

# AYSO

American Youth Soccer Organization

## Region 89

### Regional Guidelines

Supporting La Mesa California  
& surrounding communities with an all  
volunteer youth soccer program

Revision 3.1

July 2008

APPROVED BY: Regional Commissioner \_\_\_\_\_ Date \_\_\_\_\_

APPROVED BY: Area Director \_\_\_\_\_ Date \_\_\_\_\_

APPROVED BY: Section Director \_\_\_\_\_ Date \_\_\_\_\_

Date Received by the NSTC: \_\_\_\_\_





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## Change History

<b>Date</b>	<b>Version</b>	<b>Paragraph</b>	<b>Description</b>
6/27/2008	3.1	5.1	Inclusion of decision making processes for regional business including eligibility for voting.
6/27/2008	3.1	8.1	Change in team size for the U10 program in response to National, Section, and Area guidance.

## TABLE OF CONTENTS

1.0	ABOUT THIS DOCUMENT	1
1.1	INTENDED AUDIENCE	1
1.2	CONTENT AND ORGANIZATION	1
1.3	CHANGES TO REGIONAL GUIDELINES	1
1.3.1	APPROVAL OF GUIDELINES	1
1.3.2	CHANGES IN GUIDELINES	1
2.0	INTRODUCTION	1
2.1	PURPOSE	1
2.2	DOCUMENT CONFLICTS	1
2.3	APPLICABILITY AND RESPONSIBILITY	2
2.4	MISSION	2
3.0	DUTIES AND RESPONSIBILITIES OF THE REGION	2
4.0	MEMBERSHIP IN THE REGION	4
4.1	MEMBERSHIP QUALIFICATION	4
4.2	MEMBERSHIP PRIVACY	4
4.3	MEMBERSHIP TYPES	4
4.3.1	PARTICIPATING MEMBERS	4
4.3.2	PLAYING MEMBERS	4
4.3.3	CONTRIBUTING MEMBERS	4
4.4	NON-MEMBERSHIP PARTICIPATION	4
4.4.1	PARENTAL PARTICIPATION	4
4.4.2	SPONSORS	4
5.0	MANAGEMENT OF THE REGION	5
5.1	DECISION MAKING	5
5.1.1	BOARD MEMBER VOTING	5
5.2	BOARD MEETINGS	5
5.2.1	INTERIM BOARD MEMBERS	5
5.2.2	BOARD MEETING SCHEDULING	5
5.2.3	OPEN VERSE EXECUTIVE BOARD MEETINGS	6
5.2.4	BOARD MEMBER VACANCIES	6
5.3	REGIONAL COMMISSIONER SUCCESSION AND QUALIFICATION	6
5.3.1	PLANNED SUCCESSION	6
5.3.2	UNSCHEDULED SUCCESSION	6
5.3.3	TERM OF OFFICE	7
5.3.4	PREREQUISITE EXPERIENCE	7
5.3.5	CONFLICT OF INTEREST	7
5.4	BOARD MEMBERS	7
5.4.1	REIMBURSEMENT VERSES COMPENSATION	7
5.4.2	BOARD MEMBER VACANCY	7
5.4.3	BOARD MEMBER REMOVAL	7
6.0	OFFICERS	7
6.1	REQUIRED REGIONAL BOARD POSITIONS	7
6.2	ADDITIONAL REGIONAL BOARD POSITIONS	8

<b>6.3</b>	<b>POSITION OR JOB DESCRIPTIONS</b>	<b>8</b>
6.3.1	DETAILED POSITION OR JOB DESCRIPTIONS	8
6.3.2	SUMMARY POSITION OR JOB DESCRIPTIONS	8
7.0	PLAYER REGISTRATION POLICIES	9
7.1	BASIC RESPONSIBILITIES	9
7.2	REGISTRATION	9
7.3	ELIGIBLE PLAYERS	9
7.4	INELIGIBLE PLAYERS	9
7.5	REGISTRATION FEES	9
7.6	REFUNDS	9
8.0	TEAMS	9
8.1	TEAM SIZE	10
8.2	ASSIGNMENT COMMITTEE	10
8.2.1	ASSIGNMENT COMMITTEE MAKEUP	10
8.2.2	ASSIGNMENT COMMITTEE FUNCTION	10
8.3	GENERAL TEAM FORMATION	10
8.4	AFTER TEAMS ARE FORMED	11
8.5	PLAYING OUT OF DIVISION	11
8.6	TEAM FORMATION USING THE COMPUTER	11
8.7	LATE REGISTRATION	12
9.0	EQUIPMENT	12
9.1	BALLS	12
9.2	UNIFORMS	12
9.3	FIELDS	13
10.0	GAME DAY CONDUCT & EXPECTATION	13
10.1	PLAYER ATTENDANCE AND PARTICIPATION	13
10.1.1	PLAYER BEHAVIOR PROBLEMS	13
10.2	PROTESTS	14
10.3	CONDUCT DURING GAMES	14
10.4	COACHING EXPECTATIONS	14
10.4.1	COACHES BEHAVIOR	14
10.4.2	ENTER THE FIELD	15
10.5	SPECTATOR BEHAVIOR	15
10.6	POST GAME SPORTSMANSHIP	15
10.7	REFEREE ROLE	15
10.7.1	YELLOW CARDS	15
10.7.2	RED CARDS	15
10.7.3	SUSPENSIONS, EXPULSIONS & DISCIPLINARY VIOLATIONS	16
10.8	TEAM RESPONSIBILITIES	16
10.8.1	FIELD SETUP	16
10.8.2	FIELD CONDITION & CLEANUP	16
10.8.3	FIELD TAKE DOWN	16
10.8.4	REFRESHMENTS & SNACKS AT GAMES	16
10.9	COMPETITION	16
10.9.1	STANDINGS	16
10.9.2	PLAYING SCHEDULED GAMES	17
10.9.3	MINIMUM NUMBER OF AVAILABLE PLAYERS	17
10.9.4	FORFEITURE OF GAME	17
10.9.5	LINEUP CARDS	17
10.9.6	POSTPONED GAME	18

10.9.7	IMPROMPTU REFEREE	18
10.9.8	PLAYING TIME	18
<b>10.10</b>	<b>DURATION OF GAMES</b>	<b>18</b>
<b>10.11</b>	<b>PLAYER SUBSTITUTIONS</b>	<b>19</b>
<b>10.12</b>	<b>OVERTIME AND TIE BREAKING</b>	<b>19</b>
10.12.1	OVERTIME GUIDANCE	19
10.12.2	KICKS FROM THE MARK	19
<b>10.13</b>	<b>LENGTH OF SEASON AND CANCELLATION OF GAMES</b>	<b>19</b>
10.13.1	GAME ABANDONMENT	20
10.13.2	MAKE-UP GAMES	20
11.0	COACHING MEETINGS	20
<b>11.1</b>	<b>PRE SEASON</b>	<b>20</b>
<b>11.2</b>	<b>POST SEASON</b>	<b>20</b>
12.0	PRACTICES	20
<b>12.1</b>	<b>ADULTS IN ATTENDANCE</b>	<b>21</b>
<b>12.2</b>	<b>PRACTICE LIMITATIONS</b>	<b>21</b>
<b>12.3</b>	<b>PRACTICE LOCATIONS</b>	<b>21</b>
<b>12.4</b>	<b>SCRIMMAGES</b>	<b>21</b>
<b>12.5</b>	<b>ADULT RESTRICTIONS</b>	<b>21</b>
13.0	POST SEASON PLAY	21
<b>13.1</b>	<b>PLAYOFFS</b>	<b>21</b>
<b>13.2</b>	<b>WILDCARD SPOTS</b>	<b>21</b>
<b>13.3</b>	<b>POST SEASON GUIDANCE</b>	<b>22</b>
<b>13.4</b>	<b>ALL-STAR TEAM AND COACH SELECTION</b>	<b>22</b>
13.4.1	ALL-STAR COACH SELECTION	22
13.4.2	ALL-STAR SELECTION BOARD	22
13.4.3	ALL-STAR PLAYER SELECTION RECOMMENDATIONS	23
13.4.4	ALL-STAR PLAYER AUDITIONS	23
13.4.5	ALL-STAR PLAYER ELIGIBILITY	23
13.4.6	ALL-STARS WITH MULTIPLE POOLS IN A DIVISIONS	23
13.4.7	ALL-STAR COACHING GUIDANCE	23
13.4.8	ALL-STAR REGIONAL PLANNING & OVERSITE	24
14.0	AWARDS	24
<b>14.1</b>	<b>PARTICIPATION AWARDS</b>	<b>24</b>
<b>14.2</b>	<b>REGULAR AWARDS</b>	<b>24</b>
<b>14.3</b>	<b>AWARDS AT INTER AREA LEVEL PLAY</b>	<b>24</b>
15.0	INJURIES	24
<b>15.1</b>	<b>SUBSTITUTION FOR INJURY</b>	<b>24</b>
<b>15.2</b>	<b>CASTS OR SPLINTS</b>	<b>25</b>
<b>15.3</b>	<b>MEDICAL RELEASE</b>	<b>25</b>
16.0	FINANCIAL, BANKING AND RELATED MATTERS	25
<b>16.1</b>	<b>BUDGET; FINANCIAL STATEMENT</b>	<b>25</b>
<b>16.2</b>	<b>ACCOUNT SIGNATORIES</b>	<b>25</b>
<b>16.3</b>	<b>TRANSFER OF FUNDS</b>	<b>25</b>
<b>16.4</b>	<b>CASH HANDLING PROCEDURES</b>	<b>25</b>
<b>16.5</b>	<b>RECEIPT PROCEDURES</b>	<b>26</b>
<b>16.6</b>	<b>IMMEDIATE ACCOUNTING TO REGIONAL TREASURER</b>	<b>26</b>
<b>16.7</b>	<b>IMMEDIATE DEPOSIT PROCEDURES</b>	<b>26</b>

<b>16.8</b>	<b>MONTHLY BANK RECONCILIATIONS</b>	<b>27</b>
<b>16.9</b>	<b>CREDIT/DEBIT CARD TRANSACTIONS</b>	<b>27</b>
<b>16.10</b>	<b>AUDITS</b>	<b>27</b>
17.0	DISPUTE RESOLUTION	27
<b>17.1</b>	<b>GENERAL POLICY</b>	<b>27</b>
<b>17.2</b>	<b>GENERAL DUE PROCESS PROCEDURES</b>	<b>27</b>
17.2.1	INITIAL INTERVENTION	27
17.2.2	DISCIPLINARY INTERVENTION	28
<b>17.3</b>	<b>SUSPENSION</b>	<b>28</b>
<b>17.4</b>	<b>REMOVAL</b>	<b>28</b>
<b>17.5</b>	<b>HEARING PROCEDURES</b>	<b>28</b>
<b>17.6</b>	<b>REVIEW</b>	<b>29</b>
APPENDIX A	ACRONYMS	30
APPENDIX B	SUPPORTING DOCUMENTS	30

## 1.0 About this Document

### 1.1 Intended Audience

This document is considered a public document that is accessible to all participants and potential participants in AYSO Region-89. The individuals who will receive the most value from the content of this document are adult volunteer participants in Region-89. The aforementioned individuals should be able to gain an understanding of the Mission, Goals, Rules, and Business Processes that Region-89 employs. Additionally, the volunteer should be able to use these guidelines to ensure they understand the scope of their responsibilities, and those of other volunteers around them.

### 1.2 Content and Organization

This document is considered a *living* document in that its content is open to continuous evolution and revision in order to meet the needs of the Region-89 soccer community.

This document has been written based on the utilization of the “Regional Guidelines” provided by the AYSO National Support and Training Center as a beginning template. Additional content was captured from previous versions of the Region-89 Regional Guidelines. Organization and informational content contained in this document are intended to be written with clarity in mind. Exceptions to “*plain English*” may arise where issues of legal responsibility or historical precedent mandate specific verbiage.

### 1.3 Changes to Regional Guidelines

#### 1.3.1 Approval of Guidelines

These guidelines shall become effective after being approved by the regional commissioner and the executive regional board, the area. It is then submitted to the National Support & Training Center.

#### 1.3.2 Changes in Guidelines

Once adopted, these Guidelines may only be amended by the regional board with a 2/3 vote of the regional board members, with the approval of the regional commissioner, the area director. It is then resubmitted to the National Support & Training Center.

## 2.0 Introduction

### 2.1 Purpose

These Regional Guidelines have been adopted by La Mesa, Region 89, of the American Youth Soccer Organization (AYSO) pursuant to the authority granted in AYSO National Bylaw Section 1.03 (a) (6) to provide guidance to the Region 89 in its organization and operation. (Reference appendix B)

Under AYSO National Bylaw Section 1.04 (l) and National Policy Statement 6.1, Region 89 has the responsibility to operate in accordance with these Regional Guidelines. (Reference appendix B)

### 2.2 Document Conflicts

These Regional Guidelines are subject to AYSO’s Articles of Incorporation, National Bylaws, National Policy Statements, National Rules and Regulations, Section 11 Rules and Regulations, and Area V Guidelines (AYSO’s “operating regulations”). All operating regulations are available on-line at [www.soccer.org](http://www.soccer.org), and 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 to the operating policies and regulations provided by AYSO’s Articles of Incorporation, National Bylaws, National Policy Statements, National Rules and

Regulations, Section 11 Rules and Regulations, and Area V guidelines. To the extent that there may be any contradiction or conflict among these documents, the **AYSO Operating Regulations** shall prevail.

These guidelines must be made available upon request to the members of the Region 89 pursuant to AYSO Bylaw 1.04 (I). (Reference appendix B)

### **2.3 Applicability and Responsibility**

All regional competition shall be in accordance with these procedures. National, Section Eleven and Area V Rules and Regulations also apply to play within this region. Where any procedures conflicts with either National, Section 11, or Area V rules, the National and Section Eleven and Area V rules, respectively, shall apply. This document is intended to support and implement Region 89 Guidelines. **These procedures will be read and all board members, coaches, and referees prior to the season commencing and will sign the attached certification acknowledging they have read them.**

### **2.4 Mission**

The AYSO Mission is to develop and deliver quality youth soccer programs which promote a fun, 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 during 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.

**Open Registration** – Our program is open to all children between 4 and 18 years of age who want to register and play soccer. Interest and enthusiasm are the only criteria for playing.

**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.

**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.

## **3.0 DUTIES AND RESPONSIBILITIES OF THE REGION**

The duties and responsibilities of the Region-89 shall be, to the extent permitted by its current size and available resources:

1. To operate and offer a quality youth soccer program to all youth from 4 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;
2. To maintain good community relations and become involved in youth development and other community activities;
3. To register in the AYSO online registration system or with the National Support & Training Center (“NSTC”) all participating players, coaches, referees, administrators, and other volunteers prior to the commencement of the membership year or, if registered during the membership year, within 30 days following such registration;

4. To assign players and coaches to assure proper balance of teams within each age division within the region or within a reasonable part thereof;
5. To obtain and maintain safe playing facilities;
6. To obtain and be accountable for uniforms, balls, goals and other equipment and to use such equipment in a safe manner;
7. To schedule games;
8. To make available practice fields;
9. To recruit and assign volunteer coaches and referees, and train them through clinics and audio/visual programs;
10. To recognize volunteer efforts;
11. To hold periodic meetings of the regional board and disseminate to the participants, their families and the community appropriate information concerning the operation and the programs of the region;
12. To comply with AYSO policies and procedures relating to financial matters; including:
  - a. to publish for the region and for the files at the NSTC, 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, or in the absence of such guidelines operate the region in accordance with the Regional Guidelines as are in effect from time to time;
  - b. to collect and disburse fees and other monies ensuring the sound financial organization and operation of the region, to keep and submit to the NSTC, as required, accurate financial records to insure continuation of the tax exempt status of AYSO;
  - c. to participate in the National Accounting Program; and,
  - d. to pay the NSTC the national player fee and all amounts due with respect to the region's purchases from the NSTC within the payment guidelines established by the national treasurer.
13. To elect or appoint, at a minimum, a regional commissioner, treasurer, risk manager/safety director, regional coach administrator, regional referee administrator, registrar and child and volunteer protection advocate;
14. To comply with the Soccer Accident Insurance (SAI) plan and to submit insurance claims according to current procedures;
15. To notify the National Support & Training Center immediately of any threatened or actual claim or lawsuit against the region, its participants, or AYSO;
16. To cooperate with neighboring regions, and area, section and development personnel, to promote growth, development and cooperation throughout AYSO;
17. To participate in area, section and national events and programs;

18. To cooperate in policies and procedures developed by the board or the National Support & Training 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.

## 4.0 MEMBERSHIP IN THE REGION

### 4.1 Membership Qualification

No one will be considered a participating member or a playing member unless and until an application is submitted using the appropriate forms prescribed by AYSO.

### 4.2 Membership Privacy

The names, addresses and telephone number of all members of the region, as well as the information contained in the AYSO Executive Member Directory or any AYSO database, 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.

### 4.3 Membership Types

There shall be three kinds of member in the region.

#### 4.3.1 Participating Members

Participating Members are those persons serving the region in a coaching, refereeing or administrative capacity, including the members of the regional board also known as “board members”.

#### 4.3.2 Playing Members

Playing Members are all registered soccer players also known as “players”.

#### 4.3.3 Contributing Members

Contributing Members are those other persons to whom the regional board grants membership to recognize a contribution of value to the region or to express its gratitude. Examples of Contributing Members might include, but is not limited to sponsors or benefactors.

### 4.4 Non-Membership Participation

Region 89 recognizes that there is also support and participation that comes from individuals who may not be Members of the region.

#### 4.4.1 Parental Participation

As AYSO is an “all-volunteer” organization, each parent or guardian who has a player in the region shall be strongly encouraged to volunteer his or her valuable time and services in some way. The region shall not reduce or eliminate the player fee based upon voluntary work done by a participant’s parents or guardians and shall not charge an additional fee to those parents of players who do not volunteer their services or who do not donate funds to the program. No fee distinction shall be made based upon parental or player participation in regional fundraising activities. The region may not condition the registration of a player based upon any requirement of volunteer participation by a parent or guardian.

#### 4.4.2 Sponsors

The Region-89 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. It is the responsibility of any sponsor to comply with the Internal Revenue Code and AYSO will give no opinion on whether a particular donation is or is not deductible.

## **5.0 MANAGEMENT OF THE REGION**

The regional commissioner as the executive AYSO member; with the support and assistance of the regional board, is authorized by AYSO to conduct the business and affairs of the region.

### **5.1 Decision Making**

Unless otherwise specifically provided by these guidelines, all decisions of the regional board shall be made by a majority decision of the board members voting on any such matter. The Regional Commissioner or designee will be responsible to conduct all voting in a manner that is considered fair and reasonable.

#### **5.1.1 Board Member Voting**

For any board vote to be binding, the following rules must be adhered to.

1. A minimum of 51% of the executive board members must be present excluding the Regional Commissioner. Please refer to paragraphs 6.1 & 6.3.2 for a listing of the 7 required executive board positions.
2. Other board members who are assigned a vote if they are present include:
  - a. Program Directors
  - b. Coordinators
  - c. Regional Auditor
  - d. Matrix Representative
  - e. Division Representatives

These positions have been granted a vote in recognition of their service to the region.

3. Even if holding more than one position, each individual board member will be allowed one vote
4. The Regional Commissioner or designee will act as moderator for voting issues, but does not have a vote.
5. The Regional Commissioner may exercise veto authority to overturn a board vote if the action is considered in violation of civil laws, AYSO National Rules and Regulation/Bylaws, Section or Area rules and guidelines.
6. If a Regional Commissioner does veto a board vote, the regional board may appeal to the Area Director.
7. All voting results will be published in regional board minutes for public access and review.

### **5.2 Board Meetings**

#### **5.2.1 Interim Board Members**

Upon the creation by the region of a new board position, or in the event of resignation on the part of a board member, the regional commissioner shall appoint the initial or interim regional board member to serve until the next scheduled board meeting, at which time nominations and voting for board positions will take place.

#### **5.2.2 Board Meeting Scheduling**

The regional board shall fix, the time, date and place of each regular meeting of the regional board and make this schedule available to all interested parties in any manner to include internet or other media

based that is considered publicly accessible. In addition, the regional commissioner, the regional secretary 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 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 primary season and at least one every two months during the remainder of the year. 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.

### **5.2.3 Open verse Executive Board Meetings**

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. An "executive session" is permitted only to review personnel matters, disciplinary matters, or legal matters, and should not be used where a vote upon any issue involving the affairs of the region is taken.

### **5.2.4 Board Member Vacancies**

As positions open on the regional board, the regional commissioner shall as needed be able to 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. The nominating commission shall publicize to the participating members of the region the regional board positions to be filled or to be voted upon. Regional board members need not be parents of players in the region. The nominating commission shall recruit and recommend board members for the next twelve months and accept other names of persons to be considered by the regional board for such positions. 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 regional board. The regional commissioner may choose not to appoint an individual to a board position, even though recommended and approved, if the regional commissioner deems there is sufficient reason not to make the appointment. In such case, the regional commissioner shall ask the nominating commission to recommend additional candidates for approval and appointment.

## **5.3 Regional Commissioner Succession and Qualification**

### **5.3.1 Planned Succession**

At least three months, and preferably six months, before the expiration of the regional commissioner's term, or whenever there is a vacancy in the regional commissioner position due to death, resignation or removal, the regional board shall constitute a nominating commission. 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. A nominee for regional commissioner is subject to approval of the area director, section director and National Board of Directors and is effective only upon approval of the National Board of Directors. The National Board of Directors has full discretion to disapprove a nominee or approve a nominee for a term of three years or for a shorter period as it sees fit.

### **5.3.2 Unscheduled Succession**

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 5.3.1.

### **5.3.3 Term of Office**

The regional commissioner shall serve a term of three years, subject to the terms of approval set forth by the National Board of Directors (see paragraph 6). The regional commissioner may serve multiple terms so long as he or she is nominated and appointed as indicated above.

### **5.3.4 Prerequisite Experience**

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.

### **5.3.5 Conflict of Interest**

It is the general policy of the region that the regional commissioner shall not serve as a coach or assistant coach, nor hold any other board or staff position in the region, except with the approval of the regional board. Where the regional commissioner or other board member also serves in another volunteer capacity, the regional board shall, at a minimum, adopt special procedures to insure that decisions affecting the regional commissioner acting in such other capacity are made by other, disinterested board members. The regional commissioner shall act in all other ways to avoid the appearance of a conflict of interest.

## **5.4 Board Members**

### **5.4.1 Reimbursement versus Compensation**

No board member or any other participant in the region shall receive monetary or other compensation for his/her services to the region, nor may he/she use his/her position to benefit him/her 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 his or her out-of-pocket expenses incurred for work on behalf of the region with the approval of the regional board.

### **5.4.2 Board Member Vacancy**

Any vacancy on the regional board, except that of regional commissioner, may be filled by a majority vote of the then remaining board members, even if less than a quorum is available.

### **5.4.3 Board Member Removal**

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.

## **6.0 OFFICERS**

### **6.1 Required Regional Board Positions**

The regional board shall, at a minimum, consist of seven (7) positions. The required regional board positions are the Regional Commissioner, the Treasurer, the Safety Director, the Coach Administrator, the Referee Administrator, the Registrar, and the Child and Volunteer Protection Advocate. The seven required board positions may periodically be referred to as the *Executive Board*.

## 6.2 Additional Regional Board Positions

The regional board 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, a regional coach trainer, a regional director of referee instruction, a regional director of referee assessment, program directors (i.e. boys, girls, VIP, Matrix, etc.), age division representative, a director of playing fields, a team parent coordinator, a statistician/scheduler, a director of purchasing, a director of volunteer recruitment and development, a regional auditor, 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. All members of a regional board understand and agree that they are fiduciaries of, and owe a duty of loyalty to AYSO, and agree to be bound by its Bylaws, Policies, Rules and Regulations. They all further agree to be registered volunteers with AYSO.

## 6.3 Position or Job Descriptions

### 6.3.1 Detailed Position or Job Descriptions

Position descriptions for all positions may be found and downloaded from the AYSO Web site, [www.soccer.org](http://www.soccer.org), or may be obtained by calling the Supply Center to order the complete list. In the event a appropriate position description does not exist, the region shall draft such a position description following the format found for other similar positions. For specific position description requests, please call the Certification Associate at the National Support & Training Center. Every volunteer should have a copy of their position description, and current copies should be kept in the region for succession planning purposes.

### 6.3.2 Summary Position or Job Descriptions

The following is a list of summary descriptions for each of the 7 required positions on the regional board. For an exact description, please refer to paragraph 6.3.1.

***Regional Commissioner:*** The AYSO volunteer position of regional commissioner is intended to have the responsibility and the authority to manage the day-to-day business of the region, within the framework of the AYSO operating regulations. The Regional Commissioner is the only position within the region who can legally enter into a contract on behalf of the region.

***Regional Treasurer:*** The AYSO volunteer position of regional treasurer is intended to have custody of all funds and 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.

***Regional Safety Director:*** The AYSO volunteer position of regional risk management/safety director is intended to be responsible for all aspects of the region's safety and oversee the equipment, nets, fields, and clean-up for fields of the region.

***Regional Coach Administrator:*** The AYSO volunteer position of regional coach administrator is intended to administer a quality coaching program within the region.

***Regional Referee Administrator:*** The AYSO volunteer position of regional referee administrator is intended to implement, monitor, and maintain the AYSO National Referee Program including program delivery, staff development, communication, and coordination at the regional level.

***Regional Registrar:*** The AYSO volunteer position of regional registrar is intended to plan and implement the annual registration of all players and volunteers.

***Regional Child and Volunteer Protection Advocate (CVPA):*** The AYSO volunteer position of regional child and volunteer protection advocate is intended to oversee the child and volunteer protection program in the region in accordance with the AYSO Safe Haven program.

## **7.0 Player Registration Policies**

### **7.1 Basic Responsibilities**

It shall be the responsibility of the region to verify that each player is complying with the age requirement of the division. Confirming the date of birth by an appropriate document (i.e. birth certificate, baptismal certificate, immunization/medical record, insurance card, etc.) at registration shall constitute such verification.

### **7.2 Registration**

Registration shall be completed prior to team formations. If for reasons such as shortages of fields or coaches, more players are registered than can be assigned to teams, a waiting list will be formed. Players on the waiting list will be allocated to teams as vacancies occur, by the Assignment Committee. The Assignment Committee (See Section 8.2) is to use its discretion when allocating these players so as not to disturb the team balancing. Players may be permitted to register after team formations, vacancies permitting, and will be allocated to a team at the discretion of the Assignment Committee.

### **7.3 Eligible Players**

All boys and girls, between the ages of **4** and **18**, based on their age as of July 31 of the year in which the membership year 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 Region-89 board. It is the duty of the region to assure that only eligible players are permitted to register and play.

### **7.4 Ineligible Players**

No team shall play in any AYSO tournament or regular season game with an ineligible player (not registered for the current season in Region 89 or in violation of the age limitation.)

### **7.5 Registration Fees**

The registration fee for each player participant shall be fixed annually by the regional board. The regional board may by specific grant or scholarship, or by regional policy, 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.

### **7.6 Refunds**

Refunds are subject to expenses incurred and require appropriate approval by the Regional Commissioner. All requests for refund must be submitted in writing to the registrar. Extenuating circumstances are considered and exceptions to reimbursement rates previously stated are possible upon receipt of proper explanations at the sole discretion of the Regional Commissioner. Generally there will be NO refunds after the first game of the regular season.

## **8.0 Teams**

Teams shall be formed as set forth in the National Rules and Regulations, Articles II and III. 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 from the previous season. 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 director (if any), the regional commissioner and the parent or guardian of the player. In the case where teams are involved in 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.

## 8.1 Team Size

Each team shall have a maximum and minimum number of registered players as follows:

Division	Minimum Roster	Maximum Roster
U6	6	8
U8	6	8
U10	9	10
U12	12	14
U14	12	14
U16	12	18
U19	12	18

The maximum number of players on a U16 or U19 roster may be extended to 22 with the Area Director's approval. A coach having less than the stipulated maximum number of players must accept any players assigned to his or her team by the Assignment Committee. Every effort will be made to balance team strengths within all age divisions. Adjustments to the above number of registered players may occur if changes are made to the number of field players permitted or the minimum playing time is changed. U5 players are not placed on specific teams, but will participate in an appropriate age specific structured program.

## 8.2 Assignment Committee

Teams will be formed under the supervision of the Assignment Committee with the intent of forming balanced teams inline with the basic philosophies of AYSO.

### 8.2.1 Assignment Committee Makeup

The Assignment Committee will consist of:

1. The Regional Commissioner
2. Girls Program Director, Boys Program Director, and/or other Program Director(s)
3. The Registrar(s), and
4. Other Board members or Participating members designated by the Regional Commissioner

### 8.2.2 Assignment Committee Function

The basic functions of the Assignment Committee are to:

1. Assign players to teams
2. Review ratings
3. Assign vacancies
4. Consider transfers
5. Rule on requests for designated player status

## 8.3 General Team Formation

General Procedures: players are assigned to teams based upon their date of birth and a numerical rating based upon an assessment of their soccer skills at the end of the prior fall season. The goal is to create balanced teams in each division. To accomplish this, players are distributed to teams as fairly as possible taking into account the following factors:

1. Age - even distribution of players by age (i.e. a fair distribution to each team in Division U12 would be an equal number of ten and eleven year olds.)
2. Ratings – even distribution of players by numerical ratings while maintaining item #1 (i.e. the

totals of the numerical ratings for each team will be approximately the same). The system for rating players will be established annually by the Coaching Administrator and their program staff, the Directors, and the Division Representatives.

3. All-stars – even distribution of players who participated on all-star teams the previous season while maintaining items #1 and #2.
4. Brothers/Sisters – placing brothers or sisters together on the same team if both are in the same age division while maintaining items #1 through #3.
5. ‘Go Get Her/Him’ (if active) – placing player who qualify under the program on the same team while maintaining items #1 through #4.

#### **8.4 After Teams Are Formed**

After the teams have been formed on team formation day, no player may be transferred to any other team, regardless of the reason, without the prior approval of the Regional Commissioner and the appropriate Program Director. Should a team need a coach, and one is located on a team currently with a coach in place, an equitable transfer of players will be made, attempting to maintain team balancing as much as possible.

#### **8.5 Playing Out of Division**

As a general regional policy, players shall not be allowed to play out of their age divisions, either up or down. Any exceptions will be determined by the Regional Commissioner and is on a per season basis. Any player in Division U16, U14, or U12 who is allowed to play down by the Regional Commissioner will be ineligible to participate in playoffs or all-stars.

#### **8.6 Team Formation Using the Computer**

Using the online application eAYSO.org, follow the below steps for team formation and balancing.

1. Registration form information, including ratings, coaches/assistant coaches is to be entered into the computer eAYSO program database.
2. The eAYSO program option for team formation will be selected to generate team rosters based upon age, rating, and the number of desired players per team. When feasible, especially in the younger divisions, the use of zip codes and/or school location should be used as a program option, in addition to age, rating, location & number of players per team.
3. A work sheet of these rosters along with lists of players not placed on the teams is then printed and a list of brothers/sisters or go-get-hers (if active) is printed for each division.
4. Assignment of Coaches to Teams:
  - a. At team formation, the coaches will be assigned to their child’s team.
  - b. For divisions which have been split, the advanced coaches will be divided equally.
5. The Assignment Committee will place unassigned players on a team and make adjustments for all-stars, coaches’ children, brothers/sisters and ‘go-get-hers’ (if active), in accordance with the general procedures.
6. After these changes are made in the eAYSO database, revised work sheets of rosters are printed for each division.
7. The Assignment Committee will then make any necessary adjustments to insure compliance with the general procedures.

8. These changes will then be made in the eAYSO database and revised work sheets and lists as in step 6 will be printed.
9. The Assignment Committee will make a final check for compliance with the general procedures. If acceptable, final rosters will be printed. If unacceptable, step 7 will be repeated until rosters are acceptable, then a final roster can be printed.
10. The white copy of the registration forms will be grouped to correspond with the teams' rosters and given to the team coach at the coaches meeting along with the team roster. A copy of the team rosters for every team within their division will be given to the Division Representative. Additionally, a copy of every team roster within Region 89 will be available for the Regional Commissioner, Girls Program Director, Boys Program director, Regional Coach Administrator, and Regional Referee Administrator.

## **8.7 Late Registration**

1. Late registration will be handled at the discretion of the Assignment Committee, in as timely a manner as possible.
2. Player's encouraged to register in order to fill vacancies on a particular team, may or may not be placed on that team at the discretion of the Assignment Committee.
3. Unless specifically authorized by the Assignment Committee, no coach may promise a non-registered player that they will be placed on their team.
4. All additions to teams will go from the registrar to the appropriate Program Director, to the Division Representative, who will notify the particular coach.
5. All requests for deletions from teams will come from the coach to the Division Representative, who will contact the player's parents, when possible, and verify the information. The Division Representative will pass along the request to the appropriate Program Director, who will notify the registrar. Confirmation or rejection of the deletion will go back from the registrar using the same channels.

## **9.0 Equipment**

### **9.1 Balls**

Divisions U19, U16, and U14 will use a size #5 Ball

Must be 26.5 to 28.0 inches in circumference and weigh between 14 and 16 oz.

Divisions U12 and U10 will use a size #4 Ball

Must be 25.0 to 26.5 inches in circumference and weigh between 10 and 12 oz.

Divisions U8, U7 and U6 will use a size #3 Ball

Must be 23.0 to 25.0 inches in circumference and weigh between 10 and 12 oz.

### **9.2 Uniforms**

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 his/her 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 and earrings), bandanas or other ornamentation or anything else that may, in the opinion of the referee, create an increased risk of injury to himself or herself or to other players during the game or express discriminatory identification such as gang related association

or ethnic identity.

1. Each player is responsible for the care of their uniform and shall repair them as needed.
2. There will be no names or patches on the uniform except sponsorship or regional patches, which are, approved the Regional Commissioner.
3. It is recommended that the uniform not be worn except at authorized AYSO games.
4. Coaches will be responsible for the goalkeeper shirt and any game balls.
5. It is mandatory that all players wear shin guards during all practices and games. Any player not wearing shin guards will not be allowed to play in that game or practice. It will be the responsibility of the referee to insure that all players are wearing shin guards during the game. The shin guard is to be worn totally under the player's socks.
6. Only approved headgear (e.g. Full90).

Medical information bracelets should not be removed, but can be covered with a soft wrist band or temporarily modified to fit more snugly. Refer to

Prescription eyeglasses may be worn, but must remain firmly on the wearer's head or restrained by a strap. Non-prescription eyeglasses and sunglasses are not permitted to be worn by a player during a game.

Hard casts (including padded casts), splints, helmets and hard padding are not permitted to be worn by a player during any game or practice. Refer to paragraph 15.2 for more details.

### **9.3 Fields**

1. Wherever practical, field dimensions for any particular age group should be uniform between whatever sites those age groups may play.
2. Whenever practical, fields for playoffs or post season play should be set up with those same dimensions.
3. No pets are permitted on any fields.

## **10.0 Game Day Conduct & Expectation**

### **10.1 Player Attendance and Participation**

Every player shall be entitled to play at least half of every game. Moreover, it is the policy of the region to encourage each coach to (a) play each player at least three quarters of every game, whenever possible, and (b) to allow different players to start the first quarter of each game. It also is the policy of the region, in divisions where a goalkeeper is one of the positions, to not have any one player be the goalkeeper for more than half of any single match. Each player is strongly urged to attend every team practice.

#### **10.1.1 Player Behavior Problems**

1. A coach or assistant coach may not deny a player their rights to playing at least three-quarters of every game because of disciplinary problems. Any disciplinary action will be taken with the approval of the appropriate Program Director.
2. The coach must contact the parent(s) or guardian and try to get cooperation in correcting the behavioral problem. The coach must inform the Division Representative of the behavioral problem's existence and of the necessity to contact the parent(s) or guardian. If necessary, the Division Representative must also contact the parent(s) or guardian. If the Division Representative feels that these attempts to work with the parents have been adequate but unsuccessful, the situation should be referred to the respective Program Director.
3. The coach, with the consist of the Program Director, may limit playing time to a minimum of

one half of the game when the player regularly misses practices and is obviously not game fit and that it would be unsafe for the player to play three quarters of the match. This action is to be taken only after working with the parents to see if there is any practical way for the player to regularly attend practices. Missing one of two practices per week due to scheduling conflicts with other activities is not considered regularly missing practices.

## **10.2 Protests**

No protest of games shall be permitted. However, coaches are encouraged to file with their Division Representative a written report within 48 hours after a game of any misapplication by a game referee or coach concerning Laws of the Game, Regional rules and regulations or concerns about behavior. This procedure shall not be used as a means of complaining about or criticizing any judgment call of a referee or assistant referee. If, after investigation by the regional referee administrator or regional coach administrator, it is found that a law, rule, or regulation was misapplied, such referee or coach shall be so informed in order to ensure that no further misapplication occurs.

## **10.3 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.

Any adult volunteer suspected of not abiding by the AYSO philosophy, National, Section Eleven, Area V or Region 89 Guidelines, and National, Section Eleven, Area V or Region 89 Policies and Procedures, may receive a letter of warning from the Executive Board or possible suspension pending a hearing as per these Regional Guidelines.

In order to promote respect for all, any abusive behavior toward a player, referee, player-referee, coach, or other volunteer, will not be tolerated and is subject to action by the executive board.

## **10.4 Coaching Expectations**

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).

### **10.4.1 Coaches Behavior**

The coach must have a current registration form for each player with them at all practices and games. If a coach knowingly allows a player to practice or play without being registered with AYSO for the current season, he/she may be suspended from coaching. The team will forfeit any games in which the non-registered player participated. Whenever a regional official requests to see the registration forms, the coach must comply. If the coach is asked and cannot produce the required forms either their practice shall be terminated or the game terminated and forfeited.

The Regional Board and AYSO strongly recommend that all coaches hold a current First Aid and CPR card.

No more than two persons per team may actively coach during the game using the P.I.E. (positive, instruction and encouragement) system.

Parents are expected to use positive encouragement. It is the coach's responsibility to control parents at a game. Should the parents cause a disruption of the game, or harass the referee, the referee may give the coach a yellow or red card and/or suspend the match until such disruption ceases.

#### **10.4.2 Enter the Field**

The coach or assistant coach may only enter the field of play with the consent of the referee, including cases of apparent player injury, and may coach only within 10 yards in each direction from the middle of the field (in no event along the side line adjacent to either of the penalty areas or from behind the goals). The coach and the assistant coach must be on the same side of the field, opposite from the opposing coach and assistant coach.

#### **10.5 Spectator Behavior**

Spectators at games must remain behind the spectator control line (three yards from the sideline) and between the top of the penalty areas and their vocal efforts are limited to positive comments to the participants. Spectators are expected at all times to act positively around players and to demonstrate respect for opponents, officials, and all other volunteers. Under no circumstances should they attempt to coach or address remarks derogatory to players, coaches or the referee. If a parent wishes to photograph or videotape the game, they may be allowed to go anywhere behind the spectator line for that purpose provided they provide no verbal commentary and do not pose a distraction or danger to the players, referee or themselves. Photography or videotaping vantage point may be restricted at the discretion of the referee.

#### **10.6 Post Game Sportsmanship**

At the end of the game, the players on each team shall line up and shake hands, in a polite, sportsman like manner with the players of the opposing team and thank the referee and assistant referees. Players not abiding by this practice may be subject to disciplinary action by the Referee and/or the Region.

#### **10.7 Referee Role**

The Referee team is to ensure the match is played in safe, fair, fun manner in accordance with the Laws of the Game, AYSO Rules and Regulations, and these Regional Guidelines. The referee shall have the power and authority to caution and send off players and warn and expel coaches (as well as spectators, in the case of outside interference) from the playing area, or suspend 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 the action taken by a referee shall be allowed.

##### **10.7.1 Yellow Cards**

- a. All yellow cards for Divisions U19 and U16 must be reported to the Regional and Area Referee Administrator.
- b. All yellow cards for Divisions U14 and below must be reported to the Regional Referee Administrator.
- c. For Divisions U19 and U16, when a player is given a yellow card, the coach is permitted to substitute the player at this time.
- d. *Any coach or player receiving three yellow cards during a season will be suspended for one game.*

##### **10.7.2 Red Cards**

- a. A red card issued to a player, coach, or assistant coach shall result in the person immediately leaving the field of play and eliminate them from participating in the next scheduled AYSO

game. Substitution for the player leaving the field is not permitted. The reporting requirements are the same as described for Yellow Cards.

- b. Any red card issued for violent conduct (e.g. striking, attempting to strike, kicking, attempting to kick, or spitting) may result in a 2 game suspension to be determined by the Area Referee Administrator and the Regional Referee Administrator.

### **10.7.3 Suspensions, Expulsions & Disciplinary Violations**

A player who is sent off for violation of the Laws of the Game shall be suspended for the duration of that game and shall not participate in the team's next scheduled game. A player who is cautioned or sent off may be subject to additional disciplinary action (e.g., parent conferences, additional game suspensions, expulsion) at the discretion of the regional board upon thorough review of the incident following the procedures outlined in Article 9 (Dispute Resolution). A coach, assistant coach or spectator who is warned or expelled from the field may also be subject to similar or additional disciplinary action at the discretion of the regional board upon thorough review of the incident following the procedures outlined in Article 9 (Dispute Resolution).

## **10.8 Team Responsibilities**

### **10.8.1 Field Setup**

The two teams scheduled to play the first game of the day will set up the field goals and paint field markings. They should arrive at least an hour before game time to ensure completion of the field set up before the game's scheduled start time. If the game is not ready to start, the referee will start his watch and playing time will be reduced from that first game. The following game will begin at its scheduled time.

### **10.8.2 Field Condition & Cleanup**

Every team will be responsible to clean up their own areas after every game and practice. Fields should be left in the same or better condition than when the team arrived.

### **10.8.3 Field Take Down**

The last two teams playing will be responsible for taking down the field goals and for final clean up of the field. All goals, flags, nets, storage containers etc. will be secured before the coaches leave the field.

### **10.8.4 Refreshments & Snacks 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. It is the responsibility of the coach and team parent participants to assure the absence of any drug, stimulant or other harmful substances in any refreshment given to any player.

## **10.9 Competition**

All games shall be played as set forth in the region's schedule. The schedule for U-10 through U-14 will balance the opportunity to play teams an equitable number of times within the a subdivision. The number of games for any sub division may be adjusted to accomplish this balancing of competition.

### **10.9.1 Standings**

1. Standings in Divisions U19 through U10 shall be determined by total points. A win will count two points, a tie one point, and a loss zero points. If there are ten or more teams in a division, then the division may be split and each shall have a first, second, and third place.
2. If there is a tie for the division championship, it shall be decided by a one game playoff. If more than two teams are tied for first, the criteria set forth below for determining 2<sup>nd</sup> or 3<sup>rd</sup> place will be used to determine the 2 teams that will play in the championship game. If two

teams cannot be determined in this manner, the method used for determining a Wildcard in paragraph 13.2 shall be used to determine the champion.

3. If teams are tied for any position other than first place after all regular season games have been played, the following steps will be used to award the tied positions:
  - i. the team which won the head-to-head game(s).
  - ii. the team with the most wins.
  - iii. the team which allowed the total fewest goals against them.
4. Standings will not be kept in Divisions U8 and below
5. See Area V Guidelines for U16 and U19 standings.

### 10.9.2 Playing Scheduled Games

It shall be mandatory to play a regularly scheduled region game unless a valid reason for nonappearance is supplied to the Regional Commissioner and Division Representative. If approved by the Regional Commissioner and Division Representative, every reasonable effort will be made to reschedule the game. All teams shall be at the scheduled field in time to play their game, regardless of weather conditions. The referee shall be the sole judge of whether the game shall be played after conferring with the Division Representative. If there is no referee, the Division Representative shall make the decision. If no Division Representative is available, then the coaches will concur.

### 10.9.3 Minimum Number of Available Players

Each team shall have a minimum of seven players in Divisions U-10 and above, present and in uniform before a game will be allowed to commence. A period of no longer than ten minutes from the scheduled starting time will be allowed to bring a team up to minimum strength. In Divisions U-8 and below, if a team cannot field enough players, the opposing team will loan enough players to allow a game to be played, if possible.

### 10.9.4 Forfeiture of Game

1. If one of the two scheduled teams in Divisions U-10 and above fail to meet the required player minimum, the referee shall declare the game a forfeit. This game will be an official game in the region standings and shall be written in the records as a "1-0 forfeit" by the Division Representative.
2. If neither of the two teams scheduled in Divisions U-10 and above can meet the required player minimum, the referee shall cancel the game and this will be recorded as a "1-0 forfeit" against both teams. This will be counted as a loss against both teams in the region standings.
3. In instances of forfeiture, teams are encouraged to use the time available to scrimmage.
4. A team playing an ineligible player (not registered within Region 89 or assigned to the team in question or in violation of the age limitations) shall forfeit that game and every game where such player participated. This applies to both the regular season and AYSO sanctioned tournaments.

### 10.9.5 Lineup Cards

Every division shall use lineup cards for all scheduled games. *All players shall be listed by the coach on the lineup card by uniform number, lowest to highest. The coach will list the first and last name of every player on the lineup card.* Prior to the game the coach shall note on the lineup card any of his players absent or legally suspended. Coaches should not mark substitutions on the line up card prior to the game. This should be left for the referee unless they direct the coach otherwise.

After the game is completed, the referee will return both game cards to the winning coach and it is the coach's responsibility to turn in both cards to the Division Representative. The Division

Representative will notify the Referee Administrator of any misconduct. If the game ends in a tie, the coach of the home team shall receive both game cards. At the completion of the regular season, all game cards held by the Division Representative will be given to the appropriate Program Director, and they shall hold the game cards until the completion of all post-season play.

During the regular season play, should two teams play each other from two different regions (i.e., La Mesa vs. El Cajon), both game cards will be kept by the center referee, and turned in to the Region 89 Referee Administrator. The card for Region 89 will be given to the Division Representative by the Referee Administrator, and the visiting team's game card will be given to Region 89 Regional Commissioner.

#### **10.9.6 Postponed Game**

In the case of postponed games, the Regional Commissioner shall decide whether or not to reschedule the games.

#### **10.9.7 Impromptu Referee**

If an appointed referee fails to show up to any game, a volunteer or volunteers may referee with the consent of both teams' coaches. A forfeit for each team may result if the game is not played.

#### **10.9.8 Playing Time**

Every player is to play three quarters of a game before any one player plays the entire game. If a player arrives late, they will play the maximum possible. Any coach found not abiding by this rule may be suspended for the next scheduled game, and with continued violation of this rule, may be suspended for the balance of the regular season and post-season play. If the team in violation of the three quarters rule won the contested game, then the game may be replayed at a time and place to be determined by the appropriate Program Director. The referee shall note the violation on the lineup card. The referee will inform the Referee Administrator. When the Division Representative reviews the line up card and notes the violation, he will notify the appropriate Program Director. The Referee Administrator will contact the Program Director to ensure the violation has been reported. Division U19 and U16 will abide by Area Guidelines.

*In Divisions U12 thru U8, no player shall play more than one half of any one game as keeper. Any coach found not abiding by this rule may be suspended for the next scheduled game, and with continued violation of this rule, may be suspended for the balance of the regular season and post-season play. The referee shall note the violation on the lineup card. The referee will inform the Regional Referee Administrator. When the Division Representative reviews the line up card and notes the violation, he will notify the appropriate Program Director. The Regional Referee Administrator will contact the Program Director to ensure the violation has been reported.*

Should a coach have problems with a player not showing up for practices, or have a discipline problem with a player, the coach may not sit the player out of any game. They must try and work with the parents to resolve the problem. Should the problem continue, then they must contact their Division Representative for further action.

#### **10.10 Duration of Games**

Division U19	two 45 minute halves
Division U16	two 40 minute halves
Division U14	two 35 minute halves
Division U12	two 30 minute halves
Division U10	two 25 minute halves
Division U8	two 20 minute halves
Division U6	two 15 minute halves

Half-time periods shall be a minimum of five minutes and a maximum of ten minutes.

If any game is delayed for any reason (such as setting up the field or taking too long a break at substitution points or half-time), game time minutes will be taken off the end of the game so that the following games will start on schedule. (Refer to paragraph 10.8.1)

### **10.11 Player Substitutions**

1. Approximately midway through the first half, and approximately midway through the second half, the referee shall halt the game, stop their watch and note on the line up cards those players substituting. Stoppage is made when the ball is out of play, and prior to the appropriate restart (i.e., throw in, goal-kick, corner-kick, kick-off, free-kick, penalty-kick or drop ball). Additionally, substitutions may be made at half time and at the start of any overtime periods.
2. Respective coaches of each team may substitute as many players or none during such interruptions, as long as all players meet the minimum playing requirements.
3. Players substituting must report to the referee.
4. Interruptions at the midway points are to make substitutions, not for the coach to coach their team. It is not half time and the game clock will remain running. This interruption will under no circumstances take longer than two minutes. The referee may resume time or play at any point they deem appropriate, regardless of whether both teams are on the field.
5. Coaches may be cautioned for game delay during these interruptions.

### **10.12 Overtime and Tie Breaking**

Regular season soccer matches within the region are allowed to end in a tie. In the event of a Regional Playoff Game, overtime and kicks for the penalty mark shall determine the outcome of the game in accordance with the instructions below.

#### **10.12.1 Overtime Guidance**

- U10 – one (10) minute overtime period consisting of two (5) minute halves.
- U12 – one (14) minute overtime period consisting of two (7), minute halves.
- U14 – one (18) minute overtime period consisting of two (9), minute halves.
- U16 & U19 – one (20) minute overtime period consisting of two (10), minute halves.

Teams will change ends of the field at the end of the first half of overtime. The overtime period will not be “sudden victory”. Free substitution will be permitted in overtime. If a team is playing short because of send-offs, it will continue to play short during the overtime.

#### **10.12.2 Kicks From The Mark**

If teams are tied at the end of the overtime period, kicks from the penalty mark will be used as follows:

All players at the end of Overtime Play described in paragraph 10.12.1 will remain on the field. Each coach will select 5 players from those remaining on the field to take kicks from the mark and all other players will leave the field. The referee will supervise these players from the center of the field providing them with instruction on what will happen next.

Following the referee’s guidance, players from each team will alternately take kicks from the mark. The two teams shall be allowed an equal number of kicks from the mark. At the end of this process, the team scoring the most goals shall be declared the winner.

### **10.13 Length of Season and Cancellation of Games**

The length of any playing season during the year shall be of such duration as determined by the regional board, and as set forth in the regional calendar attached to these guidelines. Inclement weather or poor field conditions may necessitate from time to time the postponing or canceling of games. Any

such postponement or cancellation will be made at the discretion of the regional commissioner or the regional safety director as early as practical before game time. Once the game begins, only the referee in charge of the particular soccer match may suspend or cancel the game, except that the regional commissioner or designate may suspend or cancel games due to inclement weather or other conditions that may warrant such action.

### **10.13.1 Game Abandonment**

Games that are not completed for any reason shall be classified as follows: if half of the game has been completed the score at the time of the abandonment shall count as final. If less than half of the game has been played, the balance of the game shall be rescheduled. The official time shall be kept by the referee at all times, and should an abandonment occur, the official time of the abandonment of the game shall be marked on the lineup cards. The only exception to this guideline is if the winning team is the cause of the abandonment of the game (such as rowdiness, excessive harassment of the referee, etc.). The executive board may, at their discretion, award a forfeit win to the losing team.

### **10.13.2 Make-up Games**

Make-up games will have to be scheduled with the approval of both coaches at the first reasonable opportunity. If the make-up game takes place on a week day, the game will have priority over any practices which may have been scheduled for the same field.

## **11.0 Coaching Meetings**

It is critical that all coaches attend the Pre season meeting to ensure they are aware of all current policies and can support all potential player and team issues in an acceptable manner.

### **11.1 Pre Season**

There will be a coaches meeting held by the Region prior to the beginning of the regular season. All coaches within that division must attend. During the meeting the Division Representative will:

1. Collect the signed certification from every coach that they will read and agree to comply with the Regional Guidelines of Region 89. No coach will receive any of the following without having first signed this certification.
2. Hand out team uniforms and if available, keeper jersey, and if not already distributed, game schedules.
3. Review how game cards are to be completed and establish the procedure by which game cards are to be routed to the Division Representative after completion of each game.

### **11.2 Post Season**

There will be a regional meeting held by the Division Representative and Program Directors at the end of the regular season. Region 89 will host this year-end meeting and will announce the time and location as early as reasonably possible. During this meeting the Program Directors will:

1. Collect all rating sheets and conduct a review of the rating sheets with all Division Representatives to confirm accuracy and standardization of the ratings within the program.
2. Hand out trophies to as appropriate for qualifying teams.
3. Collect keeper jerseys.
4. Review any post season AYSO tournaments those teams may be participating in and if available and not already distributed hand out schedules for those tournaments.
5. Conduct a general review of the past season for suggestions on improvements for the next season.

## **12.0 Practices**

It is critical that all coaches adhere strictly to the Region-89 practice guidelines.

## **12.1 Adults in Attendance**

1. It is mandatory that all teams have at least two adults present at all practices and games.
2. It is mandatory that at least one adult female be present at all girl's team's practices and games.
3. It is mandatory that at least one adult male be present at all boy's team's practices and games.

## **12.2 Practice Limitations**

Practices are limited to three per week before the season starts and two per week after the season starts. Because of the limited amount of light it is recommended that teams in Divisions U8 and below have a maximum of one practice per week after the time change to Pacific Standard Time. The season starts with the first scheduled game. This guideline does not apply to playoff teams. This guideline may be revised due to field availability.

## **12.3 Practice Locations**

Practices are only allowed on authorized AYSO fields. Coaches will share field space as necessary and will set up their practice in a way to maximize utility of the shared space available. Field practice size is not determined by the first team to get at the field. Consideration should be given to not only the number of teams sharing the field, but to the age level of the team practicing.

## **12.4 Scrimmages**

Scrimmages will not take precedence over another teams practice space.

## **12.5 Adult Restrictions**

Coaches may demonstrate skills to players using another adult, but must not demonstrate, play with, or play in opposition to, children in any scrimmage or other game-like situation.

## **13.0 Post Season Play**

### **13.1 Playoffs**

Playoffs pertain to Divisions U14, U12, and U10.

The team that finishes in first place in its division will advance to the playoffs and play the other first place teams from Area V to decide the Area champions.

### **13.2 Wildcard Spots**

**If a wildcard spot is awarded to Region 89, the wildcard team will be determined from the second place team(s) as follows:**

1. If it is from a single division, the second place team.
2. If from a division split in two, the winner of a single elimination game.
3. If from a division split in three, the winner of a round robin tournament.
4. If from a division split in four, the winner of a single elimination playoff, with the match-ups determined by random drawing.
5. If from a division split in five, the top rated team gets a bye, the remaining teams play a single elimination game with match-ups determined by random drawing. The winners then play in a round robin tournament.
6. If from a division split in six, 2 round robin playoffs with the winners playing a single elimination game.

7. In split divisions, if a second place team is not interested in becoming a wild card team, that division will not be represented in the playoffs and the elimination format will be modified accordingly.
8. Elimination games will be governed by regional playoff rules.

### **13.3 Post Season Guidance**

The coach of the first place team is to turn into the Regional Commissioner their team roster with uniform numbers on it within one week of the end of the regular season.

No additions or substitutions may be made to any post season.

The teams that finish first and second in the Area V playoffs will be eligible to compete in the Tri-Area playoffs for Areas R, S, and V, if available. Coaches and players should be advised that there could be travel involved and play could continue into the month of March.

The team that finishes in first place in the Area V playoffs may advance to the Section playoffs. Coaches and players should be advised that there could be travel involved and play could continue through the month of March.

The team that finishes in first place in the Section playoffs will advance to the Trisection playoffs for Sections 1, 10, and 11. Coaches and players should be advised that there could be travel involved and play could continue into the month of April.

### **13.4 All-Star Team and Coach Selection**

All-star teams will only be allowed in Divisions U14, U12, and U10.

#### **13.4.1 All-Star Coach Selection**

No later than the second week in September, the coaches in each division will be polled by the Division Representatives to see if they are interested in being the all-star coach. The coaches will be asked simply if they are interested, yes or no. Once the interested coaches are identified, the remaining coaches will be polled to see which of the interested coaches they feel would make the best all-star coach. Those coaches that are interested will be presumed to vote for themselves. In case of a conflict of interest, as when the Division Representative desires to be the all-star coach, then the appropriate Program Director will poll the coaches in that division. Should both the Division Representative and the Program Director be coaches in the same division and both desire to be the all-star coach, then the Coaching Administrator will poll the coaches in that division. The results shall then be supplied to the All-Star Selection Board.

#### **13.4.2 All-Star Selection Board**

The All-Star Section Board will consist of:

1. The Regional Commissioner
2. The All-Star Coordinator
3. The Girls Program Director, Boys Program Director and/or other Program Director(s)
4. Regional Coach and Referee Administrators
5. Other Board members or Participating members designated by the Regional Commissioner

The All-Star Selection Board will review the nominees and select the all-star coach based on certification level, character, motivational ability, sportsmanship and adherence to the AYSO philosophy. Should no one in the division desire to be the all-star coach and if no volunteers from outside the division desire to be the all-star coach, that division will have no all-star team. The All-Star Selection Board will inform the all-star coach of their selection prior to the last 4 competitive

weekends of the regular season. The Girls or Boys Program Director will inform the other coaches of the selection.

#### 13.4.3 All-Star Player Selection Recommendations

1. The assistant coach will be chosen by the all-star coach.
2. It is strongly recommended that the older players in a particular division be given first consideration for placement on the all-star team. No regular season team shall be excessively represented proportion to the number of teams in the division. Every team within the division must be represented on the all-star team. The Regional Commissioner must give final approval of the roster.
3. The all-star coach will be responsible for selecting only 12 members for the U-10 and 15 members for the U-12 & U-14 all-star teams. The all-star coach is encouraged to ask the coaches in their division for recommendations, but it is up to their discretion to accept those recommendations or choose another player from the team. It is strongly recommended that the all-star coach and/or their assistant coach personally watch each team play before making the final all-star selections.
4. The all-star coach should have alternate players in mind; however, no player should ever be notified of their status as an alternate.

#### 13.4.4 All-Star Player Auditions

**If an all-star coach wants to conduct auditions, it will be their option to do so. If the all-star coach wants to preserve their anonymity, they do not have to conduct auditions. Auditions may only be held if the following requirements are met:**

1. **At least the first audition must be open and announced to all players within that coaches division.**
2. **The audition period will be limited to the month of October.**
3. **It is encouraged that all coaches within the division attend and participate in the audition process. Whenever practical, the auditions can be used as a tool for teaching coach's player evaluation and ongoing training by the Coach Administrator.**
4. **The total number of auditions will not exceed three.**
5. **Participation in auditions will not be the determining factor as to whether or not a player is selected for the team.**

#### 13.4.5 All-Star Player Eligibility

In order to be eligible for all-star play, a player must have played a minimum of one half (1/2) of the regularly scheduled games.

#### 13.4.6 All-Stars with Multiple Pools in a Divisions

If the division was split for the regular season play because of size, then the division may have an equal number of all-star teams. The all-star coach may choose only those players in their section of the division in which they coach during the regular season.

#### 13.4.7 All-Star Coaching Guidance

The all-star coach is not allowed to inform the players, the parents or the player's coach who has been selected for the all-star team. The all-star coach will submit their selections for the All Star team to the All Star Selection Committee no later then the second to the last scheduled weekend of the regular season. The Regional Commissioner will notify the approved players by mail no later then the last weekend of the regular season. No sooner then the last regular weekend of play, the all-star coach may contact the players to get their commitment to the team and inform them of practice days and

times.

All-Star practices may not take precedence over the playoff team's practices or games.

#### 13.4.8 All-Star Regional Planning & Oversight

After the Regional Commissioner turns team rosters in to the Area Director, no additions or substitutions may be made to the all-star team regardless of the reason.

Each September a posting should address the selection process, the necessary commitment, and the potential financial responsibility of the all-star players. Parents should be encouraged to notify their coach if they do not want their child considered for all-star selection.

### 14.0 Awards

For the purpose of this section, a team shall consist of all registered players, one coach and one assistant coach.

*In fairness to the U10, U12 and U14 teams earning awards for 1st, 2nd, or 3rd place in their divisions, Region 89 discourages teams from giving privately-funded awards.*

#### 14.1 Participation Awards

All teams in Divisions U8 and below will receive a participation award supplied by Region 89.

#### 14.2 Regular Awards

In Divisions U19, U16, U14, U12, and U10, with up to four teams within their division, the first place team will receive an award. Each division with five teams within their division will receive an award for first and second place only. Each division with six or more teams within their division will receive an award for first, second, and third place.

#### 14.3 Awards at Inter Area Level Play

Any divisions that are playing with other regions, in order to receive an award, must finish in first, second, or third place in the overall standings in order to receive an award from Region 89, however, if there are six or more teams within the division playing with other regions then those teams will be eligible for awards as described in section C. above for six or more teams within a division. In the event a team finishes in the same position for both intra and inter divisional play, only one award may be given to commemorate the final standing.

### 15.0 Injuries

Any injury to a participant during a game shall be noted on the lineup card by the referee. Follow-up action shall be taken by the coach to notify the Division Representative and the Safety Director.

#### 15.1 Substitution for Injury

1. **If a player is injured, the coach may provide a substitute for the player, in which case the injured player may not return until the beginning of the next quarter. Only the player who is injured is credited with a quarter's play regardless of the actual time played.**
2. The coach may choose to play short thereby allowing the injured player to return during the quarter in which they were injured.
3. The player must be recognized by the referee in order to legally return to the game.
4. The coach will consider the well being of the player and Safe Haven guidelines before attempting to reinsert a previously injured player.
5. If in the opinion of a referee, as per Safe Haven guidelines, a player is not fit to return to a game or continue on in a game, they do not have to recognize that player's return or may have that player removed.

## **15.2 Casts or Splints**

No player may participate in any game or practice wearing a cast or splint.

No player will participate in a game or practice after having a cast or splint removed without a doctor's release.

## **15.3 Medical Release**

Any player who has been required to seek medical attention by a medical professional must have a medical release to play soccer from the medical professional before being allowed to participate in any game or practice. The coach must keep a copy of the release with that player's medical authorization form.

# **16.0 FINANCIAL, BANKING AND RELATED MATTERS**

## **16.1 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. This year's budget and last year's Statement of Income and Expenses are attached hereto as Appendices.

## **16.2 Account Signatories**

All checks drawn on any bank account maintained by the region shall bear two signatures, one of which must either be the regional treasurer's or 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 all regional bank accounts. Regional debit and/or credit card accounts are expressly forbidden.

## **16.3 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 checking account.

## **16.4 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:

1. 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.
2. All registration fees collected in cash and checks must be reconciled to the bank deposit slip and the AYSO registration forms.
3. 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.

4. When handling a significant amount of cash monies, at least two regional volunteers should be present.

### **16.5 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:

1. 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.
2. The cash receipt book must be reconciled to the bank deposit slip.
3. 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.

### **16.6 Immediate Accounting to Regional Treasurer**

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 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:

1. No one should sign a regional check which is blank or which contains any item to be filled in later.
2. No one should sign a regional check without verifying the expense by examining the invoice or request for reimbursement.
3. No requests for reimbursement to regional volunteers shall be honored without a written request signed by such volunteer, itemizing the out-of-pocket expenses incurred, and with supporting receipts or other documentation attached.
4. All bills and invoices received for payment by the region must be forwarded to the regional treasurer for payment, if not already paid, within thirty (30) days of the receipt.
5. 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.
6. All bank withdrawal transactions and regional checks shall be noted with the appropriate National Accounting Program (NAP) code denoting the purpose for such transaction.

### **16.7 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:

1. All fees collected on behalf of the region for registration, sponsorships, fundraising, and 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.
2. 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.

## **16.8 Monthly Bank Reconciliations**

All regional accounts shall be reconciled by the regional treasurer, and verified by another board member who is not authorized to sign on the accounts. The reconciled statement(s) and copy of bank statement must be presented to each board member at their regularly scheduled meeting.

## **16.9 Credit/Debit Card Transactions**

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

## **16.10 Audits**

It is strongly recommended that each region have a regional auditor. Additionally, the region at all times shall cooperate with, and respond to, inquiries by the area auditor and section auditor.

# **17.0 DISPUTE RESOLUTION**

## **17.1 General Policy**

It is the policy of the region to resolve all disputes involving persons involved in the region in an amicable way, if possible. 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 & Training 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 for abuse and similar events.

## **17.2 General Due Process Procedures**

### **17.2.1 Initial Intervention**

Disputes involving day-to-day activities of the region should first be addressed and resolved, if possible, by the appropriate board member in charge of the activity and/or then by the entire regional board, if necessary. Disputes arising out of game conduct should first be addressed and resolved, if possible, by the regional referee administrator and/or then by a disinterested review board appointed

by the regional commissioner and/or then by the entire regional board, if necessary.

### **17.2.2 Disciplinary Intervention**

If it is determined that it is necessary for a person involved in the region 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 to such person of such intention, initially by telephone, FAX, in writing via email or in person. Notice should always be followed by a written confirmation delivered via certified mail. Such notice shall specify the action to be taken and the reasons therefore. Such notice 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 or regional board 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, regional board, hearing board or committee shall make its determination and announce it in writing to all persons concerned.

### **17.3 Suspension**

The regional commissioner or regional board may suspend a person involved in the region from further involvement in the region's activities if there is found to be an imminent danger to players or to the program by his or her continuing involvement, or if it is determined the person has been arrested or is under investigation for a crime that, if convicted, would rule out the person's continued involvement. Notice must be provided and a hearing conducted, if requested, according to the procedures described in 17.2.2 above. A suspension is considered to be temporary in nature, and any such suspension may be removed or set aside by a majority of the regional board at any time.

### **17.4 Removal**

The regional commissioner or the regional board may remove a person (whether or not suspended) involved in the region, 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.

### **17.5 Hearing Procedures**

Any 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.

A person who has a direct interest in the outcome of the matter shall not participate in any stage of the procedure. A person has a direct interest in the outcome of the matter if that person's conduct is in any way called into question by the events, or if that person is a witness to the events, has a familial relationship with any person involved in the matter, has a financial interest in the outcome, or whose judgment, for any reason, cannot be unbiased and neutral. In the event the regional commissioner has a direct interest in the outcome of the matter, any authority herein to be exercised by the regional commissioner shall be referred to the area director.

A committee or hearing board of disinterested persons shall conduct the hearing as quickly and as fairly as possible, but may structure the proceedings as circumstances may require to keep them as positive as possible as well. The committee or hearing board may ask such questions and request such documents or other evidence as may be necessary to obtain all pertinent facts, but should refrain from being overbearing with such examinations and requests. It is strongly recommended that players and other minors not be asked to participate as witnesses or to offer "testimonials" either in person or in writing unless it is absolutely necessary in order to determine any pertinent fact of the matter. The

proceedings should be kept as confidential as may be necessary to protect all parties. The committee or hearing board shall listen to the facts of the situation from all interested parties. Each “side” may be permitted or requested to make their presentations outside the presence of the other if necessary to prevent undue acrimony or harm to the participants. Parties do not have the right to involve attorneys or to cross-examine other parties or witnesses, although either may be permitted within the discretion of the committee or hearing board if it believes that such participation will be helpful and positive.

At the conclusion of the hearing, the committee or hearing board shall 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 a majority vote determine the appropriate action to be taken. Such action may include that no action should be taken against the individual accused, or that a warning or caution be given, that a written reprimand be given, that further education or probation be required, or that such person should be suspended or removed from involvement in regional activities. Where the hearing board recommends removal or where otherwise determined appropriate, the individual in question should be given an opportunity to resign voluntarily. All interested parties shall promptly be notified of such resignation or, in the absence of a resignation, of the hearing board’s decision.

### **17.6 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 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. There shall only be one review of each matter.

## APPENDIX A

## Acronyms

ARC	Assistant Regional Commissioner
AYSO	American Youth Soccer Organization
RCA or CA	Regional Coach Administrator
CVPA	Child and Volunteer Protection Advocate
NSTC	National Support and Training Center
RC	Regional Commissioner
RRA or RA	Regional Referee Administrator
SAI	Soccer Accident Insurance
SD	Safety Director
VIP	Very Important Player

## APPENDIX B

## Supporting Documents

AYSO Operating Regulations	Available from the NSTC or at <a href="http://www.soccer.org">www.soccer.org</a>
AYSO Bylaws	Available from the NSTC or at <a href="http://www.soccer.org">www.soccer.org</a>
National Policy Statement	Available from the NSTC or at <a href="http://www.soccer.org">www.soccer.org</a>
Area V Guidelines Protection Advocate	Available from the Area V leadership Volunteer