



**AMERICAN YOUTH SOCCER ORGANIZATION
REGIONAL COMMISSIONER APPOINTMENT REQUEST**

Section:	Area:	Region:	<input type="checkbox"/> Commissioner Change	<input type="checkbox"/> Commissioner Reappointment
Term start date (1 st of month)	Term of Office: <input type="checkbox"/> 1 year <input type="checkbox"/> 2 years <input type="checkbox"/> 3 years			
Name:				AYSO Phone:
Address:				Cell Phone:
City/State/Zip:				Res. Phone
email:				Bus. Phone
Check those to be published (AYSO phone will be 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 items are unchecked, please explain below in the box provided and what the plan is for completion* **

- Election took place; Term of Office has been approved by the Regional Board or follows the Custom Regional Guidelines.
- I have read and understand the **RC Position Description** and **Conflict of Interest Policy Statement** and have signed the COI.
- On (mo/yr)___/___ I took/will take RC & Board Orientation from Area Director or had/will have an orientation meeting.
- I have completed *AYSO's Safe Haven Certification* either online, through a webinar or in person. *Date:* _____
- I have completed the CDC Concussion training if my state requires it and/or per AYSO policy. *Date:* _____
- My Volunteer Application and current Membership Year budget were submitted with this request form or are on file.
- I agree to operate by Standard Regional Guidelines or our Custom Regional Guidelines, reviewed with my Area Director.
- I agree to budget for and attend my local AYSO EXPO and the National Annual General Meeting (NAGM).
- I agree to budget for and take Regional Commissioner Training as soon as possible after my appointment as RC.
- I agree to fill the required Regional Board positions (RTR, RSAF, RRG, RCA, RRA, RCVPA), update terms annually and ensure that all are current MY, take appropriate training, have prior Safe Haven certification or take AYSO's Safe Haven.

**** Explanation of unchecked boxes:**

I agree to support AYSO programs and perform the duties of RC within the parameters of the Position Description and understand that I am subject to the organization's Philosophies, National Bylaws, Policies and Rules & Regulations.

Regional Commissioner Nominee Name (print): _____

Signature: _____ Date: _____

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

APPROVALS

Area Director: I, as Area Director, have verified that: (1) the above-named candidate has been properly nominated by the Regional Board; (2) the nomination is consistent with the Standard Regional Guidelines or the Custom Regional Guidelines, which I have reviewed and approved; and (3) the above checklist is complete and is verified on Supplemental Form EM-100.

Area Director Name (print): _____

Signature: _____ Date: _____

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

Section Director: I, as Section Director, have verified with the Area Director that the above statements are accurate.

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 and email 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: _____

Form Instructions – Regional Commissioner Appointment/Reappointment Supplemental Form – EM-100

Purpose: To facilitate verification of the RC Appointment Form Checklist by the Area Director. Indicates where to find the information requested. This completed document is submitted to the Section Director with the Regional Commissioner Appointment packet; Area Director's **initials** indicate verification of information.

Term of Office <input type="checkbox"/> AD Initials	Properly elected for nomination by Regional board with approved term dates Verification method – email from Area Director accompanies Appointment Form stating the date and outcome of the election.
Position Description <input type="checkbox"/>	Reviewed and understands the RC Position Description Verification method: Position Description in Appointment packet for review.
Conflict of Interest <input type="checkbox"/>	Signed AYSO Conflict of Interest Statement Verification method - Signed COI must accompany the Appointment Request – reviewing and understanding is implicit in signing of the form.
RC & Board Orientation or orientation meeting For new appointment, may conduct after NBOD approval <input type="checkbox"/>	Regional Commissioner [and Board] Orientation with Area Director Verification method: eAYSO shows certifications of the Regional Commissioner. If AD did not roster course, will accept date or planned date of orientation meeting.  Report>Volunteer Position Certifications>click on appropriate S/A/Region Select Discipline: Management; Select Volunteer Position Regional Commissioner; Select Volunteer Certification RC and Board Orientation; Generate Report
AYSO's Safe Haven Certification/ Concussion Training <input type="checkbox"/>	NEW REQUIREMENT Must have the latest version of AYSO's Safe Haven – BASIC, Coach Safe Haven and Referee Safe Haven are not the current standard; Concussion Training as required Verification method: eAYSO shows certification of the RC  Report>Volunteer Position Certifications>click on appropriate S/A/R Select Discipline: Management; Select Volunteer Position Regional Commissioner; Select Volunteer Certification AYSO's Safe Haven (or Z-Online AYSO's Safe Haven or Webinar-AYSO's Safe Haven); select Online Concussion Training; Generate Report
Current MY Volunteer/ Background Check <input type="checkbox"/>	Currently registered volunteer with successful background check Verification method: New RC nominee Volunteer Application updates MY and will automatically be background-checked. Returning RC must be current MY.  Lookup>Region; enter Region number and Search, view RC name – green is current; blue or red, needs to update MY Volunteer Application
Current budget Reappointment REQUIRES budget on file <input type="checkbox"/>	Budget current fiscal year on file at National Office within 60 days of new appointment Verification method: Region home page or Region Treasurer screens  Lookup>Region; enter Region number and Search; view Budget Date – should be 6/30 of end of current fiscal year
Standard Regional Guidelines/Custom Guidelines <input type="checkbox"/>	Standard Regional Guidelines agreed to or Custom Guidelines on file Verification method: Region home page or Region Admin Edit screen  Lookup>Region; enter Region number and Search; view Guidelines Type; unless Custom, Region is subject to current Standard Regional Guidelines
Budgeted for EXPO, NAGM and RC Training <input type="checkbox"/> RC Training REQUIRED for Reappointment	Have/will budget for AYSO EXPO, National Annual General Meeting and RC Training Verification method: Review Region budget for line items  Region>Treasurer>Statements & Reports; Select Region, Select Statement Type: Budget; Click on hyperlinked Region number, Open File; check for budgeted items
Regional Board <input type="checkbox"/> FOR REAPPOINTMENT: All position filled with different individuals; All current MY, term up to date, Safe Haven certified; job trained/access rights	Agree to fill all six required positions – current MY, term updated, trained and AYSO's Safe Haven certified (or have old certification appropriate to position) Verification method: Region home page and Volunteer Certifications Report  Report>Volunteer Position Certifications>click on appropriate S/A/R Select Discipline: Management; Select RC, Treasurer, Safety Director, Registrar and CVPA; Select all certifications; Generate Report; Repeat with Coach Administrator and Coach certifications, Repeat with Referee Administrator and Referee certifications; Alternative: Lookup Region; view each Board Member's certifications.



Regional Commissioner

Purpose

The AYSO volunteer position of Regional Commissioner is intended to have the responsibility and the authority to manage the day-to-day business of the Region as described in Article III of the Standard Regional Guidelines 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 spirit;
2. Collect and disburse fees in a fiscally responsible manner, maintain records and submit reports as required by the National Office;
3. Appoint, at a minimum, a CVPA, a Treasurer, a Registrar, a Safety Director, a Regional Coach Administrator, and a Regional Referee Administrator;
4. Publish Regional guidelines for the operation of AYSO within the Region which conforms to all provisions of the Standard Regional Guidelines;
5. Comply with the Soccer Accident Insurance plan and submit insurance claims according to current procedures;
6. Budget for and participate at AYSO's annual business meeting, the National Annual General Meeting (NAGM);
7. Oversee dispute resolution within the Region pursuant to Article Nine of the guidelines and AYSO operating regulations;
8. Maintain oversight of the Regional Treasury by reviewing Region cancelled checks, bank statements, the National Accounting Program (NAP) reports, and periodically, internal financial control procedures in order to ensure fiscal responsibility.
9. Preside at all Regional Board Meetings;
10. Regional Commissioner or delegate attended at least one Area meeting or Area conference call that was offered during the past year; and
11. Maintain close liaison with the Area Director and the Section Director, and coordinate all extra-Regional activities through the Area Director.

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; and
4. Know the AYSO Vision, Mission and structure.

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; 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

Time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the Regional Commissioner will devote about 9 hours per week per playing season.

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. eAYSO Training – 1 ¼ hours;
3. AYSO's Safe Haven – 2 hours;
4. Regional Commissioner and Board Member Orientation – 3 hours;
5. Regional Commissioner Training – 20 hours
6. Introductory Management Training – 4 ½ hours;
7. Dispute Resolution – 2 ½ hours; and
8. Annual Management Update – 1 ¼ hours.

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; and
2. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.

REGIONAL COMMISSIONER 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.

- (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: _____



AYSO ID#: []

PLEASE FILL IN ALL OF THE REQUESTED INFORMATION AND SIGN WHERE INDICATED New [] Returning []

Legal First Name, Full Middle Name, AKA/Nickname, Last Name, Suffix, Maiden Name, Social Security #, Birth Date, Section, Area, Region, Gender, Government issued Photo ID, ID #, State, Expires, Street Address, Apt/Unit, City, State, Zip Code, Mailing Address, City, State, Zip Code, Area Code, Home Telephone, E-mail address, Area Code, Cellular Telephone

Previous address if lived at current address less than 5 years: Street Address, Apt/Unit, City, State, Zip Code, RACE/ETHNICITY (Select One), For AYSO Regional Use Only US Photo ID Verified By

I'M VOLUNTEERING FOR... Coach, Asst. Coach, Team Parent, Sponsor, Picture Day, Various Board Jobs, Referee, Field Setup, Registration, Scheduling, Communications, Other

IF ON THE BOARD, PLEASE INDICATE POSITION: RC, CVPA, Coach Admin, Ref Admin, Safety Director, Treasurer, Registrar, Other. I want to coach my child(ren) and am including the name(s) and age(s) of my child(ren): Do you have past AYSO experience? Yes No

PROFESSIONAL REFERENCE (Employment, school, church or other organization): Organization Name, Your position/Role, Contact First Name, MI, Contact Last Name, Area Code, Telephone Number, Ext., Address, City, State, Zip Code

PERSONAL REFERENCE (Non-relative, known at least 1 year and must be different from Professional Reference): Contact First Name, MI, Contact Last Name, Area Code, Telephone Number, Ext., Address, City, State, Zip Code

PRIOR YOUTH VOLUNTEER REFERENCE (IF ANY): Organization Name, Your position/Role, Contact First Name, MI, Contact Last Name, Area Code, Telephone Number, Ext., Address, City, State, Zip Code

"PLAYSOCCER", AYSO's quarterly magazine is mailed to every household. By e-mail and regular mail, AYSO sends other publications and information we think will be of interest to our members. If, for some reason, you do not wish to receive these other materials, please check this box []

DISCLOSURE: All applicants must answer the following question. Failure to answer honestly will disqualify the applicant from service as a volunteer in the American Youth Soccer Organization ("AYSO"). AYSO acceptance of an applicant will be based on existing AYSO Safe Haven policies available from the Regional Child & Volunteer Protection Advocate or online at: http://www.ayso.org/special_programs/safe_haven/background_check_policy.aspx.

Have you ever been convicted of a crime (felony or misdemeanor)? YES NO. If yes, describe each conviction in full, indicating date of crime and city, county and state where each took place. Check here if this conviction was previously disclosed

The AYSO Endowment Fund: The AYSO Endowment Fund is committed to bringing the AYSO experience to children who need financial help. If you would like to make a tax deductible contribution to assist in this effort, please call the Member Services Department at 800-872-2976 or send an e-mail message to endowment@ayso.org.

IMPORTANT! PLEASE READ THE AGREEMENTS PRINTED ON THE REVERSE SIDE, THEN SIGN BELOW

I HAVE READ THE ABOVE DISCLOSURE STATEMENT, AND THE WAIVER, CONSENT AND RELEASE OF LIABILITY, THE DISCLAIMER, ASSUMPTION OF RISK AND WAIVER AND ACKNOWLEDGEMENT AND CONSENT AGREEMENTS PRINTED ON THE REVERSE SIDE OF THIS FORM, FULLY UNDERSTAND THE TERMS OF EACH, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY MY SIGNING THIS FORM AND AGREEING TO THESE TERMS, AND I SIGN THIS FORM AND AGREE TO THESE TERMS FREELY AND VOLUNTARILY AND WITHOUT INDUCEMENT OF ANY KIND. FURTHERMORE I AGREE TO INFORM AYSO IN A TIMELY MANNER IF ANYTHING ON THIS FORM OR ITS ATTACHMENTS CHANGES.

Signature: _____ Date: _____

This document contains confidential and/or proprietary information and is the property of the American Youth Soccer Organization.

WAIVER, CONSENT, RELEASE, DISCLAIMER AND ASSUMPTION OF RISK AGREEMENTS

By affixing my signature on the reverse side of this form, I, on behalf of myself, and my heirs, assigns and next of kin, hereby enter into the following agreements IN CONSIDERATION OF my being able to participate in any way as a volunteer at practices, games or other activities ("EVENTS") sanctioned by the American Youth Soccer Organization ("AYSO") as well as IN CONSIDERATION OF my being able to enter into or upon the premises or facilities where the EVENTS are or will be taking place.

WAIVER, CONSENT AND RELEASE OF LIABILITIES: I hereby consent to the investigation and verification of all information given in this application, including searches of law enforcement and public records (including driving records and criminal background checks), contact with former employers and reference interviews. I hereby release and agree to hold harmless AYSO and its officers, employees and volunteers and any person or organization that provides information for or to AYSO concerning my background or any attempt to verify the information provided in this application. I declare that all of the information given by me in this application is true and complete to the best of my knowledge, and I understand that any misrepresentation or omission may be cause for suspension or dismissal from my volunteer status with AYSO. I acknowledge that I have the right to receive a copy of any background check report secured by AYSO. If I have checked the box following this sentence, I would like to receive a copy of any such background check. Yes []

I hereby agree to abide by the AYSO Bylaws, rules, regulations, policies and philosophies as available at http://www.ayso.org/resources/governing_documents.aspx and all decisions and directions of the Regional Board, Area and Section staff, and the National Board of Directors, and I understand that I may be removed as an AYSO volunteer at any time with or without cause.

DISCLAIMER, ASSUMPTION OF RISK AND WAIVER: I acknowledge that participation in soccer necessarily involves travel, participation on adverse field conditions, contact with considerable force, and risk of severe, permanent physical injury including bruises, scrapes, strained, sprained or torn muscles, tendons or ligaments, broken bones, dislocation of joints, concussion, brain damage, nerve and spinal cord injury, paralysis and death. I WILLINGLY AND VOLUNTARILY ACCEPT AND ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES .

I HEREBY RELEASE, DISCHARGE AND AGREE TO HOLD HARMLESS, to the fullest extent permitted by law, AYSO, its players, employees, volunteers, officials, sponsors and other representatives and any and all owners, lessors, lessees or other persons or entities allowing, permitting or authorizing the use of facilities by AYSO and the agents, employees, officers and directors of said persons or entities ("RELEASEES") from any and all claims, demands, costs, expenses and compensation arising out of or in any way related to an injury or other damage that may result to me or to members of my family or my household or individuals I invite or for whom I am otherwise responsible while participating in or present at any of the EVENTS, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE. I further acknowledge that AYSO is primarily administered by volunteers rather than paid professionals.

I agree the terms and conditions hereof shall apply to all of my volunteer participation in AYSO, regardless of the year or season in which such participation takes place, unless superseded by a new volunteer application.

I further acknowledge and accept that this Disclaimer, Assumption of Risk and Waiver is intended to be as broad and inclusive as permitted by the laws of the state in which participation takes place and agree that if any portion of this Disclaimer, Assumption of Risk and Waiver is deemed to be invalid, the remainder will continue in full legal force and effect.

ACKNOWLEDGEMENT AND CONSENT: I understand the terms of the Soccer Accident Insurance Plan are set forth in a pamphlet available from the safety director of my region or on-line at http://ayso.org/Resources/Insurance/Insurance_forms.aspx and either I have read and understand the terms or I will do so before I volunteer.

For both internal and external use, I acknowledge that AYSO may compile and use addresses and soccer photographs of me consistent with the AYSO Privacy Policy set forth at http://ayso.org/resources/legal/privacy_policy.aspx. I consent to such uses and hereby waive all rights to approval and compensation.

(Please signify your agreement with the foregoing by signing in the space indicated on the reverse side of this form.)

AYSO Annual Fiscal Budget

Section	Area	Region	Other
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Year
Year

For the 12 month period beginning: July 1, _____
Ending: June 30, _____

Date of last financial statement distributed to members:

	Budget	Per Player	Last Season Actual
Estimated Revenues:			
4005 Registration Fees (see bottom right)	\$ -		
4006 Registration Fee Refunds			
4007 Early Registration Discount			
4008 Multi-Child Discount			
4009 Late Registration Fees			
4010 Merchandise Revenue			
4012 Merchandise Revenue - T-Shirts			
4015 Training Registration Fees			
4020 Tourn/Natl Games/Player Camp Refunds			
4021 Tournament/National Games/Player Camp			
4022 Tournament-Referee Commitment Fees			
4023 Tournament - Referee Commitment Refund			
4024 Concessions			
4025 Tournaments - Vendors			
4027 Concessions - Packaged			
4031 Cultural Exchange			
4040 Fund Raising - Other			
4310 Sponsors/Contributions/Donations			
9105 Interest Income			
4959 Other Income (Describe)			
Total Estimated Revenue (R):	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Estimated Expenditures:			
1600 Deferred Payment to AYSO			
5101 Uniforms: Players			
5102 Uniforms: Coaches			
5103 Uniforms: Referees			
5104 Uniforms: Other			
5111 Field Expenses			
5115 Facility / Park Fees			
5146 Equipmt Purchases & Storage Expenses			
5150 Trainer Payments			
5155 Payments to Playing Circuit			
5200 Natl Games-Start-up Seed Money			
5205 Natl Games-Business Expenses			
5208 Tourn/Natl Games: Opening Ceremonies			
5209 Tourn/Natl Games: Banners & Signs			
5210 Tourn/Natl Games: Traffic Control			
5211 Tourn/Natl Games: Entertainment			
5212 Tourn/Natl Games: ID Cards			
5213 Tourn/Natl Games: Insurance			
5220 Tourn: Incentives, Trophies, Awards			
5221 Tournament: Coaches			
5222 Tournament: Referees			
5223 Tournament: Other			
5224 Tournament: Water/Food			
5225 Tournament: Concession Expenses			
5226 Tournament: Medical Personnel			
5227 Tournament Planning Meetings			
5228 Tournament/National Games: Entry Fees			
5229 Tournament/Player Camp Expenses			
5235 Merchandise Expense			
5239 Cultural Exchange Expenses			
5241 Playoff Expenses			
5255 Ads/Newsletter/Yearbook/Pictures			

Estimated Expenditures:	Budget	Per Player	Last Season Actual
5261 Fund-raising Expenses: Concessions	_____	_____	_____
5262 Fund-raising: Other	_____	_____	_____
5274 Awards & Volunteer Recognition	_____	_____	_____
5275 Donations	_____	_____	_____
5431 Clinic Training Expenses: Player	_____	_____	_____
5432 Clinic Training Expenses: Coaches	_____	_____	_____
5433 Clinic Training Expenses: Referees	_____	_____	_____
5434 Clinic Training Expenses: Other	_____	_____	_____
5701 Payments to AYSO: Inter-regional	_____	_____	_____
5702 Payments to AYSO: NSTC	_____	_____	_____
5703 Payments to AYSO: Registration Fees	_____	_____	_____
5704 Payments to AYSO: Supply Center	_____	_____	_____
5710 Payments to Affiliates	_____	_____	_____
5715 Payments to Referees (Playing Circuit)	_____	_____	_____
5801 Fixed Assets (over \$1,000)	_____	_____	_____
7401 Travel: Other	_____	_____	_____
7430 Conferences / Meetings	_____	_____	_____
7431 Section / NAGM	_____	_____	_____
7435 Travel Mileage	_____	_____	_____
7515 Phone / Internet / Website	_____	_____	_____
7535 Postage	_____	_____	_____
7625 Office Supplies	_____	_____	_____
7695 Miscellaneous Supplies	_____	_____	_____
8305 Bank Fees	_____	_____	_____
8595 Other Expenses	_____	_____	_____
Contingency	_____	_____	_____
Total Estimated Expenditures (E):	\$ -	\$ -	\$ -

Estimated Cash Increase (Decrease): (R-E) \$ -

Estimated Bank Balance on June 30: _____

Estimated Ending Cash Balance: \$ -

Please comment if the cash reserve is less than \$5 or more than \$12 per player:

Comments: _____

Treasurer's Name & Signature: _____ Date: _____

Executive Member's Name & Signature: _____ Date: _____

DUE DATES: Region: 30 days prior to end of fiscal year - June 1 Area discretionary account: July 1 Section discretionary account: July 1 Tournament: 6 months prior to event Camp: 60 days prior to camp Cultural Exchange: 3 months prior to travel	PLEASE COMPLETE THIS SECTION: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Players</th> <th style="text-align: left;">Fee</th> <th style="text-align: left;">=</th> <th style="text-align: left;">\$</th> <th style="text-align: left;">-</th> </tr> </thead> <tbody> <tr> <td>_____ x _____</td> <td></td> <td>=</td> <td>\$</td> <td>-</td> </tr> <tr> <td>_____ x _____</td> <td></td> <td>=</td> <td>\$</td> <td>-</td> </tr> <tr> <td>_____ x _____</td> <td></td> <td>=</td> <td>\$</td> <td>-</td> </tr> <tr> <td>_____ x _____</td> <td></td> <td>=</td> <td>\$</td> <td>-</td> </tr> <tr> <td></td> <td style="text-align: right;">Total</td> <td></td> <td>\$</td> <td>-</td> </tr> </tbody> </table>	Players	Fee	=	\$	-	_____ x _____		=	\$	-	_____ x _____		=	\$	-	_____ x _____		=	\$	-	_____ x _____		=	\$	-		Total		\$	-
Players	Fee	=	\$	-																											
_____ x _____		=	\$	-																											
_____ x _____		=	\$	-																											
_____ x _____		=	\$	-																											
_____ x _____		=	\$	-																											
	Total		\$	-																											

* Fax (310-525-1155), or e-mail (finance@ayso.org) the signed BUDGET to AYSO National Office by June 1.
 * A copy should be submitted to your Area Director
 * Source online: <http://www.ayso.org> > Top menu "AYSO Business"> dropdown "Finance"