

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 Safety Director 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 Safety Director 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. Safety Director Job Training – 1.25 hours.
5. Annual Management Update and Financial Workshops at AYSO EXPOs.

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 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 Treasurer Position

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. The Regional Treasurer shall deposit all funds and securities in the name and to the credit of the Region in an authorized bank or depository.

Specific Duties and Responsibilities

The Regional Treasurer is expected to perform their duties consistent with the directions as detailed in the AYSO Financial Policy, 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. Keep an accurate account of all monies received and disbursed, consistent with AYSO's Financial Chart of Accounts, maintaining all financial records for seven years in accordance with AYSO's Standard Regional Policies and Protocols, Article 8, Section F or for the duration of the membership year if stored using the AYSO digital accounting software of record.
3. All income shall be reconciled and placed into an approved AYSO financial checking account, as defined in the AYSO Financial Policy, no later than 2 business days from original receipt and used in accordance with National Policy Statement, Article 3, Section 3.9.
4. Disbursements must be accompanied by proper approval and original documentation according to the AYSO Schedule of Limits and Volunteer Reimbursement, National Policy Statement, Article 3, Section 3.1 and paid from the Region's checking account. File all receipts, invoices or other documentation as outlined in the Financial Policy or the AYSO digital accounting software of record.
5. Support the planning and adoption of an annual budget and setting the Region's player registration fees for the Membership Year.
6. Reconcile checking and savings accounts monthly.
7. Provide regular financial reports to the Regional board including income, expenses, year-to-date budget versus actual, liabilities and cash on hand.
8. Annually publish the Region's Budget or Financial Summary to the Region's participants or upon request.
9. Attend all board meetings, registration days or fundraising events to ensure proper cash handling procedures.
10. Comply with reporting requirements, including proper coding of income/expenses, in support of AYSO's federal and state reporting obligations including the annual IRS 990 Information Form, 1099 Tax Forms, Form 1096 for independent contractors, and state sales and use tax reporting.
11. Ensure accounts are audited on an annual basis or whenever there is a change of the executive member (Regional Commissioner), Treasurer or Account Signatory.

Qualifications and Desired Skills

To be considered for the position of Regional Treasurer, 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 Financial Policy, National Policy Statements and AYSO's Standard Policies and Protocols and Generally Accepted Accounting Principles (GAAP), Quickbooks or other accounting software.

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.
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 Treasurer 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 Treasurer 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. Treasurer Job Training – 1.25 hours.
5. Annual Management Update and Financial Workshops at AYSO EXPOs.

Activity Locations

While performing the duties of Regional Treasurer, 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.



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 help their players develop the appropriate soccer skills as recommended in the AYSO Coaching Manuals.

Specific Duties and Responsibilities

The Coach 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 and promote the AYSO Vision, Mission and National Programs in both specifics and in spirit.
2. Attend team organization and/or uniform, equipment distribution with the assistant coach before the season begins to receive team uniforms, equipment, play/practice schedules and player rosters.
3. Attend the age-appropriate coaching course to ensure appropriate application of technical and tactical skill training.
4. Conduct age-appropriate training sessions.
5. Support Regional Administrators including the Regional Commissioner, Coach Administrator, Referee Administrator, and Division Coordinators on all coaching matters and Regional operations.
6. Conduct a parent orientation meeting, distribute practice and game schedules to parents. Include goals and expectations for the season including parent participation and expectations for positive sporting behavior for creating a safe learning environment for all players.
7. Adhere to Safe Haven child and volunteer protection guidelines and principles.
8. Promote Kids Zone sidelines and Parent/Spectator pledges.
9. Provide player evaluations as required at the end of the season.
10. Promote Development and Fun over winning.

Qualifications and Desired Skills

To be considered for the position of Coach, 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 Coach by the Region.
4. Demonstrate commitment to the AYSO Vision, Mission, Philosophies and AYSO governance.
5. Demonstrate ethics, reliability, equality and inclusion without implicit bias.
6. Promote the benefits of youth sports, especially soccer.
7. Attend training classes before the season begins.

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 Division Coordinator and 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.
4. Once the team and assistant coaches assume charge of the children on their team, they remain 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 for the full season or membership year if chosen to participate in additional seasons or secondary play, approximately six hours per week during a season.

Orientation, Training, Certification and Continued Education Provided

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

1. Orientation by the Region.
2. AYSO's Safe Haven, US SafeSport, CDC Concussion Awareness, and Sudden Cardiac Arrest Trainings.
3. Coach training classes, clinics and continued education opportunities.
4. Referee clinics.
5. Annual Coach and Referee (Laws of the Game) Updates.

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 or participate in activities at another location:

1. Assigned field locations.
2. Regional meetings and sponsored events.
3. Regularly scheduled and duly approved inside or outside AYSO activities.
4. Independent work at home alone, in committees of adults, or in a properly approved and supervised situation with children.



Assistant Coach

Purpose

The AYSO volunteer position of Assistant Coach is intended to help the Team Coach 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 Assistant Coach will help their players develop the appropriate soccer skills as recommended in the AYSO Coaching Manuals.

Specific Duties and Responsibilities

The Assistant Coach 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 and promote the AYSO Vision, Mission and National Programs in both specifics and in spirit.
2. Attend team organization and/or uniform, equipment distribution with the team coach before the season begins to receive team uniforms, equipment, play/practice schedules and player rosters.
3. Attend the age-appropriate coaching course to ensure appropriate application of technical and tactical skill training.
4. Support the team coach in conducting age-appropriate training sessions and team tasks as requested by the team coach.
5. Support the team coach in conducting a parent orientation meeting, distribute practice and game schedules to parents. Include goals and expectations for the season including parent participation and expectations for positive sporting behavior for creating a safe learning environment for all players.
6. Adhere to Safe Haven child and volunteer protection guidelines and principles.
7. Promote Kids Zone sidelines and Parent/Spectator pledges.
8. Promote Development and Fun over winning.

Qualifications and Desired Skills

To be considered for the position of Assistant Coach, 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 Coach by the Region.
4. Demonstrate commitment to the AYSO Vision, Mission, Philosophies and AYSO governance.
5. Demonstrate ethics, reliability, equality and inclusion without implicit bias.
6. Promote the benefits of youth sports, especially soccer.
7. Attend training classes before the season begins.

Supervision Protocols

While performing as the Assistant 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 Team Coach and supervised indirectly by the Division Coordinator and Regional 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 his or her own) during AYSO-sponsored activities.
4. Once the team and assistant coaches assume charge of the children on their team, they remain 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 an Assistant Coach is for the full season or membership year if chosen to participate in additional seasons or secondary play, approximately six hours per week during a season.

Orientation, Training, Certification and Continued Education Provided

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

1. Orientation by the Region.
2. AYSO's Safe Haven, US SafeSport, CDC Concussion Awareness, and Sudden Cardiac Arrest Trainings.
3. Coach training classes, clinics and continued education opportunities.
4. Referee clinics.
5. Annual Coach and Referee (Laws of the Game) Updates.

Activity Locations

While performing the duties of Assistant Coach, the volunteer is limited to the following locations, unless expressly authorized in writing by the Regional Commissioner to hold or participate in activities at another location:

1. Assigned field locations.
2. Regional meetings and sponsored events.
3. Regularly scheduled and duly approved inside or outside AYSO activities.
4. Independent work at home alone, in committees of adults, or in a properly approved and supervised situation with children.



Referee

Purpose

The AYSO volunteer position of Referee is intended to manage soccer matches played between teams of youth players in the age groups from 8U to 19U according to the AYSO National Rules and Regulations, the IFAB 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 promote a safe, fair, fun playing environment and to develop a positive self-image in the players and provide a good role model for all AYSO participants.

Specific Duties and Responsibilities

The Referee 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 and promote the AYSO Vision, Mission and National Programs in both specifics and in spirit.
2. Support the AYSO National Referee Program in both specifics and spirit.
3. Attend Regional Referee meetings before and during the season as required.
4. Attend specific Referee training courses to develop refereeing skills.
5. Attend referee refresher courses (continuing education training) as necessary to maintain current knowledge of AYSO National Rules & Regulations, the IFAB Laws of the Game knowledge, and to become familiar with changes.
6. Officiate matches assigned according to the AYSO National Rules & Regulations, the IFAB Laws of the Game and prevailing guidelines with equity and fairness, and without bias.
7. Keep a record of each match officiated and make special reports as necessary.
8. Follow AYSO Safe Haven guidelines and demonstrate conduct in keeping with AYSO's Stewards of the Game and published codes of conduct.
9. Support the Regional Commissioner and staff.
10. Cooperate with the Regional Referee Administrator and referee staff on issues pertaining to refereeing.
11. Promote Good Sportsmanship and Fun over winning.

Qualifications and Desired Skills

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

1. Annually submit an AYSO Volunteer Application form.
2. Pass the AYSO screening and background checks including state/federal required fingerprinting.
3. Be annually approved and duly appointed as Referee by the Region.
4. Complete AYSO Referee Certification.
5. Complete Safe Haven Training including AYSO's Safe Haven, Concussion Awareness and Sudden Cardiac Arrest training as required by State, and Federal, U.S. Soccer required SafeSport Training.
6. Demonstrate responsibility and reliability.

7. Demonstrate ethics, equality and inclusion without implicit bias.
8. Be physically capable and interested in promoting the benefits of youth sports, especially soccer.

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.
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 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

The anticipated time commitment for a Referee is for the full year. The estimated hours to fulfill duties by month shall be set by the Regional Referee Administrator.

Orientation, Training, Certification and Continued Education Provided

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

1. Orientation by the Regional Referee Administrator.
2. AYSO's Safe Haven, US SafeSport, CDC Concussion Awareness, and Sudden Cardiac Arrest Trainings.
3. Referee training classes: 8U Official, Regional Referee, Intermediate Referee, Advanced Referee and National Referee.
4. Referee Instructor training classes: Regional Referee Instructor, Intermediate Referee Instructor and Advanced Referee Instructor, Referee Instructor Evaluator.
5. Referee Assessor training classes: Referee Mentor, Referee Assessor and National Referee Assessor.
6. IFAB Laws of the Game, AYSO National Rules and Regulations, AYSO Referee Guidelines and update and refresher courses.
7. Various Referee track workshops, Annual Referee and Laws of the Game Updates at the annual Section EXPOs/Conferences.

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 or participate in activities at another location:

1. Assigned field locations.
2. Regional meetings and sponsored events.
3. Regularly scheduled and duly approved inside or outside AYSO activities.
4. Independent work at home alone, in committees of adults, or in a properly approved and supervised situation with children.



Team Parent/Manager

Purpose

The AYSO volunteer position of Team Parent/Manager is intended to carry out duties as directed by the Team Parent/Manager Coordinator.

Specific Duties and Responsibilities

The Team Parent/Manager is expected to:

1. Support and promote the AYSO Vision, Mission and National Programs in both specifics and in spirit.
2. Assist the Team Parent/Manager Coordinator with the distribution of team and individual photos, fundraising materials and awards or certificates to individual players.
3. Support the team coach in distributing practice and game schedules to parents.
4. Adhere to Safe Haven child and volunteer protection guidelines and principles.
5. Promote Kids Zone sidelines and Parent/Spectator pledges.
6. Promote Development and Fun over winning.

Qualifications and Desired Skills

To be considered for the position of Team Parent/Manager, the volunteer 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 Team Parent/Manager by the Region.
4. Be a good communicator.
5. Be reliable, organized and detail oriented.

Supervision Protocols

While performing as the Team Parent/Manager, 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 Team Coach and supervised indirectly by the Division Coordinator and 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.

4. Once the team and assistant coaches assume charge of the children on their team, they remain 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. Team Parent/Managers should be prepared to assist the coaches in providing the proper supervision ratios and coordinating activities with parents.

Time Commitment

The anticipated time commitment for a Team Parent/Manager is for the full season or membership year if chosen to participate in additional seasons or secondary play, approximately six hours per week during a season.

Orientation, Training, Certification and Continued Education Provided

To fully prepare for the position, the Team Parent/Manager is expected to participate in the following AYSO training, certification and continuing education opportunities:

1. Orientation by the Region.
2. AYSO's Safe Haven, US SafeSport, CDC Concussion Awareness, and Sudden Cardiac Arrest Trainings.

Activity Locations

While performing the duties of Team Parent/Manager, the volunteer is limited to the following locations, unless expressly authorized in writing by the Regional Commissioner to hold or participate in activities at another location:

1. Assigned field locations.
2. Regional meetings and sponsored events.
3. Regularly scheduled and duly approved inside or outside AYSO activities.
4. Independent work at home alone, in committees of adults, or in a properly approved and supervised situation with children.



Area Director

Purpose

The AYSO volunteer position of Area Director (AD) is intended to have the responsibility and the authority to organize and coordinate the various Regions in the Area. Each Area Director shall be nominated by the Regional Commissioners within the Area. Subject to the approval of the appropriate Section Director, Area Directors shall be appointed by the National Board of Directors for a term of three years.

Specific Duties and Responsibilities

The Area 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. Be responsible for the operations, performance and growth of the Area and all inter-Regional and extra-Regional activities within the Area.
3. Develop Area Budget and plans for funding support and services to the Regions within the Area. Budget for and participate in AYSO's annual business meeting, the National Annual General Meeting (NAGM) and Section EXPOs.
4. Uphold fiduciary responsibilities for the Regional Treasuries in the Area by being a signatory on all bank accounts, reviewing all Regional bank records, Divvy transactions, QuickBooks (run Quincey report), other Regional financial records and ensuring internal financial control procedures are consistent with AYSO financial policies and procedures.
5. Appoint and organize an Area staff to provide required support and services to the Regions. At a minimum, appoint an Area Treasurer, Area Coach Administrator and an Area Referee Administrator to assist with Area training. Area Directors may elect an Area Child & Volunteer Protection Advocate (CVPA) to monitor volunteer compliance (background checks, mandated health and safety trainings, coach, referee and board member training).
6. Oversee RC elections/appointments, review Regional guidelines, update if applicable. 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).
7. Oversee dispute resolution within the Area pursuant to Article Nine of the Policies & Protocols (P&Ps) and AYSO operating guidelines.
8. Hold regular Area Meetings with Area Staff and Regional Commissioners.
9. Attend Region meetings or virtual calls periodically.
10. Maintain close liaison with the SD and the RCs and coordinate all inter-Regional activities.

Qualifications and Desired Skills

To be considered for the position of Area Director, 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. Ideally have extensive experience in AYSO, preferably as a Regional Commissioner.
5. Demonstrate commitment to the AYSO Vision, Mission, Philosophies and AYSO governance.

Supervision Protocols

While performing as the Area 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 Section Director. and supervised indirectly by the National Board of Directors.
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 Area size and length of playing season(s).

Orientation, Training, Certification and Continued Education Provided

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

1. Orientation by the Section 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. Area Director 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 Area Director, 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.



Area/Section Auditor Position

Purpose

The AYSO volunteer position of Area or Section Auditor is intended to assist the Section Director, Area Director and Regional Commissioner in fulfilling their fiduciary responsibilities to protect the Organization's assets and Non-Profit status by reviewing, monitoring and reporting on the financial accounts, controls and records of the Regions, Areas and Section.

Specific Duties and Responsibilities

The Area/Section Auditor is expected to perform their duties consistent with the directions as detailed in the AYSO Financial Policy, 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. Review the accounting practices and verify they are in compliance with the AYSO Financial policy including the accurate accounting of all monies received and disbursed according to the AYSO Financial Chart of Accounts, maintaining financial records for seven years and proper and timely use of AYSO's digital accounting software of record.
3. Verify on a regular basis that all income is reconciled and placed into an approved AYSO financial checking account, as defined in the AYSO Financial Policy, no later than 2 business days from original receipt and used in accordance with National Policy Statement, Article 3, Section 3.9.
4. At least quarterly, review bank transactions, payments, reimbursements and bank reconciliations for accounts according to the AYSO Schedule of Limits and Volunteer Reimbursement, National Policy Statement, Article 3, Section 3.1 and paid from the Region's checking account.
5. Periodically review the financial reports provided to the Section/Area/Region boards and analyze any material variances to budget.
6. Ensure accounts are audited on an annual basis or whenever there is a change of the executive member (Regional Commissioner), Treasurer or Account Signatory.
7. Perform an audit upon the request of the National Executive Director, National Treasurer, Section Director, Area Director or Regional Commissioner.

Qualifications and Desired Skills

To be considered for the position of Area or Section Auditor, 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 the Area or Section Auditor by the Area Director or Section Director.
4. Demonstrate detail-orientation.

5. Have some managerial and financial experience.
6. Be knowledgeable of AYSO's Financial Policy, National Policy Statements and AYSO's Standard Policies and Protocols and Generally Accepted Accounting Principles (GAAP), QuickBooks or other accounting software.
7. Have experience as a Regional Treasurer. The Auditor cannot audit accounts for which they served as the Treasurer, or where they are of the same household or related to the Executive Member, Treasurer, or Account Signatory by birth or marriage.

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 Area Director and indirectly, 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 Area, Region sizes and length of playing season(s). For the typical AYSO Area, the Auditor will devote about 8 hours per week per playing season; less in the off-season.

Orientation, Training, Certification and Continued Education Provided

To fully prepare for the position, the Area or Section Auditor is expected to participate in the following AYSO training, certification and continuing education opportunities:

1. Orientation by the Area Director and/or Section 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. Treasurer Job Training – 1.25 hours.
5. Auditor Training – 1.25 hours.
6. Annual Management Update and Financial Workshops at AYSO EXPOs.

Activity Locations

While performing the duties of Area or Section Auditor, the volunteer is limited to the following locations, unless expressly authorized in writing by the Area or Section 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.

16. Acronyms and Abbreviations

Below is a list of some of the acronyms and abbreviations commonly used throughout AYSO.

AAP	Area Assessment Program
ACA	Area Coach Administrator
AD	Area Director
ADRA	Area Director of Referee Assessment
ADRI	Area Director of Referee Instruction
ARA	Area Referee Administrator
AST	Area Staff Training
BASIC	Board and Staff Introductory Certification
Big 3	AYSO, NISOA and NSCAA
BOD	Board of Directors (of a Region)
CVPA	Child and Volunteer Protection Advocate
EPIC	Everyone Plays In our Communities
FIFA	Federation Internationale de Football Association (the international governing body of soccer)
iFAB	International Football Association Board
NAASA	National AYSO Adult Soccer Association
NAGM	National Annual General Meeting
NAP	National Accounting Program
NBOD	National Board of Directors
NCAC	National Coaching Advisory Commission
NCACE	National Council for Accreditation of Coaching Education
NDOT	National Director of Tournaments
NISOA	National Intercollegiate Soccer Officials Association
NMAC	National Management Advisory Commission

NRA	National Referee Administrator
NRAC	National Referee Advisory Commission
NRP	National Referee Program
NSCAA	National Soccer Coaches Association of America
NSHOF	National Soccer Hall of Fame
NTAC	National Tournament Advisory Commission
PA	Program Administrator
RAP	Regional Assessment Program
RC	Regional Commissioner
RCA	Regional Coach Administrator
RDRA	Regional Director of Referee Assessment
RDRI	Regional Director of Referee Instruction
RRR	Regional Referee Administrator
RRC	Regional Referee Course
SCA	Section Coach Administrator
SD	Section Director
SDRA	Section Director of Referee Assessment
SDRI	Section Director of Referee Instruction
SMA	Section Management Administrator
SRA	Section Referee Administrator
STA	Section Tournament Administrator
USASA	United States Adult Soccer Association
USSF	United States Soccer Federation
USYSA	United States Youth Soccer Association

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