

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.



**AREA DIRECTOR
APPOINTMENT CHECKLIST**

Name: _____

Section: _____ Area: _____

Appointment: Reappointment: If reappointment, years served: _____

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

Explanation:

This section for AD to complete.

If the AD is a "new elect", all filled Area volunteer positions, as noted in table below, have 3 months to complete training. If the AD is a "re-elect," all filled Area positions must have training completed prior to submitting to Section Director

- For all positions listed and filled below, please identify the volunteer's name and training information
- All volunteers must be registered for the current Membership Year (MY), prior to signing and submitting to the Section Director.

All positions listed and filled must 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 specific information, please go to** <https://www.aysovolunteers.org/sudden-cardiac-arrest-sca-2/>
- Training for their job specific duties (JST).

Required position. Grey boxes must be checked before form can be submitted to the Section Director.

Position	Name	ADMIN ID	JST	SH	SS	CDC	SCA	BGC	MY
AD									
Auditor									

Positions recommended by Section.

Position	Name	ADMIN ID	JST	SH	SS	CDC	SCA	DP	DR	BGC	MY
ATR											
AMA											
ACA											
ARA											
ACVPA											

ADT-Area Director Training; JST-Job Specific Training (Area Director Training for a "re-elect" AD); SH-AYSO Safe Haven; SS-Safe Sport; CDC-Concussion Training; SCA-Sudden Cardiac Arrest; DR-Dispute Resolution; DP-Due Process; BGC-Current Background Check; MY-Membership Year

This section is for SD to complete and save.

YES NO

- AD Training completed for "re-elect".
-
- AD has completed Due Process.
-
- AD has completed Dispute Resolution.
-
- Area is using QuickBooks. Copy of Area budget has been submitted to SD.
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Area Director

Section Director

Date