

2020 Golden Gate Camp Management classes:

3 in 1 Offerings include lunch

- **Management 3 in 1: Regional Management, Dispute Resolution, Due Process**
 - **Financial 3 in 1: Introduction to NAP Online, Treasurer, Auditor**
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Regional Management – 4¹/₂ hours

Training is designed for Regional Commissioners, Regional Coach Administrators, Regional Referee Administrators and other Board Members. Learn how a Board works together to make life easier by improving trust, communications and understanding. Discover the importance of running effective meetings and ensuring good communication and program planning by developing a budget and calendar together in class. This workshop includes active participation, exchange of ideas, testing your ability to delegate and give directions and a lot of interaction!

Prerequisites:

- Be a current volunteer and have completed a 2020 volunteer form
 - Safe Haven certified
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Dispute Resolution – 1¹/₄ hours

Reviews the many tools available to properly deal with difficult people and difficult situations which, left to smolder, can turn your “sunny Saturdays” into “manic Mondays.” Some new tools for your management toolbox. Regional Board Members and Area/Section Staff learn to recognize potentially explosive situations and how to deal with them before they flare up.

Prerequisites:

- Regional Management
 - Be a current volunteer and have completed a 2020 volunteer form
 - Safe Haven certified
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Due Process – 1¹/₄ hours

Formerly part of the Dispute Resolution, this workshop provides more detail and information for all RCs, RCAs, RRAs, CVPAs, ADs and Area staff. Learn the process to use when limiting, suspending or removing/terminating a volunteer (Non-Executive Member) from their participation in AYSO. This workshop will review the many tools available to properly deal with serious personnel problems and examine the procedures when offering the volunteer their due process and appeal protection.

Prerequisites:

- **Regional Management Training**
 - **Dispute Resolution Training**
 - Be a current volunteer and have completed a 2020 volunteer form
 - Safe Haven certified
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Introduction to NAP Online – 1¹/₄ hours

NAP Online is a secure and easy-to-use web based bookkeeping system that allows you to track finances and easily share accounting reports. Learn the many benefits of adopting NAP Online for your Section, Area or Region. This workshop is designed specifically for SDs, ADs, RCs and Treasurers and will teach you how to use NAP Online, put you in control and make your job easier. We will cover entering payments and deposits, printing checks, creating categories and subaccounts, uploading images of

invoices and receipts, reconciling bank accounts, searching and editing transactions and running the required monthly treasurer reports, including additional reports for Sections and Areas.

Prerequisites:

- **Treasurer Training** – in this instance, can be taken before Treasurer
 - Be a current volunteer and have completed a 2020 volunteer form
 - Safe Haven certified
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Treasurer – 1¹/₄ hours

Workshop covers the policies and procedures a Regional Board is required to know to ensure financial responsibility within your Region, Area or Section boards. Learn about the procedures for opening a bank account, submitting required reports, important deadlines and maintaining financial records including supplemental documentation and receipts.

Prerequisites:

- Be a current volunteer and have completed a 2020 volunteer form
 - Safe Haven certified
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Auditor – 1¹/₄ hours

Workshop provides basic training for the Section, Area and Region Auditor to independently ensure fiscal management in all levels of AYSO and identify potential problems before they occur. Learn how to spot a “red flag” and what to do if improprieties are uncovered. Even if you have no financial background, this course will help you get started with the tools that you’ll need for an independent review of your Section, Area or Region.

Prerequisites:

- **Treasurer Training**
 - Be a current volunteer and have completed a 2020 volunteer form
 - Safe Haven certified
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Child & Volunteer Protection Advocate - 2¹/₂ hours

The Child and Volunteer Protection Advocate (CVPA) is a required board position put in place to help protect our two vital resources: the players and volunteers. It takes a special individual to fulfill this important role. Come find out if you are the right person for the job! This training class leads you through an understanding of the position, AYSO’s Criminal History Background Check Policy, volunteer screening protocols and volunteer application processing. This workshop is also open to others who wish to learn more about the volunteer eligibility and what AYSO is doing to protect players and volunteers.

Prerequisites:

- Be a current volunteer and have completed a 2020 volunteer form
 - Safe Haven certified
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Round Table Discussions - 1¹/₄ hours

This is an opportunity for AYSO volunteers in every discipline a chance to be heard and to benefit from listening to other volunteers. These Round Table Discussions will utilize facilitators to guide discussions.

- CVPA
- Registrar

- Treasurer

Prerequisites:

- Be a current volunteer and have completed a 2020 volunteer form
 - Safe Haven certified
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Updated 05/15/2020