

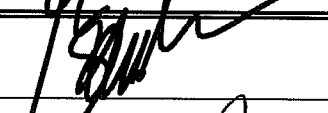
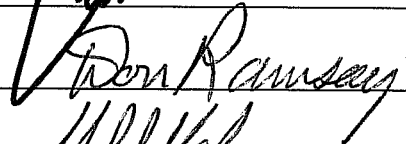
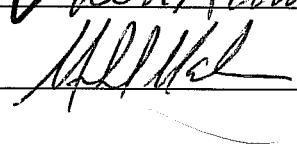


REGIONAL GUIDELINES

Region _____ hereby acknowledges they are operating under the Standard Regional Guidelines with approval below.

Region _____ Regional Guidelines are attached and approved below.

Region 83 hereby acknowledges they are operating under their own Regional Guidelines dated 4/8/05 and filed with the NSTC and there are no changes for this year.

APPROVED BY: Regional Commissioner		Date <u>5/4/06</u>
APPROVED BY: Area Director		Date <u>5/16/06</u>
APPROVED BY: Section Director		Date <u>5/16/06</u>
Date Received by the NSTC: _____		

REGION 83 GUIDELINES

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ARTICLE ONE

PURPOSE

These Regional Guidelines are subject to AYSO's Articles of Incorporation, National Bylaws, National Policy Statements, National Rules and Regulations, Section Rules and Regulations, and Area Guidelines (AYSO's "operating regulations"). Copies of these documents will be made available by the Region upon request and are hereby incorporated by reference as a part of these Regional Guidelines. These Regional Guidelines are meant to enhance and to conform with the operating regulations. To the extent that there may be any contradiction or conflict among these documents, the operating regulations shall prevail. These guidelines must be made available upon request to the members of the Region pursuant to AYSO Bylaw 1.04 (I).

ARTICLE TWO

MISSION

The AYSO Mission is to develop and deliver quality youth soccer programs where everyone builds positive character through participation in a fun, fair, safe, family environment based on the AYSO philosophies:

Everyone Plays - Our Region's goal is for kids to play soccer - so we mandate that every player on every team must play at least half of every game.

Balanced Teams - Each year we form new teams as evenly balanced as possible because it is fair and more fun when teams of equal ability play.

Positive Coaching - Kids win when they are built up, not when they are torn down! We train and encourage our coaches to make the extra effort to understand and offer positive help to our players, rather than negative criticism.

Open Registration - Our program is open to all children between 4½ and 18 years of age who want to register and play soccer. Interest and enthusiasm are the only criteria for playing.

Good Sportsmanship - We strive to create a positive environment based on mutual respect, rather than a win-at-all-costs attitude, and our program is designed to instill good sportsmanship in every facet of AYSO.

The core values guiding AYSO are: Fun for all! Education for all! Ethics for all! Accessible to all!

The mission is accomplished by our region by providing these essential services:

- Coaching and referee programs including quality delivery systems.
- Quality administrative and operating systems with a support network.
- Strong financial position.
- Special network for volunteers, supported by a national staff.
- Program research and development.

ARTICLE THREE

DUTIES AND RESPONSIBILITIES OF THE REGION

The duties and responsibilities of the Region shall be, to the extent permitted by its size, available resources and volunteer base.

- (a) To operate and offer a quality youth soccer program to all youth from 4½ through 18 years of age in a safe, fun, fair, positive environment that complies in letter and spirit with the Bylaws, policies, rules, regulations, and philosophies of AYSO;
- (b) To maintain good community relations and become involved in youth development and other community activities;
- (c) To register with the National Support Center all participating players, coaches, referees and where appropriate, administrators, prior to the commencement of the season;
- (d) To assign players and coaches to assure proper balance of teams within each age division within the Region or within a reasonable part thereof;
- (e) To obtain and maintain safe playing facilities;
- (f) To obtain and be accountable for uniforms, balls, goals and other equipment and to use such equipment in a safe manner;
- (g) To schedule practices and games;
- (h) To recruit and assign volunteer coaches and referees, and train them through clinics and audio/visual programs;
- (i) To disseminate information to the participants, their families and the community concerning the Region and its programs;
- (j) To recognize volunteer efforts;
- (k) To hold periodic meetings of the Regional Board and disseminate to the participants, their families and the community appropriate information concerning the operation of the Region by the Board;
- (l) To publish for the Region and the files of AYSO, and make available to the participants and their families at least annually, financial statements of the Region and guidelines for the operation of the Region approved by the Area Director and Section Director;
- (m) To collect and disburse fees and other monies for the sound financial organization and operation of the Region, to keep and submit to the National Support Center, as required, accurate financial records to insure continuation of the tax exempt status of AYSO, to participate in the National Accounting Program and to pay the National Support Center prior to the start of the each season the National portion of its registration fees and all amounts due with respect to its purchases;
- (n) To elect or appoint, at a minimum, a Regional Commissioner, treasurer, risk

manager/safety director, coach administrator and referee administrator, and child and volunteer advocate;

(o) To comply with the Soccer Accident Insurance (SAI) plan and to submit insurance claims according to current procedures;

(p) To notify the National Support Center immediately of any threatened or actual claim or lawsuit against the Region;

(q) To cooperate with neighboring Regions, and area, section and development personnel, to promote growth, development and cooperation throughout AYSO;

(r) To participate in area, section and National events and programs.; and

(s) To cooperate in policies and procedures developed by the Board or the National Support Center with respect to requiring each coach, referee, and other designated volunteers to complete a volunteer form, and with respect to verifying the information obtained, before permitting the coach, referee or such volunteer to participate.

ARTICLE FOUR

MEMBERSHIP IN THE REGION

There shall be three kinds of members in the Region:

Participating Members: those persons serving the Region in a coaching, refereeing or administrative capacity, including the members ("Board Members") of the Regional Board. All coaches, referees and other volunteer positions designated by the AYSO National Support Center shall be registered using the appropriate forms prescribed by AYSO.

Playing Members: all registered soccer players ("players").

Contributing Members: those other persons to whom the Regional Board grants membership to recognize a contribution of value to the Region or to express its gratitude.

The names, addresses and telephone number of all members of the Region, as well as the information contained in the AYSO Executive Member Directory, are private and confidential. Such information and mailing lists may not be disclosed or distributed to anyone, including any vendor or sponsor, without the prior written approval of the National Executive Director.

All coaches are subject to having their name and phone number given to their players, and their players to having their names and phone numbers given to their head coaches, provided that all coaches will have submitted and have approved by the region a Volunteer Form prior to being provided names and phone numbers of players. Also, post season coaches and referees may have their phone numbers given to regions hosting tournaments in which they may be participants.

The names, addresses and telephone number of all members of the Region may be used for other Regional purposes, as from time to time determined appropriate by the Region, provided that

such purpose are consistent with these guidelines and the National operating regulations, and for the sole benefit of the region, and not any other entity. One example of a Regional purpose is the publication of names, e-mail addresses and phone numbers of Regional Board Members, Regional Staff and Division Coordinators on printed rosters provided to members or prospective members of the Region, and published on the region web site.

ARTICLE FIVE

MANAGEMENT OF THE REGION

1. The Regional Board shall conduct the business and affairs of the Region.
2. **All** decisions of the Regional Board shall be made by a majority decision of the Board Members voting on any such matter; provided, however, that the Regional Commissioner may veto any such decision if the effect of such decision would be to violate any of the National operating regulations. Such veto may be reviewed by the Area Director (the "AD") on request by a 1/3 vote of the Board Members voting on such matter. By a 2/3 vote of the entire Regional Board, any other issue may be put to the participating members of the Region, subject to fair and reasonable voting procedures to be adopted by the Regional Board.
3. The Regional Board shall fix, at its February meeting each year ("Annual Meeting"), the time, date and place of each regular meeting of the Regional Board and send notice of such annual meeting to all participating members. In addition, the Regional Commissioner, or 1/3 of the Board Members may call a special meeting of the Regional Board on three days' prior notice stating the purposes of such meeting, which notice may be given in writing, by telephone, by E-mail or in person. A majority of the Board Members shall constitute a quorum for the purpose of holding either a regular or special meeting. It shall be the policy of the Region to hold at least one Board meeting in each month during the soccer season and at least one every two months. All Regional Board meetings shall be open to all participating members unless the Regional Board determines that it is necessary to hold an executive session. The Regional Board shall provide for the taking of minutes of the proceedings at each meeting and make them available to the members of the Region.
4. At the Annual Meeting, the Board Members shall be appointed by the Regional Commissioner on the recommendation of the Nominating Commission and with the approval of a majority of the outgoing Regional Board (if any), to hold office for twelve months or until their successors shall have been duly appointed. At least one month prior to the Annual Meeting, the Regional Commissioner shall appoint a Nominating Commission consisting of Board Members and a reasonable number of persons who are not members of the Board, but not less than three in number. Such Nominating Commission shall recruit and recommend board members for the next twelve months and to accept other names of persons to be considered by the Regional Board for such positions. The Nominating Commission shall also publicize to the participating members of the Region the Regional Board positions to be voted upon. Regional Board members need not be parents of players in the Region.
5. The Regional Board shall constitute a Nominating Commission at least three months, and preferably six months, before the expiration of such term, or whenever there is a vacancy in the Regional Commissioner position due to death, resignation or removal. Such Nominating Commission may be the same Nominating Commission appointed pursuant to the preceding

paragraph. The Nominating Commission shall submit its recommendations of one or more candidates for the position of Regional Commissioner to the Regional Board. The Regional Board shall, by a majority vote, nominate a Regional Commissioner and forward such nomination to the Region's Area Director as directed by National Bylaw Section 7.03. In the absence of a Regional Board, or in the absence of a nomination by a majority of the Regional Board, the Regional Commissioner will be nominated by the Region's Area Director. Subject to the approval of the Area Director and the Section Director, the nominee for Regional Commissioner shall be appointed by the AYSO National Board of Directors for a term of three years.

6. In the event of a vacancy in the position of Regional Commissioner other than at the expiration of the regular term, the Regional Board, including (if available) the outgoing Regional Commissioner, shall recommend an interim Regional Commissioner and submit such recommendation to the Area Director. The interim successor shall remain in office until the completion of the election procedures in paragraph 5.
7. The Regional Commissioner may serve multiple terms so long as he or she is nominated and appointed as indicated above.
8. It is the general policy of the Region that the Regional Commissioner will have normally served at least one year on the Regional Board before serving as Regional Commissioner.
9. No board member or any other participant in the Region shall receive monetary or other compensation for his or her services to the Region, nor may they use their position to benefit them directly or indirectly in any other way, such as a supplier of equipment or camp programs to the Region. Nothing in this paragraph prohibits any Regional board or staff member, or Regional volunteer, from being reimbursed for their out-of-pocket expenses incurred for work on behalf of the Region with the approval of the Regional Commissioner.
10. Any vacancy on the Regional Board may be filled by a majority vote of the then remaining Board Members, though less than a quorum, and the person filling such vacancy shall serve until the next Annual Meeting and until his/her successor has been duly appointed.
11. Any Board Member (except the Regional Commissioner) may be removed in accordance with Article Nine, paragraph 4 of these Guidelines. The Regional Commissioner may be suspended by the Area Director or the Section Director and suspended or removed only by the National Board of Directors in accordance with Sections 3.07 and 7.03 of the National Bylaws.

ARTICLE SIX

OFFICERS

The Regional Board shall, at a minimum, consist of the Regional Commissioner, the Regional Treasurer, the Regional Risk Manager/Safety Director, the Regional Coach Administrator, the Regional Referee Administrator and Child and Volunteer Advocate. The Regional Commissioner may create, designate, appoint, or elect such other voting board, or non-voting staff, positions including one or more Assistant Regional Commissioners, a Regional Secretary, Regional Director of Coach Instruction, a Regional Director of Referee Instruction, , Age Division Coordinators, Fields Administrator, Regional Registrar, Youth Player Representative, Communications Director,

Sponsor Coordinator, Directors of Special Events, Equipment Director, Post Season Director, and such other positions as the Regional Board may from time to time deem desirable. In addition, there may be such members-at-large as the Board shall create. The following are the job descriptions for the above positions. All Board members are to notify the Regional Board if there is a violation of AYSO policies, national, sectional, area and regional. Failure to do so may cause removal from board position.

REGIONAL COMMISSIONER

The Regional Commissioner shall have complete responsibility and authority to manage the day-today business of the Region as described in Article III of these Guidelines within the framework of the AYSO operating regulations and these Guidelines. The Regional Commissioner's responsibility and authority shall also include:

- (a) Filing on a timely basis the Regional Information Form with the National Support Center.
- (b) Reviewing on an annual basis these Regional Guidelines and other written Regional operating regulations.
- (c) Supervising the Regional Treasurer by periodically reviewing the Region's canceled checks and bank statements, reviewing each month the National Accounting Program (NAP) financial report, periodically reviewing internal financial control procedures, and taking other reasonable measures to assure that the Region's assets and expenses are being handled in a fiscally responsible manner.
- (d) Reporting to the Area Director and being responsible for the performance and growth of the Regional programs for the benefit of the players, the volunteers and their families.
- (e) Organizing, maintaining, supervising and coaching Regional volunteer staffs to assure adequate support and services to the Region, including the development of new volunteers for Regional position succession planning.
- (f) Acting as the official spokesperson for the Region in regard to publicity, internal development, cultural exchange, business systems, budgets, Regional operating regulations and other matters concerning AYSO programs within the Region.
- (g) Assisting the Regional Board in the planning and implementation of its policies and programs within the Region.
- (h) Overseeing dispute resolution within the Region pursuant to Article Nine of these Guidelines and AYSO operating regulations.
- (i) Presiding at all Regional Board meetings.
- (j) Keeping the Regional Board informed of actions and decisions on matters of importance.
- (k) Attending Area meetings, Section Meetings and caucuses, and the National Annual General Meeting.
- (l) Maintaining close liaison with the Area Director and the Section Director, and

coordinating all extra-Regional activities through the Area Director.

(m) Submitting a completed Regional Performance Program to the Area Director prior to December 1st of each calendar year.

(n) Making such other decisions and taking actions as may be required to run the Region, within the limits of the Regional budget and these Guidelines.

THE REGIONAL TREASURER

The Regional Treasurer shall have custody of all funds, securities, evidence of indebtedness and other valuable documents, and shall deposit funds and securities in the name and to the credit of the Region in a bank or depository. The Regional Treasurer shall keep in appropriate books an accurate account of all money received and paid out, including collection of registration fees.

The Regional Treasurer shall be responsible for complying with the National Accounting Program and all procedures specified in the AYSO Treasurer's Manual. The Treasurer shall promptly, upon receipt, pay to the National Support Center the National portion of the registration fees of the Region before the first practice and first game of the season.

The Regional Treasurer shall give a report of the funds, receipts and disbursements of the Region monthly or at such other times as requested by the Regional Commissioner or by the Regional Board.

The Regional Treasurer shall be responsible and filing with the National Support Center, the annual budget, Regional Information Form, and such other information as may be required or requested from time to time by the National Support Center and for complying with the National Accounting Program.

THE REGIONAL RISK MANAGEMENT/SAFETY DIRECTOR

The Regional Risk Management/Safety Director shall be responsible for administering the AYSO Soccer Accident Insurance (SAI) plan and liability insurance program for the Region. The Regional Risk Management/Safety Director shall also be responsible for obtaining liability insurance certificates for all facilities used by the Region. The Regional Risk Management/Safety Director shall make provisions for the distribution of AYSO's informational flyer on the SAI plan to each player's family. The Regional Risk Management/Safety Director shall handle all reports of accidents and/or SAI claims for such programs.

The Regional Risk Management/Safety Director shall also ensure the safety of all participants in the Region by inspecting all field equipment, goalposts and fields to ensure they are in safe condition. The Regional Risk Management/Safety Director must also ensure that a reasonable number of first-aid kits are available at all playing sites, that all goalposts are properly anchored, that no goalposts have goal net hooks and that AYSO policies regarding blood-borne diseases are disseminated to and observed by all participants. The Regional Risk Management/ Safety Director shall also be responsible for advising Regional participants of approaching dangerous weather and other potentially unsafe conditions which may exist at the locations where games are played.

The Regional Risk Management/Safety Director shall also disseminate and make

available safety information to the Region's coaches, referees, participants and families from such sources as AYSO's "Play It Safe" publication.

THE REGIONAL COACH ADMINISTRATOR

The Regional Coach Administrator shall be responsible for the recruiting, training and supervising of all coaches in the Region. The Regional Coach Administrator shall require that each coach and assistant coach or other team player trainer complete a volunteer application form in accordance with the National Support Center's applicable policies and guidelines.

The Regional Coach Administrator shall coordinate with the Regional Commissioner and the Area Coach Administrator to arrange for coaching orientations, clinics and training programs at least once each season where needed and disseminate information when appropriate to assist the Region's coaches.

The Regional Coach Administrator shall also be responsible for the implementation of the Region's Coaching Certification and Licensing Programs as may be required or recommended under the operating regulations.

THE REGIONAL REFEREE ADMINISTRATOR

The Regional Referee Administrator shall be responsible for the recruiting, training and supervising of all referees in the Region. The Regional Referee Administrator shall require that each referee, assistant referee, and youth referee complete a volunteer application form in accordance with the National Support Center's applicable policies and guidelines.

The Regional Referee Administrator shall arrange for orientations, clinics and training programs for all referees and assistant referees in the Region at least annually, and shall coordinate his/her efforts with the Regional Commissioner and the Area Referee Administrator. The Regional Referee Administrator shall be responsible for the scheduling of referees and assistant referees within the Region, or delegate such task to another responsible volunteer or assistant and coordinate such efforts with the Region's scheduler of games.

ASSISTANT REGIONAL COMMISSIONERS

Each Assistant Regional Commissioner, if any, shall perform such duties as may be delegated to the Assistant Regional Commissioner by the Regional Commissioner and, in his/her absence, shall perform the duties of the Regional Commissioner on behalf of the Region.

THE REGIONAL SECRETARY

The Regional Secretary shall take minutes at all meetings of the Regional Board and general meetings of the Region and shall be charged with sending out all general correspondence and notices for the Region. The Regional Secretary shall be responsible for publishing the minutes to the Regional Board and for sending a copy of the minutes to the Area Director after they are approved.

THE REGIONAL REGISTRAR

The Regional Registrar shall be responsible for the planning and implementation of the annual registration of players, and coordinate such efforts with the Regional Commissioner, the Director of Volunteer Recruitment and Development, the Regional Coach Administrator and the Regional Referee Administrator. The Regional Registrar shall be responsible for the proper registration of each member in the Region on the appropriate official AYSO registration forms having such information to the National Support Center prior to the first practice and first game of the season. The Regional Registrar shall also distribute the appropriate copies of such forms as required.

ADDITIONAL REGIONAL OFFICERS AND STAFF

The Regional Commissioner may, when determined appropriate or necessary appoint one or more additional Regional officers or staff positions including, but not limited to, the following:

GIRLS' DIVISION COORDINATOR

The Girls' Division Coordinator shall serve as a liaison between the Regional Commissioner and the Age Division Coordinator for the operation of their all girls' divisions, including the supervision of the division of the girls into balanced teams, and the arranging and scheduling of practices and games for such girls' divisions.

BOYS' DIVISION COORDINATOR

The Boys' Division Coordinator shall serve as a liaison between the Regional Commissioner and the Age Division Coordinator for the operation of their all boys' divisions, including the supervision of the division of the boys into balanced teams, and the arranging and scheduling of practices and games for such boys' divisions.

YOUTH PLAYER REPRESENTATIVE

The Youth Player Representative, if any, must be a registered AYSO player within the Region and shall attend meetings of the Regional Board of Directors to provide the viewpoint and insights of the players of the Region and represent the players on matters being discussed or voted upon by the Board.

AGE DIVISION COORDINATORS

The Age Division Coordinator shall be responsible for the operation of their respective divisions, including distributing information to the coaches.

FIELDS AND EQUIPMENT ADMINISTRATOR

The Field Administrator shall be responsible for obtaining and maintaining the playing fields and equipment. He/she shall ensure that goalposts, nets and corner flags are provided for each game, that they are put up before the first game of any day and taken down after the end of the last game of such day and properly secured at all times. He/she shall also ensure that the fields are

properly lined. He/she shall also maintain the playing fields in a safe condition.

THE SPONSOR COORDINATOR

The Sponsor Coordinator shall be responsible for the obtaining of sponsors for Regional events and the proper acknowledgment of such support.

THE DIRECTOR(S) OF SPECIAL EVENTS

The Director(s) of Special Events, if any, shall be responsible for organizing and running any one of or all special events and activities of the Region approved by the Regional Board.

THE DIRECTOR OF VOLUNTEER RECRUITMENT AND DEVELOPMENT

The Director of Volunteer Recruitment and Development shall be responsible for assisting the Regional Commissioner and Regional Board in recruiting and developing new volunteers from the parents and other relatives of players, and from other sources in the community, to donate their time and talents for the successful operation of the Region and for the succession planning of Regional Board and staff members.

STATISTICIAN

The Statistician shall be responsible for gathering statistical information from all games.

PHOTO DAY COORDINATOR

The Photo Day Coordinator shall be responsible for working as a liaison between the Regional Board and the vendor contracted to provide pictures for Regional teams and players, including the scheduling of teams at the site(s) selected for the photography sessions.

POST SEASON DIRECTOR

The Post Season Director, if any, shall be responsible for the planning, implementation and supervision of participation in Regional tournaments and other post-season play opportunities for Regional players outside the primary regular (league) season program. The Post Season Director, working with the Regional Commissioner and the Regional Treasure shall be responsible for assuring that the Region 83 Post Season Guidelines are strictly adhered to by all participants.

UNIFORM COORDINATOR

The Uniform Coordinator shall be responsible for working with the Regional Commissioner and the Regional Board to insure that all players are provided with a uniform in good repair, which meets AYSO requirements. The Uniform Coordinator shall be responsible for the planning, implementation, supervision, distribution, and return of all Team uniforms, Referee uniforms, and Staff uniforms as necessary. This will include ordering balls and cones for team bags.

The Uniform Coordinator shall be responsible for the planning, implementation,

supervision and distribution, and return of all balls, cones, and bags handed out during the season.

ARTICLE SEVEN

INFORMATION ABOUT THE PROGRAM

1. TEAM ASSIGNMENTS

Team assignments of players shall be made by those persons delegated such task by the Regional Board.

Retention of players on any team shall be limited to the head coach's child(ren). Otherwise there shall be no automatic retention of players on any specific team or with any specific coach.

Every attempt shall be made to balance the skill level of teams within each division. Once teams are formed, no transfer of any player from one team to another may be made without the approval of the coaches of both teams involved, the Age Division Coordinator, the Regional Commissioner and the parent or guardian of the player.

In the case of inter-Regional play no transfer of any player from one team to another, after such teams are formed, may be made without the additional approval of the Area Director and, if affecting section play, the Section Director

A. Players on the field per division shall be:

- a. U5 = 3v3
- b. U6 = 3v3
- c. U8 = 5v5
- d. U10 = 7v7
- e. U12 = 9v9
- f. U14 and above = 11 v 11
- g. Consideration may be made in the U16/19 division based upon player participation

2. REGISTRATION FEES AND REFUNDS

The registration fee for each player participant shall be fixed annually by the Regional Board.

The Regional Commissioner may waive such registration in whole or in part with respect to any participant if such fee would create a hardship for such participant or his or her family. Every effort, however, shall be made to insure that every player who is able is assessed at least the amount of the per player assessment made upon the Region by the National Budget, as approved by the Executive Membership.

Any player who withdraws prior to participating in the first game of the season shall be entitled to a refund of such registration fee, upon approval of the Regional Commissioner, except that after payment of the per player assessment made

upon the Region by the National Budget has been forwarded to the National Support and Training Center such amount shall be deducted from the amount of any refund. In exceptional circumstances, the cost of the uniform (if it cannot be reused) or other specific non-recoverable costs may be deducted from the refund.

Players who withdraw prior to the first game will be eligible for a full refund. Players who withdraw after playing in the first or second games, will be eligible for a refund of half the amount of their registration fees. Players who withdraw after the second game, will not be eligible for any refund.

3. ELIGIBILITY

All boys and girls, between the ages of 4 and 18, based on their age as of July 31st of the year in which the season begins shall be eligible to register for the program, subject to field availability, volunteer support, AYSO operating regulations, and such rules as may be issued by the Regional Board. Children who register after the last regular registration date will be placed on teams as openings become available.

4. LENGTH OF SEASON AND CANCELLATION OF GAMES

The season shall be of such duration as determined by the Regional Board, and as set forth in the Regional Calendar. Inclement weather or poor field conditions may necessitate from time to time the canceling of games. Any such cancellation will be made at the discretion of the Regional Commissioner or the Fields Administrator as early as practical before game time. Once the game begins, only the referee or Field Marshall in charge of the particular soccer field may suspend or terminate the game. If any games are canceled due to inclement weather or poor field conditions, no games played that day will count toward standings. Cancelled games MAY be rescheduled depending on field and volunteer availability. If fields or volunteers are not available, games will not be rescheduled.

5. ATTENDANCE; PARTICIPATION

Every player shall be entitled to play at least three-fourths of every game, to the extent mathematically possible, based on the number of players rostered per team. Different players shall be allowed to start the first quarter of each game. League teams involved in Area or Section playoff tournament may play by Area or Section guidelines.

Each player is strongly urged to attend every team practice. With prior approval of the Regional Commissioner and Age Division Coordinator, any player who misses practices regularly may have his/her playing time limited to one-half (but not less than one-half) of a game.

Players missing an occasional practice will not be subjected to the limited playing time clause above.

Coaches shall not provide more than three (3) hours of activity per week for players during the primary regular (league) season, including practices, meetings and games.

Players that are goalkeepers must be allowed one quarter "on the field." No player

may play all four quarters as the goalkeeper. If a player who is goal keeper is playing three quarters, one quarter must be played as a field player.

If a team has notified the Age Division Coordinator that it has fewer players than the Regional Guidelines allow for that division due to players that dropped from the team and new players were not permanently assigned to that team, then the opposing team may only field the number of players on the short team's roster. This rule does not apply to temporary shortages due to sickness or absence.

6. PROTESTS

No protest of games shall be permitted. Coaches can file, with the Regional Referee Administrator, a written report within 48 hours after a game of any misapplication by a game referee of the Laws of the Game or rules and regulations. This procedure shall not be used as a means of complaining of, or criticizing, any judgment call of a referee or assistant referee. If, after investigation by the Regional Referee Administrator, it is found that a law, rule or regulation was misapplied, such referee shall be so informed in order to ensure that no further misapplication occurs.

7. CONDUCT DURING GAMES

The highest standards of conduct and good sportsmanship must be maintained at all times by players, coaches, referees, spectators and all other participants. Offensive, insulting or abusive language is forbidden.

The use of alcohol, tobacco products or illegal drugs in the vicinity of the playing field during practices or games is strictly forbidden. All participants must wear the official uniforms provided for all games and dress in them in a neat, clean manner. The use of shin guards is required at all practices and games. Coaches are expected to be positive and set the best possible example for the participants. Excessive coaching from the sidelines shall not be permitted, and the function of the coach should be to provide encouragement and a positive direction. The coach may enter the field of play only with the consent of the referee and may coach only within 10 yards in each direction from the half-way line of the field (in no event in either of the penalty areas or from behind the goals).

Spectators at games must remain behind the spectator control line (three yards from the sideline) and between the penalty areas, and their vocal efforts should be limited to positive compliments to the participants. Under no circumstances should they attempt to coach or address remarks derogatory to players, coaches or the referee.

The use of noise-making or noise-enhancing devices, such as bullhorns, cowbells, horns, air horns, or the like shall be prohibited.

At the end of the game, the players on each team shall line up and shake hands with the players of the opposing team and thank the referee and assistant referees. Discipline shall be up to the referee at each game. The referee shall have the power and authority to caution and send off players, coaches or spectators, from the playing area, or terminate the match if necessary, if their conduct violates the Laws of the Game, these Guidelines or otherwise interferes with the course of play. No appeal of disciplinary action taken by a referee shall be allowed. A player or coach who is sent off (red card) or cautioned

(yellow card) may be subject to additional disciplinary action (*e.g.*, parent conferences, game suspensions, expulsions) upon thorough review of the incident following the procedures outlined in Article 9 (Dispute Resolution). A coach, assistant coach or spectator who is sent off or cautioned may also be subject to similar or additional disciplinary action upon thorough review of the incident following the procedures outlined in Article 9 (Dispute Resolution). The Regional Board may adopt an automatic additional one game suspension for any participant who is sent off the field by a referee for a disciplinary reason.

- a. Coaches, players or spectators who are “sent off” before, during or after a game will be suspended from the next game also. A coach who is sent off, may be removed from the team. Any player or coach who has been sent off will not be eligible for postseason play.
- b. Any player who consistently receives yellow cards may lose their eligibility for postseason play.
- c. Any team winning by more than five (5) goals will be penalized one (1) point in team standings or otherwise penalized at the discretion of the Regional Board.
 - a. Application of this rule may be appealed to the Regional Board once per primary regular (league) season provided such appeal is filed with the Regional Commissioner within one week of the game for which the appeal is being filed;
 - b. Appeal will be granted only upon approval of a majority of the Regional Board on the basis that under the facts and circumstances presented it is clear that the losing team intentionally played below its ability allowing the winning team to exceed their score by more than five goals; the spirit of this policy is good sportsmanship on both teams;
 - c. The Regional Board may defer announcement of their decision on an appeal until after the last game of the season.

8. FIELD MARSHALS

The Regional Commissioner may, when determined appropriate or necessary, appoint one or more Participating Members as outlined in Article 4 (Membership in the Region) to act as Field Marshals. The Field Marshals will have complete authority to maintain strict adherence to Article 7, #6 (Protests) and Article 7, #7 (Conduct during Games). Discipline shall be up to the Field Marshals at each site. If any spectator, coach or, player violates these Guidelines, the Field Marshals shall have the power and authority to caution and/or require spectators, coaches or, players to leave the playing area, suspend the match or terminate the match if necessary. No appeal of disciplinary action taken by a Field Marshal shall be allowed. A spectator, coach or player who is asked to leave the playing area may be subject to additional disciplinary action upon thorough review of the incident following the procedures outlined in Article 9 (Dispute Resolution)

9. REFRESHMENTS AT GAMES

It shall be the responsibility of each team to supply its own refreshments. It is suggested that the best kind of refreshment is cool water.

10. PARENTAL PARTICIPATION

As AYSO is an "all-volunteer" Organization, each parent or guardian who has a player in the Region shall volunteer his or her time and services in some way. The Region shall not reduce or eliminate the player fee based upon voluntary work done.

11. FACILITIES

It shall be the responsibility of both teams for the first game each day to set up the goalposts and nets and both teams for the last game of each day to take down the goalposts and nets. Each field shall be lined under the direction of the Field Administrator, and each group of fields shall be provided with a first aid kit. No trash should be left at the facility except in designated containers. Parking shall be limited to those areas designated at the fields.

12. SPONSORS

The Region encourages local businesses and individuals to support its program. Suitable recognition shall be given to them. Contributions are strongly encouraged to be made to the Region rather than to a particular team. All such contributions are considered charitable contributions and are deductible for U.S. tax purposes, subject to the applicable limitations in the Internal Revenue Code.

All sponsorship banners will be displayed at every game and special event. It is the coach's responsibility to bring and display the sponsorship banner at every game and special event. Coaches who fail to do so may be subject to disciplinary action at the discretion of the Regional Board.

13. EQUIPMENT

The Region shall make arrangements to supply each player with a shirt with the original AYSO logo properly affixed thereto and, if possible, a pair of socks and shorts. Each player is expected to provide their own appropriate footwear and shin guards. No player may participate in a game without such shirt, socks, shorts, appropriate footwear and shin guards. Players may not wear jewelry of any kind, including chains, watches, body jewelry, earrings, bandannas or other ornamentation, or anything else that is likely to cause risk of injury to himself or to other players during the game. Medical ID bracelets should not be removed, but must be padded and taped to the player's skin. Prescription eyeglasses may be worn. Hard or padded casts, splints, helmets, and hard padding are not permitted to be worn by a player during any game or practice. Players with orthodontic braces are strongly encouraged to wear mouth guards.

ARTICLE EIGHT

FINANCIAL, BANKING AND RELATED MATTERS

1. BUDGET; FINANCIAL STATEMENT

The Regional Board shall adopt an annual budget which provides the basis for setting player registration fees. At the end of each season, the Regional Board shall cause to be prepared a statement of income received and amounts expended in connection with the program. Such statement shall be made available for review by the parent or guardian of each player, and a copy shall be made available upon reasonable request.

2. ACCOUNT SIGNATORIES

All checks drawn on the Region's bank account shall bear two signatures, one of which must be the Regional Commissioner's. Additional signatories must be authorized by Regional Board action. Two signatories from the same household shall not be allowed. There must be at least three signatories on the Regional bank account.

3. TRANSFER OF FUNDS

All funds received by the Region, whether from fees, gifts or otherwise, must be deposited into the Region's checking account, from which all expenses and disbursements must be paid. All funds transferred in or out of the Region's savings account must be transferred from or to the Region's checking account. No Regional expenses or reimbursements are to be paid from monies collected which have not first been deposited into, and accounted for within, the Regional bank account.

4. CASH HANDLING PROCEDURES

The Regional Treasurer in cooperation with other Regional Board and Staff Members shall establish internal control procedures to safeguard against the misuse or loss of Regional assets, especially in regard to cash receipts and cash disbursements. Such internal control procedures shall include the following:

Funds withdrawn for "cash box change" must be deposited back into the Regional bank account on the same day, or the first banking day thereafter. All registration fees collected in cash and checks must be reconciled to the bank deposit slip and the AYSO registration forms.

Arrangements should be made to have the cash received deposited into the Regional bank account on the same day such cash is received, or the first banking day thereafter. When handling a significant amount of cash monies, at least two Regional volunteers should be present.

5. RECEIPT PROCEDURES

The Regional Treasurer in cooperation with other Regional board and staff members

shall establish internal control procedures to safeguard against the misuse or loss of Regional assets, especially in regard to receipts for monies received. Such internal control procedures shall include the following:

A cash receipt book must be used to record all payments received on behalf of the Region in cash. The original cash receipt for each transaction must be given to the payer, and the copy kept in the cash receipt book. All cash receipts must be signed or initialed by the volunteer completing the cash receipt form. The cash receipt book must be reconciled to the bank deposit slip. A volunteer accepting payment for registration fees should note upon an available portion of the player registration form: (a) the amount of the payment received; (b) whether such payment was made in cash or by check; (c) the check number (if paid by check); (d) the date such payment was received if different from the date of the parent or guardian's signature on the player registration form; (e) the names of any other family member players for whom the payment was received; and (f) the initials of the volunteer receiving such payment.

6. IMMEDIATE ACCOUNTING TO REGIONAL TREASURER

The Regional Treasurer in cooperation with the Regional Commissioner shall establish internal control procedures to safeguard against the misuse or loss of Regional assets, especially in regard to the immediate accounting to the Regional Treasurer for monies received, checks written upon the Regional bank account, invoices received for accounts payable by the Region, and requests for reimbursement to Regional volunteers for out-of-pocket expenses incurred on behalf of the Region. Such internal control procedures shall include the following:

No one should sign a Regional check in blank or which contains any item to be filled in later.

No one should sign a Regional check without verifying the expense by examining the invoice and request for reimbursement form.

No requests for reimbursement to Regional volunteers for non-budgeted items shall be honored without a verbal pre-authorization from the Regional Commissioner. All requests for reimbursement must be in writing, on Region 83's "Request for Reimbursement" form. It must be signed by such volunteer, itemizing the out-of-pocket expenses incurred, and with supporting receipts or other documentation attached.

See addendum concerning reimbursement policies.

All bills and invoices received for payment by the Region must be forwarded to the Regional Treasurer for payment, if not already paid, within five (5) days of the receipt. The Regional Treasurer must be notified of any checks written on the Regional bank account without his or her knowledge within 48 hours of the issuance or delivery of such check for payment of any Regional expense.

All bank withdrawal transactions and Regional checks shall be noted with the appropriate National Accounting Program (NAP) code denoting the purpose for such transaction.

7. IMMEDIATE DEPOSIT PROCEDURES

The Regional Treasurer in cooperation with other Regional Board and staff members shall establish internal control procedures to safeguard against the misuse or loss of Regional assets, especially in regard to the immediate deposit of monies received. Such internal control procedures shall include the following:

All fees collected on behalf of the Region for registration, sponsorships, fundraising, donations or for any other purposes shall be deposited immediately after being reconciled with the appropriate cash receipt book, registration form, and/or bank deposit slips. Under no circumstances may any person accept on behalf of the Region any post-dated check or agree to hold any check for deposit on a later day.

8. MONTHLY BANK RECONCILIATIONS

All Region accounts shall be reconciled by the Regional Treasurer and his/her reconciliation shall be verified by another Board Member who is not authorized to sign on the accounts.

9. CREDIT/DEBIT CARD TRANSACTIONS

If credit/debit cards are accepted, all required accounting shall be performed and submitted on the first banking day after each credit/debit card transaction.

ARTICLE NINE

DISPUTE RESOLUTION

1. GENERAL POLICY

It is the policy of the Region to resolve all disputes involving persons involved in the Region in an amicable way. Compromise should be emphasized whenever possible, and personality conflicts should be avoided. If disciplinary action is found to be necessary, it is the Region's policy to take only the minimum action necessary. All means available should be taken to avoid legal action.

It is the policy of the Region to avoid punishing the players for the conduct of the parents except when there is no other solution (*e.g.*, where a parent cannot or will not cease his or her disruptive behavior).

It is the policy of the Region to avoid wiping out years of good memories of AYSO and good service to AYSO, and that suspension or removal procedures are to be used only as a last resort. Voluntary resignation is preferable to a suspension or removal procedure. It is the policy of the Region to avoid publicizing the suspension or removal proceedings beyond those persons who need to know, and to respect the privacy of the individuals involved. However, the Regional Commissioner or Regional Board should notify the Area Director, the Section Director, the National Support Center or members of the AYSO Legal Commission of the pending proceedings pursuant to the operating

regulations, and must comply with all applicable regulations and laws requiring suspension, abuse and similar events.

2. GENERAL DUE PROCESS PROCEDURES

Disputes involving day-to-day activities of the Region should first be addressed and resolved, by the appropriate Board Member in charge of the activity and/or then by the Regional Commissioner, if necessary. Disputes arising out of game conduct should first be addressed and resolved, by the Regional Referee Administrator. If it is determined that it is necessary that a person involved in the Region needs to be disciplined, or that his or her participation in the Region should be limited or terminated, then the Regional Commissioner or the Regional Board shall give notice in writing to such person of such intention. Such notice shall specify the action to be taken and the reasons therefore. Such notices shall further notify such person that he or she, upon request, will be given a reasonable opportunity to explain why such action should not be taken. Such opportunity to respond may be in person at a hearing, by telephone or in writing. The Regional Commissioner may appoint a disinterested Hearing Board or Committee of neutral persons to consider such discipline. After such opportunity to respond has been given, the Regional Commissioner, Hearing Board or Committee shall make its determination and announce it in writing to all persons concerned.

3. SUSPENSION

The Regional Commissioner or may suspend a person involved in the Region from further involvement in the program on notice (by telephone, fax, E-mail, writing or in person) if there is found to be an imminent danger to the program by his or her continuing involvement, or if a crime has been alleged to be committed by such participant. Such a suspension must be followed by a disciplinary hearing described in Paragraph Two, above. A suspension is considered to be temporary in nature, and such suspension may be removed or set aside by a majority of the Regional Board at any time.

4. REMOVAL

The Regional Commissioner may remove a person (whether or not suspended) involved in the Region, including a Regional Board Member, from further involvement in the program. Such removal may only be made upon prior notice and after a determination is made that removal is appropriate, as the result of a disciplinary hearing described in Paragraph Two, above. Such removal is only permitted when there is found to be (a) a violation of the National Bylaws or of the rules, regulations, policies or philosophies of AYSO or (b) conduct which disrupts the Region's or AYSO's activities or programs.

5. HEARING PROCEDURES

The disciplinary hearing shall be held at a neutral location. The hearing procedures shall be communicated to and understood by all parties prior to the commencement of such hearing. All interested parties are to be informed of the date, time and location of such hearing. At the hearing the Committee or Hearing Board shall listen to the facts of the situation from all interested parties, and then adjourn to a private session where the

decision will be reached. Under no circumstances shall the Committee or Hearing Board deliberate in the presence of the parties involved in the dispute. The Committee or Hearing Board will then decide the issues raised pursuant to AYSO operating regulations and these Regional Guidelines based on the evidence submitted, and by majority vote determine the appropriate action including whether no action should be taken against the individual accused, or whether such person should be given a warning or caution, or whether such person should be given a written reprimand, or whether such person should be suspended or removed from involvement in Regional activities. All interested parties shall be promptly notified of such decision after, in the case of removal, and where deemed appropriate, such individual is given an opportunity to resign voluntarily.

6. REVIEW

Any determination made in accordance with this Article shall be final and binding on all concerned unless it is determined by the Area Director, or, if he/she is not disinterested, the Section Director, that such determination was arbitrary and capricious, or that the procedure was not fair, or that the person or persons making such determination are found not to have been disinterested. Any interested party dissatisfied with the decision or action taken by the Committee or Hearing Board may request a review of such decision by (in order) the Area Director, Section Director or National Board of Directors, as may be appropriate pursuant to the operating regulations relating to dispute resolution and due process.

ARTICLE TEN

CHANGES IN GUIDELINES

1. APPROVAL OF GUIDELINES

These Guidelines shall become effective after being approved by the Regional Commissioner, the Area Director and the Section Director, and then submitted to the National Support Center.

2. CHANGE IN GUIDELINES

Once adopted, these Guidelines may only be amended by the Regional Board by a 2/3 vote of the Regional Board members, with the approval of the Regional Commissioner, the Area Director and the Section Director, and then submitted to the National Support Center.

ARTICLE ELEVEN

POST SEASON GUIDELINES

1. COACH ELIGIBILITY

a. To coach a postseason team, the coach must have, at minimum, completed an age

related AYSO coach training course and safe haven.

- b. Coaches will be determined by ratings night, which will be at least three (3) weeks prior to the end of the season.

2. **PLAYER ELIGABILITY**

- a. To be eligible for postseason a player must have played in a minimum of 50% of league games.
- b. The player may not have been “red carded” during the season.
- b. Players on the postseason team **MUST** represent 75% of the division teams.
- c. Where divisions have ten (10) teams or more, coaches may not pick more than two (2) players from a team, not including their own child. This may be subject to review by the Regional Commissioner and Post Season Director.

3. **TEAM RESPONSIBILITIES**

- a. Each team will be responsible for their tournament fees. These may be offset or paid for by conducting a postseason tournament. I.e.; The Central Coast Classic
- b. All monies collected for the postseason team will be deposited in the AYSO postseason account.
- c. All team rosters must include a list of referees available for each tournament in which the team will be participating.
 - i. Teams will work with the Region to supply the amount of referees required for each tournament. This will normally be the equivalent of three (3) referees per team.
 - ii. This will not include the Area or Section tournament where the region will be responsible for supplying the referees.

4. **PLAYER PARTICIPATION**

- a. All players will play a minimum of three quarters (3/4) of each game, unless there are more players than makes this applicable, then the coach will alternate which players sit out half the game.
- b. All players **WILL** play a minimum of two quarters. This guideline does not overrule the above paragraph.

ADDENDUM

REIMBURSEMENT POLICY

- a. All reimbursements are subject to prior approval by the Region, regardless of the nature of such reimbursement, and whether specifically referenced in the National Policy Statement or not.
- b. Reimbursement requests for amounts not approved or in excess of amounts approved by the Region will be denied to the extent such requests are for amounts not approved or in excess of amounts approved.
- c. It shall be the responsibility of the person seeking reimbursement to verify eligibility for reimbursement by the Region prior to incurring expenses for which such person seeks reimbursement.