



AMERICAN YOUTH SOCCER ORGANIZATION SECTION DIRECTOR APPOINTMENT REQUEST

Section:	<input type="checkbox"/> Section Director Change	<input type="checkbox"/> Section 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 Position(s) Number		

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

- Term of Office above has been approved the Section's Area Directors.
- 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 National Board liaison.
- 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 SD Position Description and agree to perform the duties of SD 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 any Section Director Training offered by the organization.
- I agree to fill appropriate Section Board positions with trained individuals, including Safe Haven Training.
- I agree to provide input to the National Board of Directors on a regular basis.

**** Explanation of unchecked boxes:**

Section 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

Board Liaison: I, as Board Liaison to the Section, 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.

Board Liaison 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: _____

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

Initial: _____

- (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: _____



Section Director

Purpose

The AYSO volunteer position of Section Director is intended to be responsible for the general welfare, growth, and administration within the Section. All Section Director actions shall support and be in compliance with AYSO's philosophies at all times.

Specific Duties and Responsibilities

The Section Director is expected to:

1. Report to the National Board of Directors;
2. Ensure that all Area Director candidates within the Section are nominated through the appropriate process, and initiate a recommendation to the Board in the form of a Section Director appointment request;
3. Provide and deliver a thorough orientation session to each new Area Director;
4. Organize and maintain a staff to assure adequate support and services to the Areas in the Section. At a minimum, this staff will include a Section Coach Administrator, Section Management Administrator and a Section Referee Administrator whose appointments will be subject to review by the National Coach, National Management Administrator or the National Referee Administrator respectively. These administrators will report to their respective directors;
5. Be the official spokesperson of the Section in regard to AYSO matters that relate directly to the operation of the Section. The Coach and Referee Administrators shall be the official spokespersons with regard to the coaching and refereeing programs, respectively;
6. Refrain from holding dual positions, particularly coaching or refereeing. If a Section Director chooses to hold such a position, he/she must exercise great caution in order not to create a conflict of interest or prevent him/her from performing the duties of Section Director. Holding dual positions creates perceived conflict;
7. Identify and recruit sufficient instructors to support the training needs of the Section, in conjunction with the efforts of the Coaching and Refereeing Administrators;
8. Be informed about the performance of each Area within the Section;
9. Proactively seek information on the performance of and conditions within Areas and Regions. When these are not in compliance with AYSO National Rules & Regulations, Bylaws, Policy, or the FIFA Laws of the Game, the Section Director has the authority and responsibility to correct them. In the event the Section

Director is unable to achieve the required results, he/she shall seek appropriate action by the National Board of Directors;

10. Develop, monitor, and pursue annual Section goals and objectives;
11. Attend and participate in joint meetings with the National Board of Directors (NBOD) when scheduled (usually in January and at other times of the year as designated);
12. Assist the AYSO National Office (as requested) with coordination/staffing of and presiding over the annual Section Conferences, to which all Section, Area, and Regional staff shall be invited and encouraged to attend;
13. Call and preside over staff/planning meetings as needed;
14. Attend and participate in the National Annual General Meeting (NAGM);
15. Serve as an active member of the nominating commission in accordance with the AYSO National Bylaws;
16. Communicate regularly with Section staff and all Area Directors to plan Section activities, discuss/review problems and concerns, and to keep them apprised of National and Section programs;
17. Visit each Area at least once a year, if possible;
18. Provide written reports to the NBOD upon request (usually prior to each NBOD meeting) on the activities and concerns of the Section;
19. Request periodic written reports from Area Directors;
20. Prepare and distribute annual calendar of Section and Area activities including clinics, events, playoffs, meetings, and training dates;
21. Handle fact-finding, dispute research, and dispute resolution as required;
22. Section staffs should work closely to develop plans based on the AYSO Strategic Plan and any Section-specific goals;
23. Develop a timeline for these plans and identify the cost of each part of the overall plan;
24. Items that support the AYSO Mission and Strategic Plan at the Section level should be included in the Operating Budget proposal, although funds are limited, so there is no guarantee that all items will be covered;
25. Do not assume that this year's Operating Budget will be in effect for next year;
26. Develop plans for Discretionary Budgets in order to pay for items not covered in the Operating Budget. Discretionary bank accounts must be in on the National Accounting Program.
27. Follow the financial guidelines of the organization;
28. Work with the Membership Department at the AYSO National Office, support, and implement development (growth) efforts within the Section in accordance with established procedures;

29. Support orderly expansion of the program through growth of existing Regions and the establishment of new Areas (as needed)/new Regions, and the promotion of AYSO in underdeveloped portions of the Section;
30. Review area guidelines for consistency with bylaws, rules, regulations, policies, and philosophies of AYSO and seek guidance from the National Board of Directors, Executive Director, National Coach, National Management Administrator and National Referee Administrator for clarification on matters of interpretation;
31. Provide training and on-going support to area level staff;
32. Encourage regular two-way communication between Section Director and Area Directors;
33. Explain and support the purpose and plans of the NBOD to the Area Directors, Regional Commissioners, other volunteers, and public within the Area;
34. Ensure that those associated with Inter-Area play and Section playoffs (staff, officials, etc.) are precluded from coaching or being involved with a team;
35. Ensure Section playoffs are self funded and not supported by National funds;
36. Administer Section playoffs, if held, or appoint an individual;
37. Submit for review and approval rules and regulations relating to the conduct, play, and scheduling of soccer games within the Section. They may be submitted in writing to the National Executive Director who will direct, as he/she sees fit, the proposals to the board or appropriate departments for review and comment. The Section Director will be notified of approval and/or concerns prior to finalization;
38. Understand these Section rules and regulations may be amended (in which case they must be reviewed again) or repealed by a majority vote of The Regional Commissioners, Area Directors, and the Section Director, when voting as a body. Each member of said body shall be entitled to one vote per ballot;
39. Review Regional Guidelines (after review by Area Directors) to ensure compliance with National Rules and Regulations, Bylaws, AYSO policies, and FIFA Laws of the Game;
40. Review tournament applications for proper compliance, and review concerns with the appropriate parties. Submit signed copy to the National Support & Training Center's Events Department for approval; and
41. Create Inter-Area programs and the rules of their operation.

Qualifications and Desired Skills

To be considered for the position of Section 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 and Area Director;
4. Be organized;

5. Have good communication skills;
6. Have good administrative abilities; and
7. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the Section 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 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 a Section Director is three years. Time commitment will vary depending on Section size; the Section Director can expect to devote about ____ hours per week per year.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of Section 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 Executive Director; and
2. AYSO Safe Haven Program.

Activity Locations

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

1. All Section sponsored activities;
2. Area and Regional activities within the Section;
3. Dispute resolution within the Section;
4. Area meetings;
5. Section staff meetings;
6. The annual Section Conferences; and
7. National Annual General Meeting (NAGM).