments
 Player Conflict between AYSO and Other Activities

Resources:

ARM 1 & 2
 BASIC
 Section Meetings
 Regional Commissioner Manual
 AYSO Reference Manual
 Area Director/Staff
 National Office
 Other Regions

National Requirements:

NAP/Bank Accounts/Two Signatures
 Annual Budget
 Publishing Financial Statements
 Legal Issues/Due Process
 Regional Information Forms (RIF's)
 Registration -- open, fees, forms-players, coaches, refs
 Team Formation -- balancing

Bylaws:

Regional Commissioner authority
 Political Activities
 Accountability
 Trademarks/Logo Usage & Authorizations
 Safety Director/Treasurer

Operational Tools:

Meetings -- Board, Parents, Coaches, Referees
 Succession Planning
 Regional Performance Program -- use as a checklist
 Regional Goals & Objectives
 Clinics -- Coaching/Refereeing
 Newsletters

Regional Operations:

Uniforms & Equipment
 Publicity/Fund Raising
 Annual Calendar
 Job Descriptions
 Delegating
 Registration Process

Parent/Player Handbooks
Regional Guidelines
WINAYSO

Volunteer Recruitment
Field Usage & Permits/Preparation
Staff/Board Structure
Communications

