**Assessment Program Instructions**



The Assessment Program is designed to recognize Regions and Areas for their successful implementation of AYSO programs in their local communities. Those that actively support AYSO philosophies and policies strive for constant improvement and demonstrate a commitment to training its volunteers, may be an Assessment Program award winner.

**Entry Rules and Guidelines**

 This application should assess **the period from July 1, 2016 through June 30, 2017** – the Membership Year (MY2016). The application includes a certification, five category sections and the Points Page.

 If your Region/Area meets the requirements of each line item or you have checked any of the boxes in a line item then record

the corresponding points in the "Points" column. Otherwise, leave it blank. If you don’t understand a question, please call 866-588-2976.

 Provide written comments when requested to verify a response. This is indicated by statements such as “Check all that apply,” “Describe,” “Explain,” “Date” and “Names,” etc. **This additional information is required to receive credit for an item. Please feel free to attach any supporting documents or examples.**

 Regional Board Members must sign the appropriate lines on the certification page indicating their concurrence with the application submission.  **If the certification page is not returned or signed, the application will not be processed.**

 Retain a copy of the Assessment Program application for your files and as a precaution in the event that the application is lost or damaged in transit.

o **The RAP application must be completed, signed and turned into the Area Director by July 1,**

**2017. The AAP application must be completed, signed and turned into the Section Director by**

**August 1, 2017.**

o After reviewing the completed application, the Area Director should record the points they give to the Region in the 3rd column labeled "AD/SD Use Only". Once this is done, the **Area Director must assign the Award Level, sign and forward the application to the Section Director by August 1, 2017.**

 After reviewing the completed application and approving the Award Level, the Section Director must sign and forward the applications to the AYSO National Office in an envelope marked “Assessments.”  **Envelopes must be postmarked by September**

**1, 2017** for applications to be considered. (Applications may be emailed to [assessments@ayso.org,](mailto:assessments@ayso.org) or they can be sent via DVD or on a flash drive or faxed to 310-525-1155 as long as they are faxed in original size and format to the National Program Coordinator.)

 A list of all applications received will be posted on [www.ayso.org.](http://www.ayso.org/) If a Region/Area is not listed, please contact the National

Office at (800) 872-2976 extension 7973 to confirm that the application was received.

 Recipients will be notified of their award level at their Section EXPO.

Any Region/Area can be an award winner regardless of its size, age, or budget as AYSO is looking for the effective use of resources, quality delivery of services, and innovation. Both chartered and pilot Regions may qualify for awards.

**Benefits of the Award**

An Assessment Award recognizes the success and dedication of the Board and its volunteers. It also serves as a great planning tool for the next season. Recipients of the Assessment Award will receive:

 Group recognition and a certificate;

 High resolution graphic file of award to create banners, t-shirts and low resolution graphic to place on website for files, , email [management@ayso.org](mailto:management@ayso.org) for details.

 Seven award pins for Regions (for the RC, RCA, RRA, Treasurer, Safety Director, Registrar and CVPA);

or four award pins for Areas (for the AD, ACA, ARA and AMA).

 The opportunity to purchase additional pins for other volunteers and staff members, email [management@ayso.org](mailto:management@ayso.org) for details; and

 A press kit for publicizing the award level, email [management@ayso.org](mailto:management@ayso.org) for details.

**Award Levels**

There are four award levels: Bronze, Silver, Gold and Platinum. For a further explanation of each level, please refer to the table

below.

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| **Level:** | **Description:** |
| **Bronze** | This award level is achieved if a Region/Area receives 60%-69% of the total points across all categories. |
| **Silver** | This award level is achieved if a Region/Area receives 70%-79% of the total points across all categories. |
| **Gold** | This award level is achieved if a Region/Area receives 80%-89% of the total points across all categories. |
| **Platinum** | This award level is achieved if a Region/Area receives 90%-100% of the total points across all categories. |
| **Categories for RAP:** | Administration; Coach, Referee, Finance, Flex and Secondary Programs and Community Outreach |
| **Categories for AAP:** | Area Administration, Area Director, Area Coach Administration, Area Management Administration, Area  Referee Administration |

**Special Note:**

The Section Director, at his/her discretion, may award a certificate of Honorable Mention to a Region/Area that is unable to achieve one of the four award levels described above. Certificate templates are available from the National Office.