

AYSO - New Region Checklist

Region:	✓	Notes/Names
Pre National Office Approval Tasks		
Name a Regional Commission		
Recruit/Identify Board Members <i>a minimum of three board members are required including the RC</i>		
Treasurer		
CVPA		
Registrar		
Coach Admin		
Coach Referee		
Volunteer forms completed <i>This can be done at the area level http://www.aysoarea8a.org/</i>		
Complete the Pilot Region Application		
Compile a budget to be submitted with Pilot Application		
Additional Tasks to complete		
Hold a Board Meeting <i>invite area staff to answer questions</i>		
Develop a Region Calendar		
Obtain Field Space		
Distribute Liability Insurance Certificates		
Provide Appropriate Training		
Attend Super Camps		
Hold a Super camp		
Board Member Training		
Referee Training		
Coach Training		
RC Training		
Develop the regional website		
Run Registration		
Order Uniforms <i>Score has a good program for pilot regions (Jersey/shorts/Socks)</i>		
Order/Obtain equipment and field supplies		
Age Appropriate Goals/Nets		
Field Paint/Painter		
Referee Supplies		
Player supplies		
Advertise		
School Flyers		
Yard Signs		
Newspaper Ads		
Social Media		
Build Teams		
Attend Area Scheduling Meeting		
Schedule Parent Meeting		
Coordinate Picture day		
Publish/distribute schedules to coaches		
Create Referee Schedule		