

Special circumstances would include, but are not limited to, an illness; a soccer-related injury; change of address (moved to a new Region); parental custodial rights; conflict with secondary or high school rules of state which prevent the registered player from completing the Standard Primary program; guest players; and/or players enrolled in any special or pilot program that has been approved for inclusion in AYSO secondary programs by the board of directors.

If such a special circumstance arises within a Region, the Regional Commissioner must request approval, in writing, from the Area Director and/or Section Director prior to adding the child to a secondary season roster.

In special cases where all efforts have been exhausted to obtain a substitute player within the Region or neighboring Region, the Area Director and Section Director may approve up to three (3) outside players to participate. An outside player is any player not currently registered in AYSO or not participating in the current or just-concluded regular/primary season AYSO program. Said approval shall be secured in writing and shall state the name(s) of the tournament(s) in which the outside player(s) are approved to participate. For insurance purposes, any outside player must register with the AYSO Office before participating. (See National Policy Statement 2.2.)

**Team affiliations:**

Individual teams are to represent one affiliation, i.e., players are all registered with one organization — AYSO, USYSA, etc. This does not preclude players from being registered in more than one organization; they just may not represent each on different teams in the same tournament.

**Size of Tournament:**

How many teams will participate? Be sure to pick a number of teams your volunteer base can support including full referee and field needs. A well-organized and conducted small tournament as a starter will help ensure success. Conversely, a tournament that is too large for the volunteer base will most likely become an unpleasant experience for all involved. A large tournament staffed with a sufficient number of qualified volunteers will be more visible and adequately run, will be more enjoyable, will undoubtedly raise more funds, and will ensure that everyone will be looking forward to the tournament next year.

**Name of Tournament:**

A catchy name can build a strong identity for a tournament, so choose it carefully. It is strongly recommended that the name AYSO be used somewhere in the tournament name. Creative names might reflect location, a unique feature of the Area, etc. Because of tax implications, it is not recommended that sponsors be given title sponsorship. One of AYSO's official logos, preferably the traditional logo, should be incorporated in the design of publicity and promotional materials for the tournament.

**Participation of International Teams:**

Inclusion of international teams in an AYSO tournament can enhance the experience for all participants but requires extra effort by the organizing committee. First, approval to conduct a competition involving one or more teams from other countries must be secured from both U. S. Soccer and FIFA. No international team may participate without these approvals. The committee should plan a four- to six-month timeline to secure approvals and properly advertise the tournament to potential visiting teams overseas.

The necessary forms and applications from U.S. Soccer required for approval are able to be downloaded at:

[http://www.ayso.org/resources/tournament\\_forms/open\\_invitational\\_international\\_forms.aspx](http://www.ayso.org/resources/tournament_forms/open_invitational_international_forms.aspx).

Paperwork must be fully completed and original documents returned to the AYSO Office with sufficient lead time such that the AYSO Office can then submit them to U.S. Soccer for approval. It is good to allow at least 120 days in advance of the proposed date(s) of the tournament/matches to complete the approval process. U.S. Soccer is not required to accept or approve any such application submitted less than 90 days in advance.

After U.S. Soccer ensures that the team or organization is in good standing, it will then submit the request to FIFA (Federation Internationale de Football Association) for approval. Upon approval from FIFA, U.S. Soccer will return

the approved application to the tournament director, (and other organizers in jointly sponsored tournaments), the Section Director (and State Associations in jointly sponsored tournaments), and the AYSO Office.

**Research and Reporting Back:**

Each committee member should be given one or more of the above issues to research with a task completion date. A future committee meeting date should be set relatively soon after the task completion date in order to come to a conclusion about how to proceed. Take whatever time is required to research these issues, as they are probably the most important ones to be addressed. Regular meetings should be scheduled to maintain interest in the process. If the decision is made to host a tournament, the Regional Commissioner, Area Director, or Section Director should then proceed with identifying and appointing a tournament director.



# 15. AYSO Position Descriptions

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Position Descriptions for Section Director, Area Director, the seven required Regional Board positions, and several others are included here for reference purposes. Each AYSO Position Description includes the following components:

- Purpose
- Specific Duties and Responsibilities
- Qualifications and Desired Skills
- Supervision protocols
- Time Commitment
- Orientation, Training and Certifications
- Activity Locations

All Position Descriptions are available on the AYSO website:

[http://www.ayso.org/resources/volunteer\\_position\\_descriptions.aspx](http://www.ayso.org/resources/volunteer_position_descriptions.aspx)



## Regional Commissioner

### Purpose

The AYSO volunteer position of Regional Commissioner (RC) is intended to have the responsibility and the authority to manage the day-to-day business of the Region as described in Article IV of the Standard Regional Policies & Protocols within the framework of the AYSO operation regulations.

### Specific Duties and Responsibilities

The Regional Commissioner is expected to perform their duties consistent with the directions as detailed in the training, certification and continuing education provided by AYSO for this position including:

1. Support the AYSO Vision, Mission and National Programs in both specifics and in spirit.
2. Appoint, at a minimum, a Treasurer, and a third Board Member to assist with Regional operations. When volunteers are available, elect a Regional Coach Administrator (RCA), Regional Referee Administrator (RRA), Safety Director, Child & Volunteer Protection Advocate (CVPA) and Registrar. At least one board member must be trained, designated as, and responsible for the CVPA position; responsibilities of the remaining unfilled positions should be assumed by the three required members.
3. Upon RC appointment, review current Regional guidelines, update if applicable, submit to Area Director (AD) and Section Director (SD) for approval and publication. Regional guidelines for the operation of AYSO within the Region must conform to all provisions of the AYSO Standard Regional Policies & Protocols (P&Ps). If the Region does not have customized guidelines, the Region operates under the (P&Ps).
4. Lead preparation of the Region's Annual Budget, registration fees and player reserves.
5. Uphold fiduciary responsibilities for the Regional Treasury by frequently reviewing all Regional bank records, Bill(Divvy) transactions, QuickBooks, other Regional financial records and ensuring internal financial control procedures are consistent with AYSO's Financial policies and procedures.
6. Comply with the Soccer Accident Insurance (SAI) plan and submit insurance claims according to current procedures.
7. Budget for and participate in AYSO's annual business meeting, the National Annual General Meeting (NAGM).
8. Oversee dispute resolution within the Region pursuant to Article Nine of the Policies & Protocols (P&Ps) and AYSO operating guidelines.
9. Preside at all Regional Board Meetings.
10. Attend Area meetings or Area conference calls or designate a Regional delegate; and
11. Maintain close liaison with the AD and the SD, and coordinate all extra-Regional activities through the AD.

## Qualifications and Desired Skills

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

1. Annually submit an AYSO Volunteer Application form.
2. Pass the AYSO screening and background check.
3. Have good management, administrative and communication skills.
4. Demonstrate commitment to the AYSO Vision, Mission, Philosophies and AYSO governance.

## 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.
3. Required to maintain the recommended adult to child supervision ratio as referenced in the AYSO Safe Haven Child and Volunteer Protection guidelines: 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, and for the protection of both the children and the volunteer, no volunteer should 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).

## Orientation, Training, Certification and Continued Education Provided

To fully prepare for the position, the Regional Commissioner is expected to participate in the following AYSO training, certification and continuing education opportunities:

1. Orientation by the Area Director.
2. AYSO's Safe Haven, US SafeSport, CDC Concussion Awareness, and Sudden Cardiac Arrest Trainings.
3. Regional Board Member Training – 1.25 hours.
4. Regional Commissioner Training – 10 hours.
5. Dispute Resolution and Due Process Training – 2 hours.
6. Annual Management Update and Workshops at AYSO EXPOs.

## 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 or participate in activities in another location:

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



## Regional Coach Administrator

### Purpose

The AYSO Regional Coach Administrator (RCA) volunteer position is intended to administer a quality coaching program within the Region, with a focus on the management and training of AYSO coaches by representing and delivering the AYSO National Coaching Program.

### Specific Duties and Responsibilities

The RCA is expected to perform their duties consistent with the directions as detailed in the training, certification, and continuing education provided by AYSO for this position including:

1. Be a role model that provides leadership exemplifying the AYSO culture and philosophies and the AYSO National Coaching Program.
2. Support the efforts of the other administrators of the Region (Regional Commissioner, Child and Volunteer Protection Advocate, Registrar, Referee Administrator and Division Coordinators) to ensure there are enough willing, trained, and certified coaches to support the size of the Region.
3. Ensure that the direction, training, and advice given are always in conformance with the AYSO National, Section, Area and Region Bylaws, Rules & Regulations, Policies, procedures and guidelines.
4. Participate in team formation, player ratings and extended season team formation as needed.
5. Coordinate the training needed for the coaches, i.e., online, in-person, additional support.
6. Coordinate a pre-season coaches meeting where the importance of Safe Haven, Stewards of the Game, sportsmanship, touchline behavior, safety, changes to the Laws of the Game updates, and specific Regional priorities are presented.
7. Comply with Health & Safety Requirements: Concussion Awareness, Sudden Cardiac Arrest, AYSO's Safe Haven and SafeSport.

### Qualifications and Desired Skills

1. Annual appointment and approval as the Regional Coach Administrator by the Region.
2. Annual submission of an AYSO Volunteer Application form and current AYSO screening and background checks.
3. Knowledge and commitment to the AYSO Vision, Mission, Philosophies, Bylaws, Rules, Regulations, Policies, National Coaching Program.
4. Have experience and knowledge in the Region to contribute to the program planning and implementation.
5. Have training and certification (for the most recent AYSO coaching experience).
6. Alignment with current AYSO Coaching Methodology and other educational initiatives.
7. Knowledge of the current IFAB Laws of the Game.

### **Supervision Protocols**

While performing as the Regional Coach Administrator (RCA), 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. Required to maintain the recommended adult to child supervision ratio as referenced in the AYSO Safe Haven Child and Volunteer Protection guidelines: 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, and for the protection of both the children and the volunteer, no volunteer should be alone with any child or group of children (except their own) during AYSO-sponsored activities.

### **Time Commitment**

Time commitment will vary depending on Region size and length of playing season(s). For the “typical” Region, the RCA will devote approximately 8 hours per week during the playing season.

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

To fully prepare for the position, the Regional Coach Administrator is expected to participate in the following AYSO training, certification and continuing education opportunities:

1. Orientation by the Regional Commissioner/the Area Director and the Area Coach Administrator.
2. AYSO’s Safe Haven, US SafeSport, CDC Concussion Awareness, and Sudden Cardiac Arrest Trainings.
3. Regional Board Member Training – 1 hours.
4. Coach Administrator Training – 1 hour.
5. Dispute Resolution and Due Process Training – 2 hours.
6. Summary of the Laws of the Game - .5 hour.
7. Annual Coach Update, any formal coach educational updates or new course introductions, and Workshops at AYSO EXPOs.

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

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





## Regional Referee Administrator

### Purpose

The AYSO Regional Referee Administrator (RRA) volunteer position 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 perform their duties consistent with the directions as detailed in the training, certification, and continuing education provided by AYSO for this position including:

1. Support the AYSO Vision, Mission and National Programs in both specifics and spirit.
2. Support and ensure the consistent and accurate implementation of the AYSO National Referee Program with the Region and support creating a safe haven and Stewards of the Game.
3. Appoint, train and support a Regional Director of Referee Instruction and a Regional Director of Referee Assessment.
4. Ensure all referees within the Region annually complete and submit a Volunteer Application form in AYSO's Regional Management System of record and comply with all background screening requirements.
5. Verify certification requests for Regional Referee.
6. Serve as a member of the Regional board and provide advice and recommendations on matters pertaining to refereeing.
7. Manage Referee recruitment, retention, training, assignments, evaluations and budgeting.

### Qualifications and Desired Skills

1. Annual appointment and approval as the Regional Referee Administrator by the Region.
2. Annual submission of an AYSO Volunteer Application form and current AYSO screening and background checks.
3. Knowledge and unswerving commitment to the AYSO Vision, Mission, Philosophies, Bylaws, Rules, Regulations, Policies, National Referee Program and National, Section, Area and Region guidelines and procedures.
4. Administrative management and technical skills including web-based platforms.
5. Advanced Referee training and certification ideal.
6. Role Model inspiring and motivating others, particularly referees, by their values and actions.
7. Alignment with current AYSO Referee, Educational Philosophies and Instructor Certification.
8. Knowledge of the current IFAB Laws of the Game.

**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.
3. Required to maintain the recommended adult to child supervision ratio as referenced in the AYSO Safe Haven Child and Volunteer Protection guidelines: 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, and for the protection of both the children and the volunteer, no volunteer should be alone with any child or group of children (except their own) during AYSO-sponsored activities.

**Time Commitment**

Time commitment will vary depending on Region size and length of playing season(s). For the “typical” Region, the RRA will devote approximately 8 hours per week during the playing season.

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

To fully prepare for the position, the Regional Referee Administrator is expected to participate in the following AYSO training, certification and continuing education opportunities:

1. Orientation by the Regional Commissioner/the Area Director and the Area Referee Administrator.
2. AYSO’s Safe Haven, US SafeSport, CDC Concussion Awareness, and Sudden Cardiac Arrest Trainings.
3. Regional Board Member Training – 1 hours.
4. Regional Referee Administrator Training – 1 hour.
5. Dispute Resolution and Due Process Training – 2 hours.
6. Summary of the Laws of the Game - .5 hour.
7. Annual Referee Update and Workshops at AYSO EXPOs.

**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 or participate in activities in another location:

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



## Regional Child and Volunteer Protection Advocate

### Purpose

The AYSO volunteer position of Regional Child and Volunteer Protection Advocate (CVPA) 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 Regional CVPA is expected to perform their duties consistent with the directions as detailed in the AYSO Safe Haven Child and Volunteer Protection Policies, training, certification and continuing education provided by AYSO for this position including:

1. Support the AYSO Vision, Mission and National Programs in both specifics and in spirit.
2. Ensure all potential Regional volunteers annually submit an AYSO volunteer application form and background check in AYSO's Regional Management System of record and comply with any additional background screening requirements as defined by state laws.
3. Screen all potential Regional volunteers annually and submit eligible names to the Regional Board for approval.
4. Work with Regional administrators to ensure that only currently registered, cleared and approved volunteers are assigned to volunteer positions within the Region. Clearance to volunteer includes background check results, legislated health and safety training requirements (SafeSport Training, CDC Concussion Awareness Training, Sudden Cardiac Arrest), AYSO's Safe Haven training and Job specific/age-appropriate training.
5. Serve as the Safe Haven representative for the Region and the liaison between the Region and the AYSO Office.
6. Serve as a resource and/or facilitator for mandated good faith reporting of suspected child abuse to law enforcement and child welfare agencies. Report all incidents to the AYSO Risk Manager immediately.
7. Enforce AYSO's protocols to protect volunteer/player identities, privacy and privileged information.
8. Work with Regional Commissioner, Coach Administrator and Referee Administrator to ensure an annual review is held on child and volunteer protection responsibilities.
9. Promote the standards of behavior and conduct as reflected 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 Regional 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 annually approved and duly appointed as Regional Child and Volunteer Protection Advocate by the Regional Commissioner (RC).

4. Demonstrate discretion as well as strong administrative and organizational skills.
5. Be familiar with the Child Protection Acts, Volunteer Protection Act and Safe Sport Act, and requirements for mandated reporting of suspected child abuse.

### **Supervision Protocols**

While performing as the Regional 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.
3. Required to maintain the recommended adult to child supervision ratio as referenced in the AYSO Safe Haven Child and Volunteer Protection guidelines: 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, and for the protection of both the children and the volunteer, no volunteer should 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 8 hours per week per playing season.

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

To fully prepare for the position, the Regional CVPA is expected to participate in the following AYSO training, certification and continuing education opportunities:

1. Orientation by the Regional Commissioner.
2. AYSO's Safe Haven, US SafeSport, CDC Concussion Awareness, and Sudden Cardiac Arrest Trainings.
3. Regional Board Member Training – 1.25 hours.
4. CVPA Job Training – 1.25 hours.
5. Annual Safe Haven Addendum – 1.25 hours.
6. Annual Management Update and other Workshops at AYSO EXPOs.

### **Activity Locations**

While performing the duties of Regional CVPA, the volunteer is limited to the following locations, unless expressly authorized in writing by the Area Director to hold or participate in activities in another location:

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



## Regional Registrar

### Purpose

The AYSO volunteer position of Regional Registrar is intended to be responsible for the annual planning, implementation of player registration and team building.

### Specific Duties and Responsibilities

The Regional Registrar is expected to perform their duties consistent with the directions as detailed in the training, certification and continuing education provided by AYSO for this position including:

1. Support the AYSO Vision, Mission and National Programs in both specifics and in spirit.
2. Schedule, plan and coordinate multiple Regional registration events/opportunities.
3. Ensure all players are properly registered in the AYSO Regional Management System (RMS) of record, including payment of the Regional and National Player fees.
4. Assist with the placement of players on teams after Team Balancing.
5. Maintain a wait list for players who sign up after teams are balanced and filled. Where possible, help move players onto teams.
6. Provide Regional board with periodic player registration reports as needed.
7. Ensure player information is only provided to authorized AYSO representatives.

### Qualifications and Desired Skills

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

1. Annually submit an AYSO Volunteer Application form.
2. Pass the AYSO screening and background check.
3. Be annually approved and duly appointed as Regional Registrar by the Regional Commissioner (RC).
4. Demonstrate detail-orientation.
5. Be knowledgeable of AYSO's Rules & Regulations, player registration policies.
6. Be familiar with the use of computers and the RMS.

### 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.
3. Required to maintain the recommended adult to child supervision ratio as referenced in the AYSO Safe Haven Child and Volunteer Protection guidelines: 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, and for the protection of both the children and the volunteer, no volunteer should 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 Registrar will devote about 8 hours per week per playing season.

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

To fully prepare for the position, the Regional Registrar is expected to participate in the following AYSO training, certification and continuing education opportunities:

1. Orientation by the Regional Commissioner.
2. AYSO's Safe Haven, US SafeSport, CDC Concussion Awareness, and Sudden Cardiac Arrest Trainings.
3. Regional Board Member Training – 1.25 hours.
4. Registrar Job Training – 1.25 hours.
5. Annual Management Update and various Workshops at AYSO EXPOs.

### **Activity Locations**

While performing the duties of Regional Registrar, the volunteer is limited to the following locations, unless expressly authorized in writing by the Area Director to hold or participate in activities in another location:

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





## Regional Safety Director

### Purpose

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

### Specific Duties and Responsibilities

The Regional Safety Director is expected to perform their duties consistent with the directions as detailed in the training, certification and continuing education provided by AYSO for this position including:

1. Support the AYSO Vision, Mission and National Programs in both specifics and in spirit.
2. Coordinate the development of the Region's Safety Plan including site specific emergency response plans and regular field and equipment safety inspections.
3. Ensure all AYSO procedures are followed regarding Incident Reports and/or Soccer Accident Insurance (SAI) claims and notify the Regional Commissioner within 24 hours of each occurrence.
4. Ensure AYSO Soccer Accident Insurance (SAI) plan information, AYSO/CDC Concussion tools and approved safety procedures are available to Regional volunteers and player families.
5. Forward copies of all Incident Reports, SAI Claims, and for concussions, copies of the Participation Release, Medical Release and Player Registration Form to the AYSO Office: [riskmanagement@ayso.org](mailto:riskmanagement@ayso.org).
6. Obtain Field/Use Permits and required Certificates of Liability Insurance for all facilities used by the Region.
7. Ensure first aid kits and supplies are available at all playing sites.
8. Promote safety training and injury prevention programs for all Regional participants.

### Qualifications and Desired Skills

To be considered for the position of Regional Safety Director, the applicant must:

1. Annually submit an AYSO Volunteer Application form.
2. Pass the AYSO screening and background check.
3. Be annually approved and duly appointed as Regional Safety Director by the Regional Commissioner.
4. Have experience implementing safety standards and conducting safety inspections.
5. Have good communication and organizational skills.

### Supervision Protocols

While performing as the Regional Safety Director, 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.