



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.