

# ★★★ 2019-2020 Regional Assessment Program Application ★★★

Please forward the completed application to your Area Director by September 1, 2020



Section: \_\_\_ Area: \_\_\_\_\_ Region: \_\_\_\_\_ Check one:  Pilot Region  Chartered Region  
 Regional Commissioner: \_\_\_\_\_ Year first appointed: \_\_\_\_\_  
 Communities served (**Print** the city names **and state** or geographic zone to be included on the Certificate i.e. So. California):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Average per player fee: \_\_\_\_\_ Number of Players: \_\_\_\_\_  
 Past Regional Assessment Program Awards:  Platinum  Gold  Silver  Bronze  None  
 Currently applying for (Choose one):  Platinum  Gold  Silver  Bronze

**The Regional Board Members listed below have examined this application and its attachments and to the best of their knowledge, this document accurately represents the status of the Region**

	Position:	Printed Name:	Signature:	Date:
<b>Required Signatures</b>	Regional Commissioner			
	Regional Registrar			
	Regional Treasurer			
	Regional Safety Director			
	Regional CVPA			
	Regional Coach Administrator			
	Regional Referee Administrator			

*This Section to be completed by the Area Director and Section Director*

Approved Award Level:  Platinum  Gold  Silver  Bronze  Honorable Mention

Area Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Area Director verified accuracy of RAP**  Comments: \_\_\_\_\_

**Area Director, please forward RAP to the Section Director by October 1, 2020**

Section Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**Section Director, please forward the approved RAP to the AYSO Office by November 1, 2020**



# Regional Assessment Program (RAP)

## Point Methodology and Award Level Grading

### Assessment Program Point Value Methodology

	Degree of Difficulty	Importance	Total Point Value possible
All items = 1 pt.	Labor intensive = 1 pt. additional	Must do = 2 pts Should do = 1 pt.	<b>4</b>
All Training courses = 1 pts	Labor intensive = 1 pt. additional	Must do = 2 pts Should do = 1 pt.	<b>4</b>

#### Earned Points:

Administration Category	pg. 5	Points Earned:	<u>        </u> / 118
Coach Category	pg. 8	Points Earned:	<u>        </u> / 65
Referee Category	pg.10	Points Earned:	<u>        </u> / 65
Finance Category	pg.11	Points Earned:	<u>        </u> / 35
Secondary/Community Category	pg.12	Points Earned:	<u>        </u> / 35

**Total Points Earned:**          / **318**

Plus Bonus Points:          / 6

**Total Points:**                         

#### Grading Scale

284 – 318 points	Platinum Level	90% - 100%
252 – 283 points	Gold Level	80% - 89%
221 – 251 points	Silver Level	70% - 79%
189 – 220 points	Bronze Level	60% - 69%



# Regional Assessment Program

## Administration

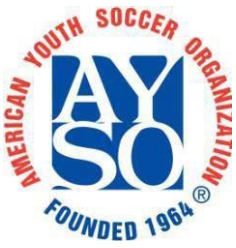
		Total Points Available	Region Points	AD/SD Use Only
1	Regional Commissioner or delegate attended at least one Area meeting or Area conference call that was offered during the past year. Date: _____ (Regional Commissioner job description).	2		
2	<b>All</b> required Regional Board positions, as listed below, were filled and each member received discipline specific training: (Bylaws Section 1.04; Standard Regional Policies and Protocols Article 6.A.2, Safe Haven 9.1) <b>1 point for each position filled, 2 points for each position trained</b> <input type="checkbox"/> RC Training Cert. date _____ <input type="checkbox"/> Reg. Referee Admin. Cert. date _____ <input type="checkbox"/> Reg. Treasurer Cert. date _____ <input type="checkbox"/> Reg. Coach Admin. Cert. date _____ <input type="checkbox"/> Reg. Safety Director Cert. date _____ <input type="checkbox"/> Reg. Registrar Cert. date _____ <input type="checkbox"/> Reg. Child and Volunteer Protection Advocate Cert. date _____	21		
3	Regional Commissioner completed: (Regional Commissioner position description) (Check all that apply) <input type="checkbox"/> RC and Board Orientation by AD Cert. date _____ <b>3 points</b> <input type="checkbox"/> Introductory Management/Regional Management Cert. date _____ <b>3 points</b> <input type="checkbox"/> Dispute Resolution <b>and</b> Due Process/Dispute Resolution prior to 2014 Cert. date _____ <b>3 points</b>	9		
4	AYSO philosophies were publicized and promoted in the community. (Bylaws Section 1.04.) List examples:	2		
5	All Regional Board Volunteers have AYSO's Safe Haven® Certification. <b>3 points</b> Regional Board Volunteers (beyond #2 above) have attended discipline specific training. <b>1-3 points available</b> 50-75% = 1 point 75-95% = 2 points 95% and above = 3 points (Standard Regional Policies and Protocols Article 4.D)	6		
6	All Regional Board Volunteers have received the most current Safe Haven® approved job descriptions. (Standard Regional Policies and Protocols Article 4.D)	1		
7	Standard Regional Policies and Protocols and/or any customized Regional Addendums were reviewed/updated/adopted, signed by RC, AD and SD, and submitted to the National Office and made available to the entire Region and/or were distributed upon request. <b>Date Submitted</b> _____	3		
8	Region had Board Member nominations (open to everyone) and elections this year (or as appropriate). (Standard Regional Policies and Protocols Article 4.B)	1		
9	Region has nominations for Regional Commissioner at least every three years and nominations are open to all who are interested in accordance with the process stated in the Policies and Protocols. (Standard Regional Policies and Protocols Article 4.B)	1		
10	All administrators and coaches are volunteers - none are paid. (National Policy Statement 2.5) If the Region pays any Independent Contractors for services, an AYSO template contract has been properly executed by the National Executive Director and signed and the "1099 Program" is being followed.	1		

11	All volunteers registered using an eSigned online form and were processed by the Region prior to the volunteer starting their position. <i>(Bylaw Section 1.04 (c); National Policy Statement 3.7)</i> # of coaches _____ # of referees _____ # other volunteers _____ (3 points per category)	9		
12	Regional Information Form (RIF) updated upon any changes to the Regional Board. <i>(Regional Commissioner position description; Treasurer Manual)</i>	3		
13	Region publicized registration dates and made every effort to accommodate all players interested in registering. <b>Describe:</b> _____	3		
14	All players are registered using an eSigned online form or through AYSO system of record. <i>(Policy Statements Article 3.7)</i>	3		
15	Region abides by all AYSO Rules & Regulations, Bylaws and Policy Statements. <i>(Bylaws 1.04(a); Standard Regional Policies and Protocols Article 4.A.)</i>	2		
16	Regional Board meetings and agendas were publicized and open to all the Region's participants prior to the meetings. <i>(Standard Regional Policies and Protocols Article 6.C.)</i> <b>Describe:</b> _____	1		
17	Regional Board meeting minutes are prepared, kept available for review. <i>(Standard Regional Policies and Protocols Article 6.C.)</i> (Check all that apply - points earned for any) <input type="checkbox"/> Distributed to Area Director <input type="checkbox"/> Available to the Region's participants upon request	1		
18	Region provides uniforms in keeping with AYSO Rules & Regulations.	2		
19	AYSO trademarks are used properly. <i>(Policy Statements Article 1.1)</i>	1		
20	The Soccer Accident Insurance Program (SAI) was administered in a manner consistent with current procedures. <i>(Bylaw Section 1.04 (o))</i> <ul style="list-style-type: none"> <li>▪ Secures necessary permits and where required, certificates of liability for all practice and playing fields.</li> <li>▪ SAI brochures are provided to all parents/guardians upon registration and/or posted online.</li> <li>▪ All preliminary and final Soccer Accident Insurance (SAI) claim forms were submitted to AYSO's insurance carrier within 90 days of injury as necessary. <i>(Bylaw 1.04(o))</i>    <input type="checkbox"/> None Reported</li> </ul>	1		
21	Goals are properly anchored, safety stickers in place; nets are secured and safely fastened. Explain how goal post safety is covered with every volunteer and player. <i>(Policy Statement 2.10)</i>	3		
22	Procedures for team formation and balancing were publicized and followed. <i>(Bylaw Section 1.04(d); Standard Regional Policies and Protocols Article 7.B.2.)</i>	1		
23	Region implemented the Kids Zone® program to promote a fun, fair, safe soccer environment. (3 pts) Region implemented Stewards of the Game to emphasize that player safety is the #1 priority. (3 pts)	6		
24	Procedures are established and published for utilizing a waiting list.	1		

25	Regional calendar is established and distributed before the start of the season.	3		
26	Region has a volunteer recruitment program in place. Describe: _____	2		
27	Area Director was invited to at least one Regional Board meeting/call during the year.	1		
28	Regional goals and objectives were discussed, decided upon and distributed to all Regional Board and staff.	2		
29	Retained player registration at same level as previous year.	1		
30	Internal growth goal set for player registrations for the year. <b>(Points earned if goal is met or exceeded, must be a positive number &gt; 0.</b> Growth goal: ___% <input type="checkbox"/> Region met this goal <input type="checkbox"/> Region exceeded this goal. Actual Growth:    %	3		
31	Region sent representatives to the Section EXPO and/or Road Show to receive additional training in their discipline. (1 point per person up to 4.) How many? _____ <b>(Check all that apply - Points earned for sending participants to any events above)</b> <input type="checkbox"/> Treasurer <input type="checkbox"/> Safety Director <input type="checkbox"/> CVPA <input type="checkbox"/> Registrar <input type="checkbox"/> Regional Coach Administrator <input type="checkbox"/> Regional Referee Administrator <input type="checkbox"/> Regional Commissioner <input type="checkbox"/> Others: _____	4		
32	Parent/player handbook distributed to the Regional participants before the start of the season (hard or soft copy), and posted to the website.	1		
33	Regional website created and updated periodically to keep parents and volunteers better informed of the activities in the Region.    URL: _____	2		
34	Region participated in Inter-Regional play with other Regions in the Area, if available.	1		
35	Small-sided games were utilized: (Check all that apply) Schoolyard <input type="checkbox"/> 6U <input type="checkbox"/> 8U <input type="checkbox"/> 10U <input type="checkbox"/> 12U <input type="checkbox"/> <b>1 point per box checked.</b>	5		
36	The Region <b>HAS NOT</b> distributed its mailing list. <i>(Policy Statements Article One 1.2)</i>	1		
37	Region has, at a minimum, one trained, certified and active Regional Management Instructor who is certified to instruct AYSO's Safe Haven® Certification for Regional Board Positions. Name your most active instructor: _____	4		
38	Region holds live registration events (face-to-face) for at least one registration.	3		
39	Region's refund policy is established and posted on the Region's website. <i>(Standard Regional Policies and Protocols)</i>	1		

**TOTAL POINTS AVAILABLE = 118**

**Total Points Earned: \_\_\_\_\_**



# Regional Assessment Program Coach

		Total Point Available	Region Points	AD/SD Use Only
1	Regional Coach Administrator completed: <span style="float: right;"><b>3 points per box checked</b></span> <input type="checkbox"/> Introductory Management/Regional Management Cert. date _____ <b>3 points</b> <input type="checkbox"/> Dispute Resolution <b>and</b> Due Process/Dispute Resolution prior to 2014 Cert. date _____ <b>3 points</b>	6		
2	All 6U Coaches are trained and certified: _____ How many 6U teams in your Region: _____ <b>(Rules and Regulations Section E.2 (a) )</b>	4		
3	All 8U Coaches are trained and certified: _____ How many 8U teams in your Region: _____ <b>(Rules and Regulations Section E.2 (a) )</b>	4		
4	All 10U Coaches are trained and certified: _____ How many 10U teams in your Region: _____ <b>(Rules and Regulations Section E.2 (a) )</b>	4		
5	All 12U Coaches are trained and certified: _____ How many 12U teams in your Region: _____ <b>(Rules and Regulations Section E.2 (a) )</b>	4		
6	All 14U Coaches are trained and certified: _____ How many 14U teams in your Region: _____ <b>(Rules and Regulations Section E.2 (a) )</b>	4		
7	Coach volunteers attend an annual orientation/meeting prior to the start of the season _____ where Safe Haven Protocols and safety procedures are reviewed.	2		
8	AYSO trained and certified instructors were used at all courses. Provide instructor names:	4		
9	Number of coaches completing or upgrading to: Intermediate Coach _____ <b>3 points</b> Advanced Coach _____ <b>3 points</b>	6		

10	All rosters were managed/returned within 30 days from date of course via AYSOU.	3		
11	Regional Coach Administrator has filled the Regional Coach Trainer position. (Points if different than RCA) Name the Regional Coach Trainer: _____	2		
12	Region has, at a minimum, one trained, certified and active Regional Coach Instructor who is certified to instruct AYSO's Safe Haven® Certification for 6U, 8U, 10U and 12U coaches. Name your most active instructor: _____	4		
13	Region budgeted for coaches wishing to attend: coach course/coach instructor course/EXPO/Super Camp/National Coaching Course during the year.	2		
14	Coach courses held in the Region and rosters returned in eAYSO: <b>(4 pts each)</b>  6U Coach Courses: _____                      8U Coach Courses: _____  10U Coach Courses: _____                      12U Coach Courses: _____	16		

**TOTAL POINTS AVAILABLE = 65**

**Total Points Earned: \_\_\_\_\_**



# Regional Assessment Program Referee

		Total Points Available	Region Points	AD/SD Use
<b>1</b>	AYSO Edition of the FIFA Laws of the Game and AYSO Guidance for Referees, Coaches, Other Volunteers and Parents were provided to every new referee.	1		
<b>2</b>	Referee volunteers attended an annual orientation/meeting prior to the start of the season.	1		
<b>3</b>	AYSO trained and certified instructors were used at all courses. <i>(National Referee Program Manual)</i>	4		
<b>4</b>	Region utilizes the diagonal system of control (one referee and two assistant referees) or when less than three referees are available for a game, only one referee is on the field, assisted by a qualified AR and/or by a club lineperson on the touchlines. <i>(Only system approved by FIFA and followed by AYSO)</i>  Percentage of games covered by three neutral officials _____ <i>(National Referee Program Manual)</i>	2		
<b>5</b>	Regional Referee Administrator completed: <span style="float: right;"><b>3 points per box checked</b></span>  <input type="checkbox"/> Introductory Management/Regional Management Cert. date _____ <b>3 points</b> <input type="checkbox"/> Dispute Resolution and Due Process/Dispute Resolution prior to 2014 Cert. date _____ <b>3 points</b> <i>(Reference Book 14:13-14:14)</i>	6		
<b>6</b>	All rosters were managed/returned within <span style="background-color: #00FFFF;">30</span> days from date of course via AYSOU. <i>(National Referee Program Manual, Pg. 32)</i>	3		
<b>7</b>	Regional Referee Administrator has filled the following staff positions:  <input type="checkbox"/> Regional Director of Referee Assessment Name: _____ ..... <b>2 points</b> <input type="checkbox"/> Regional Director of Referee Instruction Name: _____ ..... <b>2 points</b> <input type="checkbox"/> Referee Assignor/Scheduler Name: _____ ..... <b>1 points</b>  <i>(RRA Job Description)</i>	5		



8	Region budgeted for referees wishing to attend a referee instructor course/referee assessor course/ EXPO/Super Camp or Road Show during the year.	3		
9	Referee courses held in the Region and rosters returned in: 8U Referee Course Date: _____ <b>4 points</b> Asst. Referee Course Date: _____ <b>4 points</b>  BASIC Referee Courses Dates: _____ _____ <b>4 points each up to two</b>	16		
10	Number of referees completing or upgrading to:  Intermediate Referee _____ <b>3 points</b> Advanced Referee _____ <b>3 points</b> National Referee _____ <b>4 points</b>  <i>(Reference Book 11:1-11:3)</i>	10		
11	Region has, at a minimum, one trained, certified and active Regional Referee Instructor who is certified to instruct AYSO's Safe Haven® Certification for referees.  Name your most active instructor: _____	4		
12	Region implemented a Player-Referee Organization Program (PRO, a.k.a. youth referees).  Describe: _____  <i>(Developing and Maintaining A Youth Referee Program Manual)</i>	3		
13	Region implemented a formal mentoring program for referees.  <i>(National Referee Program Manual)</i>	4		
14	Referee Assignor has completed the Referee Assignor-Scheduler Webinar	3		

**TOTAL POINTS AVAILABLE = 65**

**Total Points Earned: \_\_\_\_\_**



# Regional Assessment Program Finance

		Total Points Available	Region Points	AD/SD Use Only
<b>1</b>	Payments for all player registration fee invoices, along with other invoices due to the National Office, were received at the National Office no later than 30 days following the invoice date. <i>(Bylaw Section 1.04 (M); Treasurer Manual)</i>	4		
<b>2</b>	Funds were budgeted for and Regional Commissioner attended the following meetings: <i>(Regional Commissioner Position description)</i> (Points only for meetings actually attended).  <input type="checkbox"/> RC Training within 1 year of appointment <b>2 Points</b> <input type="checkbox"/> Most recent AYSO EXPO <b>2 Points</b> <input type="checkbox"/> National Annual General Meeting (NAGM) <b>2 Points*</b> *If the RC could not attend, another Board Member attended or proxy form was submitted.	6		
<b>3</b>	Operating budget for the Region was submitted to the National Office by June 1st prior to the beginning of the fiscal year and copied to the Area Director. <i>(Bylaw 1.04 (M); Treasurer Manual)</i>	3		
<b>4</b>	Financial guidelines, as established by the Treasurer’s Manual, Standard Regional Policies and Protocols and Bylaws, are administered properly within the Region.	2		
<b>5</b>	Operating budget was made available to volunteers and parents for their information via: <i>(Bylaw Section 1.04,I; Policy Statement 3.2)</i> (Check all that apply)  Posted or distributed (via newsletter) in the Region _____ Posted on-line _____ Other: _____	2		
<b>6</b>	All Regional accounts utilize the National Accounting Program (NAP). This includes all funds; tournament fund-raising, team fund-raising, etc. which are accounted for by the Treasurer within NAP. <i>(Bylaw Section 1.04, M;</i> _____	4		
<b>7</b>	Region participated in NAP online.	3		
<b>8</b>	All Regional accounts are audited by someone other than the authorized account signatories on an annual basis with a copy of the report being sent to the Area Director. <i>(Treasurer Manual)</i>	2		
<b>9</b>	Regional Auditor position filled and the volunteer has attended AYSO Auditor and Treasurer training. <input type="checkbox"/> Regional Auditor name: _____ <b>(1 point)</b> <input type="checkbox"/> Auditor Cert. Date: _____ <b>(1 point)</b> <input type="checkbox"/> Treasurer Cert. Date: _____ <b>(1 point)</b>	3		
<b>10</b>	Regional Treasurer completed the following training: <b>2 points per box checked</b> <input type="checkbox"/> AYSO’s Safe Haven®      Cert date _____ <input type="checkbox"/> Auditor      Cert date _____ <input type="checkbox"/> Introductory Management/Regional Management      Cert date _____	6		

**TOTAL POINTS AVAILABLE = 35**  
**Total Points Earned: \_\_\_\_\_**



# Regional Assessment Program

## Secondary Programs and Community Outreach

		Total Points Available	Region Points	AD/SD Use Only
1	Region offers the Schoolyard program consistent with the Schoolyard Program Manual. ( <b>AYSO National Rules &amp; Regulations I E.2.a and I.H.1</b> )	3		
2	Region has an active VIP (Very Important Player) Program for players with physical and mental disabilities or has players that participate in an Area VIP program. ( <i>AYSO Reference Book, Chapter 13</i> )	3		
3	VIP program is featured on the Regional registration flyer with contact information.	1		
4	There are more players registered in the VIP division than last year.	2		
5	Region has an active 16U – 19U program or has players that participate in an Area-run program for these age groups. ( <i>AYSO National Rules &amp; Regulations I E.2</i> )	3		
6	Region has teams in an approved EXTRA program or has players that participate in an approved Area-run EXTRA program. ( <i>AYSO Reference Book, Chapter 13</i> )	3		
7	Region has active tournament or other secondary play, or players actively participate in an Area-run or Section run tournament or secondary play opportunity.  <input type="checkbox"/> Tournament teams <input type="checkbox"/> National Games teams <b>1 point total for each box checked.</b> <input type="checkbox"/> Select teams <input type="checkbox"/> Travel teams <input type="checkbox"/> Other Secondary Play, for example Spring Select	5		
8	Secondary programs, if any were operating, were self-funded and did not utilize Region general funds and followed Policy Statement 2.2, having separate written guidelines citing player selection and funds usage. ( <i>AYSO National Policy Statement 2.2</i> )	1		
9	Region provided assistance to new, disadvantaged or “sister” AYSO Regions. <b>Describe:</b> _____	2		
10	Region has a Sportsmanship program in place. ( <i>Attach sample documents as appropriate</i> ) <b>Describe:</b> _____	3		
11	Region has a volunteer recognition program in place. ( <i>Attach sample documents as appropriate</i> ) <b>Describe:</b> _____	3		
12	List any significant enhancements or unique programs that your Region offers to its participants. Please attach examples and supporting documentation. <b>Describe:</b> _____	3		
13	Region has a community relations program in place. <b>Attach supporting documentation.</b> <b>Describe:</b> _____	3		

**TOTAL POINTS AVAILABLE = 35**

**Total Points Earned: \_\_\_\_\_**



# Regional Assessment Program

## Sponsorship Bonus

		Total Points Available	Region Points	AD/SD Use Only
1	<p>BONUS POINTS:</p> <p>National Sponsors are actively supported by the Region. <b>2 points each</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Uniforms purchased from SCORE</li> <li><input type="checkbox"/> Region used AYSO Soccer Camps</li> <li><input type="checkbox"/> Region purchased from Sport Pins International</li> </ul> <p><i>These points are added on to the point total and are not included in the total points available count. You will not lose points by not participating in this section.</i></p>	<b>6</b>		

**TOTAL BONUS POINTS AVAILABLE = 6**

Total Points Earned: \_\_\_\_\_