

As a PDF, this is a fillable form. Download, save it to your computer. Once saved, open saved copy, fill it out, save again. It can then be added as an attachment to be sent through the chain-of-command.



**REGIONAL COMMISSIONER
APPOINTMENT CHECKLIST**

Name: _____

Section: _____ Area: _____ Region: _____

Appointment: Reappointment: If reappointment, years served: _____

Appointment/Reappointment less than 3 years? Yes No If YES include explanation:

Explanation:

This section for RC to complete

If the RC is a "new elect", 3 minimum required members have 3 months to complete training. If the RC is a "re-elect" all 3 positions must have training completed prior to submitting to the Section Director

- All 3 minimum required positions listed below must be identified with the volunteer's name and training information. The responsibilities of unfilled positions still need to be covered by the active board.
- All volunteers must be registered for the current Membership Year (MY), prior to signing and submitting to the Area Director.

The 3 minimum required positions listed must also have completed:

- AYSO's Safe Haven
- Safe Sport
- CDC Concussion Training
- **Sudden Cardiac Arrest (SCA)** is now required for volunteers in the following states: California, Maryland, Ohio, Tennessee and Washington **For more information, please go to** <https://aysovolunteers.org/sudden-cardiac-arrest-sca/>
- Training for their job specific duties (JST).

3 minimum required positions. Grey boxes must be checked before form can be submitted to the Area Director.

Position	Name	ADMIN ID	JST	SH	SS	CDC	SCA	CVPA	BGC	MY
RC										
Treasurer										
CVPA										

Positions recommended by Area and Section.

Position	Name	ADMIN ID	JST	SH	SS	CDC	SCA	DR	DP	BGC	MY
CVPA											
Safety Dir											
Registrar											
RCA											
RRA											

JST-Job Specific Training (Regional Commissioner Training for a "re-elect" RC); SH-AYSO Safe Haven; SS-Safe Sport; CDC-Concussion Training; SCA-SuddenCardiac Arrest; DR-Dispute Resolution; DP-Due Process; BGC-Current Background Check; MY-Membership Year

This section is for AD to complete, save, and forward to the SD.

YES NO

- RC Training (RCT) completed for "_____".
- RC completed Treasurer Training.
- RC completed Dispute Resolution.
- RC completed Due Process.
- Region is using QuickBooks. Copy of region budget is submitted to AD.
- Region has reviewed Standard Regional P&P's and submitted any changes to AD.

Regional Commissioner

Area Director

Section Director

Date