



AMERICAN YOUTH SOCCER ORGANIZATION AREA DIRECTOR APPOINTMENT REQUEST

Section: _____ Area: _____	<input type="checkbox"/> Area Director Change	<input type="checkbox"/> Area Director Reappointment
Appointment Request Date: _____	Term of Office: <input type="checkbox"/> 1 year <input type="checkbox"/> 2 years <input type="checkbox"/> 3 years	Term Starts: _____
Name: _____	AYSO Phone: _____	
Address: _____	Cell Phone: _____	
City/State/Zip: _____	Res. Phone _____	
email: _____	Bus. Phone _____	
Please check those to be published (AYSO phone is automatically listed).		
Cell <input type="checkbox"/> Residence <input type="checkbox"/> Business <input type="checkbox"/>		
AYSO Experience: Coach _____ years	Referee _____ years	Administrator: _____ years
Number	Number	Position(s) Number

Checklist: *If any boxes are unchecked, please explain below in the box provided. ***

- Term of Office above has been approved by the Area Guidelines or by the Area's Regional Commissioners.
- I have read and understand the **Conflict of Interest Policy Statement** and have signed the COI.
- On (month/year) _____ I had an orientation meeting with my Section Director.
- I have completed *Safe Haven Certification* either online, through a webinar or in person. *Date:* _____
- A Volunteer Application and current Membership Year budget have been submitted with this request form
- I have reviewed and understand the AD Position Description and agree to perform the duties of AD within its parameters and be subject to the Organization's Philosophies, Bylaws, Rules & Regulations and Policies.
- I agree to support AYSO programs and to attend AYSO meetings including the NAGM and my Section Meeting.
- I agree to attend the first Area Director Training session held at the National Office after my appointment as AD.
- I agree to fill appropriate Area Board positions with trained individuals, including Safe Haven Training.

**** Explanation of unchecked boxes:**

Area Director Nominee Name (print): _____

Signature: _____ Date: _____

Sign and date above. Make a copy for your records. Send this original form to your Section Director for signature.

APPROVAL

Section Director: I, as Section Director, have verified that the nomination of the above named person as Area Director is consistent with the Organization's Bylaws, rules, regulations, policies and philosophies.

Section Director Name (print): _____

Signature: _____ Date: _____

Sign and date above. Make a copy for your records.

You may FAX pages to (310) 525-1155 OR scan to memberservices@ayso.org OR send the original to Member Services Department, AYSO National Office, 19750 Vermont Avenue, Suite 200, Torrance, CA 90502

Office Use Only: Rec'd in Safe Haven _____ Approved Safe Haven _____ Entered eAYSO _____

Nat'l Sec'y approval and date: _____

AREA DIRECTOR APPOINTMENT REQUEST

Please read the following AYSO Policy Statement and sign on the second page to indicate your understanding.

Article Five: Standards of Conduct and Conflict of Interest

5.1 Purpose of Policy.

The purpose of this policy statement is to set standards for the activities of Officials ("AYSO Officials") in order to ensure that an AYSO Official's actions would always be in the best interests of AYSO and that he/she does not take advantage of his/her position in AYSO for his/her own benefit or to the detriment of AYSO or others. AYSO Officials include all Regional Commissioners, Area Directors, Section Directors, Area and Section staff members, special executives, members of the national commissions, members of the National Board of Directors and the members of the National Office, as well as the husbands or wives or members of the immediate family of each of the above.

5.2 General Policy.

AYSO Officials are expected to adhere to high ethical standards of conduct in the performance of their duties, observing all laws and regulations governing business transactions, competing fairly with others and using AYSO funds only for legitimate and ethical purposes. The rights of AYSO Officials in their activities outside their AYSO duties or employment that are private in nature and which in no way conflict with or reflect upon AYSO will be respected. Although AYSO Officials have been carefully selected and are assumed to possess integrity and judgment, to avoid any misunderstanding, the following guidelines are issued with respect to proper conduct:

5.3 Conflict of Interest Policy

- (a) AYSO Officials must act always in the best interests of AYSO and avoid incurring any kind of financial interest of personal obligation that might affect their judgment in dealings on behalf of AYSO with firms or individuals. Each person must examine his/her own activities and those of his/her family to be sure that no condition exists that could create a self-dealing situation in respect of financial transactions of AYSO.
- (b) There are certain areas with which each individual must be especially concerned. Areas giving rise to possible conflicts of interest include the following:
 - (i). Holding a material financial interest, directly or indirectly (as an owner, stockholder, partner, joint venture, employee, creditor or guarantor), in a firm which provides services or supplies, materials or equipment to AYSO, any of its Regions or any of its participants (such as a vendor of uniforms, soccer shoes, soccer balls, goal posts or other soccer equipment or a director or owner of a soccer camp for children), or in an organization to which AYSO or any of its Regions provides services.
 - (ii). Accepting gifts or favors for himself or herself or for family members, or entertainment or other personal benefits in excess of \$100.00 from an outside organization or individual with whom AYSO or any of its Regions does or may do business. This does not apply to acceptance of a casual gift of a nominal value, nor reasonable personal entertainment (but not paid travel expenses), but care must be exercised to be sure that continuation of such matters does not gradually create or appear to create an obligation. Gifts of a substantial nature should be returned to the donor with the explanation that AYSO's policy would not permit the acceptance of the gift.
 - (iii). Serving another organization in any capacity whether such service includes activities, compensated or not, which can affect or appear to affect an individual's ability to discharge his/her duties to AYSO. This includes, but is not limited to, those activities related to AYSO Standard Primary programs, secondary programs and special programs that interface with other youth soccer organizations and their programs and their local and national governing bodies.
- (c) Therefore, to avoid conflicts of interest or the appearance of conflicts of interest, it is the policy of AYSO that:
 - (i). Each executive member shall disclose in the executive member application or in the candidate statement the existence of any relationship by which the executive member might benefit, directly or indirectly by immediate family relationship, through ownership (including ownership of corporate shares exceeding 5% of a publicly traded company or 20% of a privately traded company) or employment of or with any vendor, supplier, contractor, service provider or sponsor of goods or services to AYSO or its

Applicant's Initial: _____

members or participants. Such relationship shall be disclosed before the time for appointment or election.

- (ii). Each executive member shall disclose the existence of any relationship by which the executive member might compete directly or indirectly with any program offered by AYSO directly or through contractors. Such relationship shall be disclosed before the time for appointment or election.
- (iii). In the case of any relationship described in paragraphs (i) and (ii) above, the executive member shall, upon appointment or election, immediately terminate such relationship unless the relationship is authorized by the express written consent of the National Board of Directors or its designee. The executive member affected shall refrain from participating in or seeking to influence any discussion, debate or vote concerning whether to allow such relationship to continue. The National Board of Directors may revoke with or without cause consent once given at any time.
- (iv). No executive member, after appointment or election, may enter into any relationship described in paragraphs (i) or (ii) except with the express written prior consent of the National Board of Directors or its designee. The executive member affected shall refrain from participating in or seeking to influence any discussion, debate or vote concerning whether to allow such relationship to be created. The National Board of Directors may revoke with or without cause consent once given at any time.
- (v). No executive member who is permitted to continue in or to embark upon a relationship described in paragraph (i) may participate in any discussion, debate or vote concerning the relationship, the vendor, supplier, contractor, service provider or sponsor with whom the relationship exists. No executive member who is permitted to continue in or to embark upon a relationship described in paragraph (ii) may participate in any discussion, debate or vote concerning the relationship or the programs with which the executive member competes and no such executive member shall obtain or seek to obtain information from AYSO beneficial to the promotion of such competing program.
- (vi). Any executive member who violates this policy is subject to immediate termination of executive membership status by the National Board of Directors, regardless of whether the executive member is appointed or elected. In the case of a member of the National Board of Directors, removal process shall comply with Section 4.18 of the National Bylaws.

5.4 Possible Improper or Illegal Conduct.

AYSO Officials are not expected to be familiar with every law and regulation relating to this statement or affecting AYSO operations. When in doubt, however, it is incumbent upon each AYSO Official to consult with the National Executive Director. However, your attention is called to the following special Areas:

- (a) Each AYSO Official must avoid improper acts and the violation of any governmental law or regulation in the course of performing his/her duties or employment.
- (b) No AYSO funds, property or resources may be used to carry on propaganda or otherwise attempt to influence legislation or support any political candidate or party. An AYSO Official's political activity must, therefore, be consistent with the direction provided in National Policy Statement 4.3 above.
- (c) No AYSO Official, in the course of his/her duties, shall accept or receive any payment or other thing of value (whether characterized as kickback, bribe, rebate, refund or otherwise, and whether intended by the payer to be for AYSO or the personal benefit of such AYSO Official) if the payment or receipt or tender thereof is illegal or is designed or intended to cause such AYSO Official to grant a privilege, concession or benefit to the payer in connection with AYSO business.

By my signature below, I acknowledge that I have read, understand and agree to the terms and conditions of this Conflict of Interest policy.

Signature: _____ Date: _____



Area Director

Purpose

The AYSO volunteer position of Area Director is intended 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:

1. Be responsible for the performance and growth of his/her Area, and all inter-Regional and extra-Regional activities within his/her Area;
2. Maintain good community relations with the primary objective being youth development;
3. Organize and maintain volunteer staff to assure adequate support and services to the Regions in his/her Area;
4. Work closely with the Area staff to develop plans based on the AYSO Strategic Plan and any Area-specific goals.
5. Develop plans for Discretionary Budgets in order to pay for items not covered in the Operating Budget. Discretionary Budget must be on the National Accounting Program.
6. Be the official spokesman for the Area in regard to publicity, outside development, cultural exchange, internal development, business systems, budgets, bylaws, board policies, rules and regulations;
7. Be responsible for such other matters that directly relate to the operation of the Area;
8. Attend the annual Section Conferences and the National Annual General Meeting (NAGM);
9. Submit completed Area Assessment Program to Section Director;
10. Attend Regional Board meetings within the Area once a year;
11. Hold and preside over regular Area meetings;
12. Oversee any inter-Regional play within the Area, including any playoffs; and
13. Oversee dispute resolution within the Area.

Qualifications and Desired Skills

To be considered for the position of Area Director, the applicant should:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;

3. Have extensive experience in AYSO, preferably as a Regional Commissioner;
4. Be organized;
5. Have good communication skills.

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; and
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is 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. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to 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 an Area Director is three years. The estimated hours to fulfill duties per week are ____ hours.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of an Area Director, AYSO will offer the following educational opportunities which the volunteer is expected to take advantage of and participate in, as appropriate:

1. Orientation by the Section Director and staff;
2. Area Director Training at the AYSO National Office within one year of appointment;
3. Introductory Management Training;
4. Dispute Resolution;
5. AD caucus/updates at the NAGM; and
6. AYSO's Safe Haven Program.

Activity Locations

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

1. All area sponsored activities;
2. Regional activities within the Area that fall within the scope of the Area Director's responsibilities;
3. Inter-Regional activities within the Area;
4. Dispute resolution within the Area;
5. Area meetings;
6. Section staff meetings;
7. National Annual General Meeting (NAGM); and
8. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.