



# **REGION 18 GUIDELINES**

## **2009-2010**



# REGION 18 GUIDELINES

## Table of Contents

<b>ARTICLE ONE</b> .....	1
<b>PURPOSE</b> .....	1
<b>ARTICLE TWO</b> .....	1
<b>MISSION</b> .....	1
<b>ARTICLE THREE</b> .....	2
<b>DUTIES AND RESPONSIBILITIES OF THE REGION</b> .....	2
<b>ARTICLE FOUR</b> .....	4
<b>MEMBERSHIP IN THE REGION</b> .....	4
<b>ARTICLE FIVE</b> .....	4
<b>MANAGEMENT OF THE REGION</b> .....	4
<b>ARTICLE SIX</b> .....	6
<b>OFFICERS</b> .....	6
Regional Commissioner .....	6
Regional Treasurer.....	7
Regional Safety Director.....	8
Regional Coach Administrator.....	8
Regional Referee Administrator .....	8
Regional Youth Referee Coordinator .....	9
Assistant Regional Commissioners.....	9
Regional Secretary.....	10
Regional Registrar .....	10
Additional Regional Officers and Staff.....	10
Division Commissioners .....	10
Regional Fields Director .....	10
Director of Purchasing .....	11
Picture Day Coordinator .....	11
Roster Book Coordinator .....	11
Tournament Coordinator.....	11
Child/Volunteer Protection Advocate .....	11
<b>ARTICLE SEVEN</b> .....	12
<b>INFORMATION ABOUT THE PROGRAM</b> .....	12
Team Assignments.....	12
Registration Fees; Refunds .....	13
Eligibility .....	13
Length of Season and Cancellation of Games.....	14
Team Roster Size, Team Game Size and Game Duration.....	14
Attendance; Participation.....	14
Protests .....	14
Conduct during Games .....	15
Refreshments at Games.....	16
Parental Participation.....	16
Referee Responsibilities .....	16
Facilities.....	18
Sponsors .....	18
Equipment.....	18
Playoffs .....	19
Volunteer Turkey Tournament Selections .....	19
All-Star Selection.....	20
Spring League.....	22
Fall Season Coaches .....	22



<b>ARTICLE EIGHT</b> .....	23
<b>FINANCIAL, BANKING AND RELATED MATTERS</b> .....	23
Budget; Financial Statement .....	23
Account Signatories .....	23
Transfer of Funds .....	23
Cash Handling Procedures .....	23
Receipt Procedures .....	24
Immediate Accounting to Regional Treasurer .....	24
Immediate Deposit Procedures .....	25
Monthly Bank Reconciliations .....	25
Credit/Debit Card Transactions .....	25
<b>ARTICLE NINE</b> .....	25
<b>DISPUTE RESOLUTION</b> .....	25
General Policy .....	25
General Due Process Procedures .....	26
Suspension .....	26
Removal .....	27
Hearing Procedures .....	27
Review .....	27
<b>ARTICLE TEN</b> .....	28
<b>CHANGES IN GUIDELINES</b> .....	28
Approval of Guidelines .....	28
Change in Guidelines .....	28



## ARTICLE ONE

### **PURPOSE**

These Regional Guidelines have been adopted by the American Youth Soccer Organization (AYSO) and Region 18 (Manhattan/Hermosa Beach) pursuant to the authority granted in AYSO National Bylaw Section 1.03 (a) (6) to provide guidance to the Region in its organization and operation.

Under AYSO National Bylaw Section 1.04 (l) and National Policy Statement 6.1, the Region has the responsibility to operate in accordance with these Regional Guidelines which have been approved by the Region's Area Director and Section Director.

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

These guidelines will be made available upon request to the members of the Region pursuant to AYSO Bylaw 1.04 (l).

## ARTICLE TWO

### **MISSION**

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

**Everyone Plays** – Our Region's goal is for kids to play soccer – so we mandate that every player on every team must play at least half of every game (three quarters for U14 and younger).

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

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

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



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

**Player Development** – We believe that all players should be able to develop their soccer skills and knowledge to the best of their abilities, both individually and as members of a team, in order to maximize their enjoyment of the game.

**The core values guiding AYSO are:**

Fun for all!	Education for all!
Ethics for all!	Accessible to all!

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

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

### **ARTICLE THREE**

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

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

- (a) 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;
- (b) To maintain good community relations and become involved in youth development and other community activities;
- (c) To register with the National Support Center all participating players, coaches, referees and where appropriate, administrators, prior to the commencement of the season;
- (d) To assign players and coaches to assure proper balance of teams within each age division within the Region or within a reasonable part thereof;
- (e) To obtain safe playing facilities and inform their owners of maintenance issues;
- (f) To obtain and be accountable for uniforms, balls, goals and other equipment and to use such equipment in a safe manner;
- (g) To schedule practices and games;



- (h) To recruit and assign volunteer coaches and referees, and train them through clinics and audio/visual programs;
- (i) To disseminate information to the participants, their families and the community concerning the Region and its programs;
- (j) To recognize volunteer efforts;
- (k) To hold periodic meetings of the Regional Board and disseminate to the participants, their families and the community appropriate information concerning the operation of the Region by the Board;
- (l) To publish for the Region and the files of AYSO, and make available to the participants and their families at least annually, financial statements of the Region and guidelines for the operation of the Region approved by the Area Director and Section Director;
- (m) To collect and disburse fees and other monies for the sound financial organization and operation of the Region, to keep and submit to the National Support Center, as required, accurate financial records to insure continuation of the tax exempt status of AYSO, to participate in the National Accounting Program and to pay the National Support Center prior to the start of the each season the National portion of its registration fees and all amounts due with respect to its purchases;
- (n) To elect or appoint, at a minimum, a Regional Commissioner, treasurer, risk manager/safety director, coach administrator and referee administrator;
- (o) To comply with the Soccer Accident Insurance (SAI) plan and to submit insurance claims according to current procedures;
- (p) To notify the National Support Center immediately of any threatened or actual claim or lawsuit against the Region;
- (q) To implement AYSO's National programs available to the Region at least once a season;
- (r) To cooperate with neighboring Regions, and area, section and development personnel, to promote growth, development and cooperation throughout AYSO;
- (s) To participate in area, section and National events and programs, to the extent practicable; and
- (t) To cooperate in policies and procedures developed by the Board or the National Support Center with respect to requiring each coach, referee, and other designated volunteers to complete a volunteer form, and with respect to verifying the information obtained, before permitting the coach, referee or such volunteer to participate.



## **ARTICLE FOUR**

### **MEMBERSHIP IN THE REGION**

There shall be three kinds of members in the Region:

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

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

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

## **ARTICLE FIVE**

### **MANAGEMENT OF THE REGION**

1. The Regional Board and the Regional Commissioner shall conduct the business and affairs of the Region.
2. 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; provided, however, that the Regional Commissioner may veto any such decision if the effect of such decision would be to violate any of the National operating regulations. Such veto may be reviewed by the Area Director (the "AD") on request by a 1/3 vote of the Board Members voting on such matter. By a 2/3 vote of the entire Regional Board, any other issue may be put to the participating members of the Region, subject to fair and reasonable voting procedures to be adopted by the Regional Board. If a Board position is shared by two people, only one person shall be entitled to vote; however if a Board member holds more than one position that person may only vote once.
3. The Region Board year shall begin in March of each calendar year. There will be at least nine meetings of the Region Board per year to be set by the Regional Commissioner. In addition, the Regional Commissioner or 1/3 of the Board Members may call a special meeting of the Regional Board on seven days' prior notice stating the purposes of such meeting, which notice may be given in writing, by telephone, by e-mail or in person. A majority of the Board Members shall constitute a quorum for the purpose of holding either a regular or special meeting. It shall be the policy of the Region to hold at least one Board meeting in each month during the soccer season and at least one every two months in the off season. All Regional Board meetings shall be open to all participating members unless the Regional Board determines that it is necessary to hold an executive session. The Regional



Board shall provide for the taking of minutes of the proceedings at each meeting.

4. The Board Members shall be appointed by the Regional Commissioner to hold office for twelve months or until their successors shall have been duly appointed whichever period is shorter. Regional Board members need not be parents of players in the Region.
5. The Regional Board shall constitute a Nominating Commission at least three months, and preferably six months, before the expiration of such term, or whenever there is a vacancy in the Regional Commissioner position due to death, resignation or removal. The Nominating Commission shall submit its recommendations of one or more candidates for the position of Regional Commissioner to the Regional Board. The Regional Board shall, by a majority vote, nominate a Regional Commissioner and forward such nomination to the Region's Area Director as directed by National Bylaw Section 7.03. In the absence of a Regional Board, or in the absence of a nomination by a majority of the Regional Board, the Regional Commissioner will be nominated by the Region's Area Director. Subject to the approval of the Area Director and the Section Director, the nominee for Regional Commissioner shall be appointed by the AYSO National Board of Directors for a term of two years.
6. In the event of a vacancy in the position of Regional Commissioner other than at the expiration of the regular term, the Regional Board, including (if available) the outgoing Regional Commissioner, shall recommend an interim Regional Commissioner and submit such recommendation to the Area Director. The interim successor shall remain in office until the completion of the election procedures in paragraph 6.
7. The Regional Commissioner may serve a maximum of two successive terms so long as he or she is nominated and appointed as indicated above.
8. Where the Regional Commissioner or other Board Member also serves as a coach or assistant coach, the Regional Board shall take all reasonable steps to ensure that the Board Member shall act in all ways to avoid any conflict of interest or even the appearance of a conflict of interest.
9. No Board Member or any other Member 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, goods, services 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 Commissioner.
10. Any vacancy on the Regional Board may be filled by the Regional Commissioner, and the person filling such vacancy shall serve until the next Annual Meeting and until his/her successor has been duly appointed.



11. Any Board Member (except the Regional Commissioner) may be removed in accordance with Article Nine, paragraph 4 of these Guidelines. The Regional Commissioner may be suspended by the Area Director or the Section Director and suspended or removed only by the National Board of Directors in accordance with Sections 3.07 and 7.03 of the National Bylaws.

## ARTICLE SIX

### **OFFICERS**

The Regional Board shall, at a minimum, consist of the Regional Commissioner, the Regional Treasurer, the Regional Safety Director, the Regional Coach Administrator, the Regional Referee Administrator, the Regional Child/Volunteer Protection Advocate, and the Registrar. The Regional Commissioner may create, designate, or appoint, such other voting board, or non-voting staff, positions including one or more Assistant Regional Commissioners, a Regional Secretary, Regional Director of Coach Instruction, a Regional Director of Referee Instruction, a Director of Referee Assessment, Age Division Directors, a Regional Fields Director, a Regional Registrar, a Youth Player Representative, a Director of Public Relations, a Sponsor Coordinator, a Director of Purchasing, Directors of Special Events, and such other positions as the Regional Commissioner may from time to time deem desirable. In addition, there may be such members-at-large as the Regional Commissioner may designate. The following are the job descriptions for the above positions.

#### Regional Commissioner

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

- (a) Filing on a timely basis the Regional Information Form with the National Support Center.
- (b) Reviewing on an annual basis these Regional Guidelines and other written Regional operating regulations.
- (c) Supervising the Regional Treasurer by periodically reviewing the Region's canceled checks and bank statements, reviewing each month the National Accounting Program (NAP) financial report, periodically reviewing internal financial control procedures, and taking other reasonable measures to assure that the Region's assets and expenses are being handled in a fiscally responsible manner.
- (d) Reporting to the Area Director and being responsible for the performance and growth of the Regional programs for the benefit of the players, the volunteers and their families.



- (e) Organizing, maintaining, supervising and coaching Regional volunteer staffs to assure adequate support and services to the Region, including the development of new volunteers for Regional position succession planning.
- (f) Acting as the official spokesperson for the Region in regard to publicity, internal development, cultural exchange, business systems, budgets, Regional operating regulations and other matters concerning AYSO programs within the Region.
- (g) Assisting the Regional Board in the planning and implementation of its policies and programs within the Region.
- (h) Overseeing dispute resolution within the Region pursuant to Article Nine of these Guidelines and AYSO operating regulations.
- (i) Presiding at all Regional Board meetings.
- (j) Keeping the Regional Board informed of actions and decisions on matters of importance.
- (k) Attending Area meetings, Section Meetings and caucuses, and the National Annual General Meeting to the extent practicable.
- (l) Maintaining close liaison with the Area Director and the Section Director, and coordinating all extra-Regional activities through the Area Director.
- (m) Making such other decisions and taking actions as may be required to run the Region, within the limits of the Regional budget and these Guidelines.

### Regional Treasurer

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

The Regional Treasurer shall be responsible for complying with the National Accounting Program and all procedures specified in the AYSO Treasurer's Manual. The Treasurer shall promptly, upon receipt, pay to the National Support Center, the National portion of the registration fees of the Region before the first practice and first game of the season, and in any event no later than October 31<sup>st</sup> of each fall season.

The Regional Treasurer shall give a report of the funds, receipts and disbursements of the Region monthly, annually and at such other times as requested by the Regional Commissioner or by the Regional Board. The Regional Treasurer shall be responsible for timely submittal to the Area Director and Section Director, and the National Support the annual budget, and such other information as may be required or requested from time to time by the National Support Center and



for complying with the National Accounting Program.

### Regional Safety Director

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

The Safety Director shall be responsible for the inspection of the fields, goals, and other field equipment. The Safety Director shall be responsible for administering the Region's policies and procedures for protecting the safety of the participants, including the Region's policies with respect to first aid kits, anchoring of goals, and implementation of AYSO safety policies.

Subject to the decisions of the City of Manhattan Beach, the City of Hermosa Beach and the Hermosa Beach School District, the Safety Director shall be responsible for monitoring unsafe weather and other unsafe conditions that may impact games and, in consultation with the Regional Commissioner, the Divisional Commissioners, and/or officiating Referees, as appropriate, canceling or suspending games when necessary due to unsafe conditions.

### Regional Coach Administrator

The Regional Coach Administrator shall be responsible for the recruiting, training and supervising of all coaches in the Region. The Regional Coach Administrator, in conjunction with the appropriate Division Commissioner shall require that each coach and assistant coach or other team player trainer complete a volunteer application form in accordance with the National Support Center's applicable policies and guidelines. In accordance with the National Support Center's applicable policies and guidelines the Regional Coach Administrator, in conjunction with the Safe Haven/Child Protection Advocate shall also take reasonable measures to verify the information contained in the volunteer application forms by making appropriate inquiries before permitting such volunteer to participate.

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

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

### Regional Referee Administrator

The Regional Referee Administrator shall be responsible for the recruiting, training and supervising



of all referees in the Region. The Regional Referee Administrator shall require that each referee, assistant referee, and youth referee complete a volunteer application form in accordance with the National Support Center's applicable policies and guidelines. The Regional Referee Administrator shall also take reasonable measures to verify the information contained therein by checking references and making other appropriate inquiries before permitting such volunteer to participate.

The Regional Referee Administrator may designate, with the consent of the Regional Commissioner, such other responsible volunteers as necessary to assist in planning and implementation of referee and assistant referee orientations, clinics and other training programs in accordance with the AYSO National Referee Program, to assist in administering the certification component of the AYSO National Referee Program and to coordinate such efforts with area and/or section staff.

The Regional Referee Administrator shall arrange for orientations, clinics and training programs for all referees and assistant referees in the Region at least annually, and shall coordinate his/her efforts with the Regional Commissioner and the Area Referee Administrator.

The Regional Referee Administrator shall be responsible for the scheduling of referees and assistant referees within the Region, or delegate such task to another responsible volunteer or assistant and coordinate such efforts with the Region's scheduler of games.

The Regional Referee Administrator shall implement, monitor, and maintain the AYSO Referee Training Program at the Regional level. The Regional components are the Regional Referee Course and the Assistant Referee Training Course. The Regional Referee Administrator works together with the Area Director of Referee Instruction to meet the ongoing training needs of the local referees, assistant referees and youth referees. The Regional Referee Administrator shall also establish an ongoing program to provide for mentoring of new referees by experienced referees.

#### Regional Youth Referee Coordinator

The Regional Youth Referee Coordinator shall implement, monitor, and maintain a program for referees in the Region of ages 10 to 18. The Regional Youth Referee Coordinator will work with the Regional Referee Administrator to meet the training and ongoing mentoring needs of youth referees. The Regional Youth Referee Coordinator will make contact with local schools to gain their support for the Youth Referee Program, work with the Regional Commissioner to provide community service credit to youth referees and work with participating members and parents to take reasonable steps to ensure that youth referees work in a safe, fun, positive and supportive environment.

#### Assistant Regional Commissioners

Each Assistant Regional Commissioner shall perform such duties as may be delegated to the Assistant Regional Commissioner by the Regional Commissioner and, in his/her absence, shall perform the duties of the Regional Commissioner on behalf of the Region. These duties may include coordinating and monitoring the various divisions to ensure uniform adherence to Regional guidelines with respect to coach selection, presiding over board meetings when the Regional Commissioner is unavailable, team formation, game scheduling, referee scheduling, playoff format,



tournament team selections, all-star coach selection, all-star player selection, and end of season player evaluations.

### Regional Secretary

The Regional Secretary shall take minutes at all meetings of the Regional Board and general meetings of the Region, maintain a list of names and addresses of all members of the Board and shall be charged with sending out all general correspondence and notices for the Region. The Regional Secretary shall be responsible for publishing the minutes to the Regional Board.

### Regional Registrar

The Regional Registrar shall be responsible for the planning and implementation of the annual registration of players, and coordinate such efforts with the Regional Commissioner, the Regional Treasurer, the Regional Coach Administrator and the Regional Referee Administrator. The Regional Registrar shall be responsible for the proper registration of each member in the Region on the appropriate official AYSO registration forms prior to the first practice and first game of the season. The Regional Registrar shall also distribute the appropriate copies of sundry forms as required, collect registration fees, and shall turn over such fees to the Regional Treasurer in a timely fashion.

### Additional Regional Officers and Staff

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

#### Division Commissioners

Division Commissioners shall be responsible for the operation of their respective divisions, such as the division of the players into balanced teams, the arranging and scheduling of practices and games for such divisions, and such other duties as shall be designated by these Guidelines. The Division Commissioner shall approve all names for teams in the division, and shall collect player evaluation forms for each team at the end of each season and maintain them for the following season. Other duties shall include coach selection, tournament team selections, all-star coach selection, all-star player selection and assigning a division referee coordinator.

#### Regional Fields Director

The Regional Fields Director shall be responsible for obtaining and maintaining the playing fields. He/she will act as liaison between agencies and the Region in reserving, developing and maintaining playing fields. He/she shall also ensure that the fields are properly marked (burned) before the beginning of the season. He/she shall make a recommendation to the Board regarding the assignment



of available game fields for each division, shall schedule the fields for practice sessions by distributing a “Practice Field Schedule” to the DCs for coaches to select practice times and locations, shall coordinate in the scheduling of “out of region” games and shall assign fields for off season practices and games throughout the year. He/she shall also assist the Regional Safety Director in notifying the cities and school districts regarding maintaining the playing fields in a safe condition.

#### Director of Purchasing

The Director of Purchasing shall be responsible for the purchasing and storage of uniforms and equipment for the Region, and shall maintain an inventory of the uniforms, equipment and other property of the Region. The Director of Purchasing shall deliver all uniforms and balls to the DCs for distribution and shall arrange for the delivery of all other necessary game equipment (e.g. flags, goalposts) to storage units at the fields.

#### Picture Day Coordinator

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

#### Roster Book Coordinator

The Roster Book Coordinator shall be responsible for producing an annual roster book and working as a liaison between the Regional Board and the vendor contracted to provide for the Region’s roster book. The Roster Book Coordinator shall distribute books to Board members and Division Commissioners for distribution to players and their families.

#### Tournament Coordinator

The Tournament Coordinator shall be responsible for working with the Regional Commissioner, the Division Commissioners and the Regional Board in the planning, implementation and supervision of participation in tournaments and other play opportunities for Regional players outside the primary regular season program. The Coordinator will collect teams’ monies for application fees and referee deposits and liaison with the Treasurer to determine which deposits are refundable.

#### Child/Volunteer Protection Advocate (“CVPA”)

The Child/Volunteer Protection Advocate shall be responsible for working with the Regional Commissioner, the Coach Administrator, the Referee Administrator and the Division Commissioners to implement AYSO’s Safe Haven Program and the Child Protection Policy, to ensure that all volunteers fill out the required forms and complete all necessary certification requirements, and to take reasonable steps, including the implementation of programs approved by AYSO National, to



facilitate the protection of the players and youth referees in the program.

## **ARTICLE SEVEN**

### **INFORMATION ABOUT THE PROGRAM**

#### **1. Team Assignments**

Team assignments of players shall be supervised by the Division Commissioner of each Division in accordance with the following guidelines. Every attempt shall be made to balance the skill level of teams within each division. For U5 through U8 teams, the Division Commissioner, in conjunction, if he or she so desires, with the recommendations of a committee of coaches in that division, shall assign players to teams. For U12, U14, U16 and U19 teams, the DC will organize a draft for teams, which draft may be either blind or competitive. For U10, the Division Commissioner may elect either to assign players to teams (with the recommendations of a coach committee) or conduct a draft (which may be either blind or competitive). Retention of players on any team shall be limited to the head coach's child(ren). 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 Division Commissioner, the Regional Commissioner and the parent or guardian of the player. DCs may determine whether tryouts are necessary in their division to assist in the goal of balanced teams, although tryouts are discouraged in U5 through U8. DCs who hold drafts must take every reasonable step to provide player evaluations at least two weeks before the draft to the coaches who will participate in the draft. DCs should impress upon coaches that player evaluations and player rankings are confidential, and particularly not to be shared with players.

Family members in the same division may request to play on the same team and every reasonable effort will be made to accommodate that request unless in the judgment of the DC, such placement would result in an imbalanced team. Otherwise, only practice day or time conflicts as indicated on a player's registration form will be considered, if possible. All personal requests (e.g. same team as friend, place with a specific coach) written on forms for divisions U19 to U10 will be ignored. Personal requests for players in divisions U5 through U8 will be considered but not guaranteed.

The Region and National do not allow playing up or down except in very specific and defined circumstances.

1. Mental or physical handicap. VIP players may play down one division only, unless there is a chance of injury to other players due to size differential.
2. In U7/U8 only we will allow siblings in U7 to play up in U8 to be with a sibling. This is because Region 18 splits U8 into U7 and U8, while the National age group covers both. This is not allowed across any other divisions, and applies only to siblings.
3. Second year U14's or U16's may be allowed to play up in U16 or U19 respectively if they are going into High School, and if their birthday falls in August through



December 15, so they may be with their peers.

Crossing boundaries for any other reason, including size, development, ability, coaching convenience, etc are not allowed. It puts the program at risk, and creates chaos with the next year's draft.

In accordance with paragraph 5 below, no U14 or younger team which plays 11 on the field may exceed 14 on the roster. In divisions which play short-sided, the roster may not exceed the number of players which would permit every player to play three quarters of the game. It is the Region's policy to make the target roster size 2 players more than the number on the field on the roster for each team, although it is recognized that individual teams may need to be larger or smaller depending on the numbers of players who register or dropout. Requests to deviate systematically from this policy must be done with the consent of the Regional Commissioner.

## 2. Registration Fees; Refunds

The registration fee for each player participant shall be fixed annually by the Regional Board. The Regional Commissioner 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. Any player who withdraws prior to participating in the first game of the season shall be entitled to a refund of such registration fee, less a processing fee or other specific non-recoverable costs may be deducted from the refund.

## 3. Eligibility

All boys and girls, of the ages of 4 through 18, based on their age as of July 31<sup>st</sup> of the year in which the season begins, shall be eligible to register for the program, subject to field availability, volunteer support, AYSO operating regulations, and such rules as may be issued by the Regional Board.

Each year the number of children who register exceeds the level of volunteer support, making it necessary to create waiting lists. Region 18's policy addressing this problem is:

- The children of region volunteers will be guaranteed placement on a team.
- Children of non volunteers registered on or before the close of early registration will have the second highest priority. If there are more children on this list than player positions available, a lottery will be held to place children on a waiting list.
- Children who are registered after the close of early registration will automatically be wait listed. No child in this group will be placed on a team until all children who were registered timely have been placed on teams. The late registration wait list is filled on a first come/first served basis.
- Wait listed players will be placed on a first come, first serve basis until team formation.
- After team formation, wait listed players will be placed according to need. A player who drops from a team can only be replaced by a wait listed player of similar skills



level.

4. Length of Season and Cancellation of Games

The season shall start on September 1 of each year and shall be of such duration as determined by the Regional Board. Inclement weather or poor field conditions may necessitate from time to time the postponement or cancellation of games. Any such postponement or cancellation will be made at the discretion of the Regional Commissioner, the Division Commissioner and/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 field may suspend or cancel the game.

5. Team Roster Size, Team Game Size and Game Duration

Team size, game size shall be as follows (although some U10 teams may only have 11 players and some U12 and U14 teams may only have 12 players if necessary due to registration numbers):

<u>Division</u>	<u>Team Size</u>	<u>Game Size</u>
U5	8	All present play.
U6	8	All present play.
U7	10	8 v. 8
U8	10	8 v. 8
U10	12	9 v. 9
U12	14	11 v. 11
U14	14	11 v. 11
U16/19	22	11 v. 11

Duration of games is in accordance with National Rules and Regulations except U6 will have two 15 minute halves (instead of two 10 minute halves).

Goalkeepers will be allowed in U7 and above.

6. Attendance; Participation

Every U14 or younger player present at the beginning of a game shall be entitled to play at least three-quarters of every game. Players arriving after the first quarter of the game may be limited to playing one-half of the time they are at the game. Each player is strongly urged to attend every team practice. Any player who misses practices regularly may have his/her playing time limited to one-half (but not less than one-half) of a game. Such missed practices must be reported to the DC, ARC and RC if a request is made to reduce playing time. If the ARC and RC agree that playing time should be reduced, the parent must be informed by the DC at least one week in advance of the game in which playing time is reduced.

7. Protests

No protest of games shall be permitted. However, coaches are encouraged to advise the Regional Referee Administrator and Division Commissioner within 48 hours after a game of



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

## 8. Conduct during Games

The highest standards of conduct and good sportsmanship must be maintained at all times by players, coaches, referees, spectators and all other participants. Offensive, insulting or abusive language is forbidden. The use of alcohol, tobacco products or illegal drugs in the vicinity of the playing field during practices or games is strictly forbidden.

All participants must wear the official uniforms provided for all games and dress in them in a neat, clean manner. The use of shin guards is required at all practices and games.

Coaches are expected to be positive and set the best possible example for the participants. Excessive coaching from the sidelines shall not be permitted, and the function of the coach should be to provide encouragement and a positive direction. Except in Divisions U5 and U6, 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) and at least one yard away from the touchline. Coaches in Divisions U5 and U6 may be on the field.

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

Coaches should make substitutions and rotate players into positions so as to avoid “running up” the score on an opponent. For competitive divisions, standings shall consist of only wins, losses and ties with no benefit derived from creating a large goal differential. There shall not be any specific penalty assessed in the event of a lopsided score; however the DC shall review various methods to avoid running up scores with the respective coach(es). Coaches should try to control the game so as not to run up the score. Repeat occurrences shall be referred to the RCA for further instruction. Ability to avoid running up scores on an opponent may be used as one criterion in selection of tournament and post season coaches.

At the end of the game, the players on each team shall line up and shake hands with the players of the opposing team and thank the referee and assistant referees.

Discipline shall be up to the referee at each game. The referee shall have the power and authority to caution and send off players and coaches (as well as spectators, in the case of outside interference) from the playing area, or abandon the match if necessary, if their conduct violates the Laws of the Game, these Guidelines or otherwise interferes with the course of play. No appeal of disciplinary action taken by a referee shall be allowed.



A player or coach who is sent off (red card) or cautioned (yellow card) may be subject to additional disciplinary action (*e.g.*, parent conferences, game suspensions, expulsions) 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 sent off or cautioned 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). All player, spectator or coach send offs should be investigated by the DC, but NO ACTION should be taken before consultation with the RRA (and the RCA in the case of coach send offs), and approval of the RC (or designated ARC). Any participant or player who is sent off the field by a referee for a disciplinary reason is subject to an additional one or more game suspension.

Region 18 also has a zero tolerance policy for any abuse to a youth referee. Any violation of this policy by a player, coach or parent will be subject to an automatic additional two game suspension and such other disciplinary action as Regional Board deems appropriate upon thorough review of the incident following the procedures outlined in Article 9 (Dispute Resolution).

#### 9. Refreshments at Games

It shall be the responsibility of each team to supply its own refreshments.

#### 10. 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 player will be denied registration solely because one or both parents refuse to volunteer.

#### 11. Referee Responsibilities

##### **Overview**

The purpose of the Region Referee Policy is to ensure that the region recruits, trains, certifies, and develops an adequate number of volunteer referees to support the players in this region. Only AYSO certified referees may officiate (center referee) an AYSO sanctioned match. Games also require two Assistant Referees to officiate lines. Division Commissioners shall assign a Division Referee Coordinator(s) to ensure that all games are staffed with qualified referees.

##### **Team Referee Responsibilities**

Teams in U10 and above are required to provide referees as follows:

(a) Each week, each designated Home team shall supply a qualified center referee and qualified assistant referee for the game that immediately precedes their own game. The Home team for the first game of the day will supply a qualified center referee and an



assistant referee for the last game of the day.

(b) Each week, each designated Visiting team shall supply a qualified assistant referee for the game that immediately precedes their own game. The Visiting team for the first game of the day will supply a qualified assistant referee for the last game of the day.

For Teams in U10 through U19, Division Commissioners may elect to utilize an on-line Referee Scheduling System to schedule referee assignments for their division and their Division Referee Coordinator shall monitor and ensure that all matches are adequately covered for each week of the season. However, for U16/19, referee assignments will be manually assigned based on available referees, qualifications and certification levels.

The Referee Administrator will monitor the Referee Scheduling System to ensure that referees are qualified for the level of the matches that they are assigned to officiate.

Teams in U8 and U7 are required to provide referees as follows:

(a) Each week, each designated Home team shall supply a qualified center referee, and it is suggested an assistant qualified referee. The Home team for the first game of the day will supply a qualified center referee and it is suggested an assistant qualified referee for the last game of the day.

(b) Each week, it is suggested that each designated Visiting team shall supply a qualified assistant referee for the game that immediately precedes their own game. It is suggested that the Visiting team for the first game of the day will supply a qualified assistant referee for the last game of the day.

In the event that a properly trained and certified independent center referee cannot be located, the coaches are instructed to:

- a. Notify the Division Referee Coordinator and Commissioner to resolve a lack of qualified referee(s) and if after reasonable efforts, the deficiency is not resolved, then contact the Assistant Regional Commissioner and Regional Referee Administrator.
- b. Abandon the game.
- c. Cancel the following game and enter a forfeit by the team whose referee did not show up for the assignment.

### **Referee Certification Levels**

The following table outlines the minimum certification levels acceptable for center referees to participate under this program. Exceptions may be granted to individuals based on demonstrated performance and/or years of experience. Only exceptions approved by the Regional Referee Administrator, Regional Director of Referee Assessment, Regional Director of Referee Instruction, or Regional Commissioner will be recognized for this program.



<b>Level of Play</b>	<b>Minimum AYSO Center Referee Certification</b>
U7 and U8	U8
U10	Region Referee
U12	Intermediate (Area) Referee
U14	Advanced (Section) Referee

## 12. Facilities

It shall be the responsibility of both teams for the first game each day to set up the goals, flags and nets and properly line the field, and both teams for the last game of each day to take down the goals, flags and nets. The DC shall make available to each coach the combination for any locks for sheds or other apparatus to ensure that the goals and equipment are properly stored or stowed. Each field shall be lined under the direction of the Regional Fields Director, and each group of fields shall be provided with a first aid kit. Every player and parent is responsible to ensure that any trash at the field is properly disposed immediately after their game.

## 13. Sponsors

The Region encourages local businesses and individuals to support its program. Suitable recognition shall be given to them. 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.

## 14. Equipment

The Region shall supply each player with a shirt with the original AYSO logo properly affixed thereto, 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 is likely to cause risk of injury to himself or herself or to other players during the game, or practice.

Medical information bracelets should not be removed, but must be padded and taped to the player's skin.

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. Players with permanent orthodontic braces



are strongly encouraged to wear mouth guards. Players may wear orthopedic braces, provided that they are adequately padded and safe to all players.

## 15. Playoffs

Each division (U10 and older) will conduct a playoff tournament to determine a Regional champion to participate in the Area 1D tournament of champion teams; there are no playoffs or standings for U5 through U8 divisions. The format of the playoff tournament will be a double elimination tournament. The regular season shall be structured to maximize the number of games played prior to playoffs, within scheduling constraints. Regular season standings will be used (at most) as a means for seeding. Each playoff tournament shall be structured so that a team can only be eliminated from the playoffs after 2 defeats.

Deviations from the above policy must have the approval of the Regional Commissioner.

For the determination of a winner in a game that cannot end in a tie, Region 18 adopts the following overtime rules..

If at the end of regulation play, the score is tied, two overtime periods of play shall be added. If at the end of the 2 overtime periods of play, the score is still tied, a FIFA shootout (kicks from the mark) shall be used to determine the winner. (Note: FIFA rules indicate that only players on the field at the end of the second overtime period are eligible to participate in the shootout.)

Both overtime periods must be played in full. Each overtime period is to be treated as a game half. The half must end when time expires.

Every player must play at least one full overtime period.

The length of each overtime period shall be determined by division as follows:

- U19 – 10 Minutes
- U16 – 10 Minutes
- U14 – 9 Minutes
- U12 - 7 Minutes
- U10 - 5 Minutes

## 16. Volunteer Turkey Tournament Selections

The DC shall coordinate with the Tournament Coordinator to identify potential Turkey Tournaments and secure registration information in a timely manner. The DC shall canvas all coaches in the division to identify volunteers to coach (or co-coach) a Turkey Tournament team. The DC in consultation with the Assistant Regional Commissioner or Regional Commissioner, and the Regional Coach Administrator shall select the Turkey Tournament Coaches. Only coaches with the appropriate credentials for the division within which they are coaching may be selected to coach, co-coach or assistant coach a Tournament team. The DC, respective coaches, and Tournament Coordinator shall be responsible for securing slots in Turkey Tournaments.



Coaches shall identify all eligible players for the team who would like to participate and who would be available to participate during the Thanksgiving weekend. Of those available players, coaches shall be asked to nominate players for the Turkey Tournament teams in one of three categories: (1) possible all-star candidate, (2) child of a dedicated board member, coach or referee volunteer, and (3) players who demonstrate a positive team attitude and “hustle”. The Turkey Tournament coaches shall meet and select players from the total pool of nominated players.

Teams going to more competitive tournaments shall have first selection of possible all-star players; teams participating in volunteer-only tournaments shall be restricted to selecting players from the volunteer list. In no case shall coaches be allowed to construct teams independently by direct invitation to players.

#### 17. All-Star Selection

Eligible divisions will select one or more all-star teams to participate in the Area 1D all-star tournament; there are no all-stars for U5 through U8 divisions.

Each Head Coach in a Division nominates up to 3 player candidates for consideration, subject to additional nominations with the approval of the division commissioner and the Assistant Regional Commissioner or Regional Commissioner. "None" or less than three may be nominated. All field player candidates must be A rated players. Coaches should confirm the availability of these players to attend every all star game and most practices before nomination.

Candidates are nominated on the basis of soccer skills and ability to be a team player, not because of any consideration regarding the player’s parent(s), including whether the candidate is the coach’s child.

The DC shall convene a meeting of all coaches and the Assistant Regional Commissioner or Regional Commissioner in the Division before the playoffs. The Regional Commissioner may attend the meeting. All coaches must provide the player evaluations to the DC prior to the meeting. At least 1/2 of the Division coaches is necessary for a quorum at this meeting, and a proxy can be given directly to the Assistant Regional Commissioner by a coach.

The DC in consultation with Division coaches, and Regional Commissioner and/or Assistant Regional Commissioner should have an orderly plan for reviewing qualifications of the nominees (i.e., a reasonable process for explaining selection process to a disgruntled parent).

At the meeting, the coaches should review all nominees. Depending on the number of teams, the number of eligible top player should be the number of slots (team size multiplied by the number of teams) + 50%. The following chart provides the number of players who should be selected:



<u># Teams</u>	<u>U10, U12 (7 v.7, 9 players)</u>	<u>U14 (11 v. 11, 14 players)</u>
1	14	21
2	28	42
3	42	63
4	56	84

The selection should be done by secret ballot with each coach selecting his/her top 25.

The total number of members of the All-Star team will be determined by Area 1-D tournament rules. As of 1999, Area 1-D permitted a maximum roster of 14 for 11 players on the field. The maximum roster size will carry through to Section, Tri-Section and, if available, National tournaments. Additional players to the maximum allowed on a roster may be named as substitutes but after the first game of the Area tournament, no substitute player may be substituted or added to the all-star roster.

The coaches at the meeting are responsible for selecting the "core" of the All-Star Team. Factors to be considered should be overall athletic ability, knowledge of the game, soccer skills and observed performance in the position normally played (coaches should balance their selection, e.g., 2 forwards, 2 halfbacks, 2 defenders, a sweeper and an "all around utility player"). Coaches will select the number of players indicated in the chart below.

The DC shall thereafter, with the approval of the Regional Commissioner and in consultation with Region Coach Administrator, shall select the All-Star Coach. If the DC wants to be considered for the All Star Coach, then the Regional Commissioner, Region Coach Administrator and Region Referee Administrator shall select the All-Star Coach. The All-Star Coach can be any qualified coach but will typically have a child on the list of 25 nominees. The All-Star Coach's child may not be selected as an all-star unless he/she would otherwise qualify to be on the team. The All-Star Coach's child should not be selected because his/her parent is the coach. Only coaches with the appropriate credentials for the division within which they are coaching may be selected to coach, co-coach or assistant coach in All-stars. The coaches in the division may be asked for their opinion which maybe taken into account.

The All-Star Coach selects the remaining players **only** from the list of Nominees according to his/her needs and philosophy.



TOTAL PLAYERS	COACHES SELECT	ALL-STAR COACH SELECTS
9, 10	8	remaining
11	9	2
12	10	2
13	11	2
14	12	2

If there is more than one all star team per division, the first team will be the top all star players and the remaining teams will be balanced. The DC, however, in conjunction with the ARC or RC, may allow a player to play on the other team if the parents so wish.

#### 18. Spring League

Region 18 participation in the Spring League shall fall under the Area 1-D Spring League Rules & Regulations.

There will be no individual registration of players or player draft for the Spring League. Teams shall be formed and registered by coaches in good standing, with appropriate age level coaching certification.

Prior to registration, all teams must be approved by the Regional Commissioner (RC) and Spring League Commissioner subject to the guidelines laid out in the Area 1-D Spring League Rules & Regulations. In addition, at his or her discretion, the RC has the authority to move players around in order to balance teams. The RC also has the authority to deny registration of teams with coaches who are not in good standing.

#### 19. Fall Season Coaches

Fall season coaches will be recommended by the division commissioner(s) for that specific division. The coaches' names will be circulated by e-mail and each coach candidate approved by 2/3 majority of the Board of Directors. Responses to e-mails shall be sent to the Regional Commissioner and Secretary.



## ARTICLE EIGHT

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

#### 1. Budget; Financial Statement

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

#### 2. Account Signatories

All checks drawn on the Region's bank account 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 the Regional bank account.

#### 3. Transfer of Funds

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

#### 4. Cash Handling Procedures

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

Funds withdrawn for "cash box change" must be deposited back into the Regional bank account within a week.

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

Arrangements should be made to have the cash received deposited into the Regional bank account on the same day such cash is received, or the first banking day thereafter.

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



## 5. Receipt Procedures

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

A cash receipt book must be used to record all payments received on behalf of the Region in cash. The original cash receipt for each transaction must be given to the payer, and the copy kept in the cash receipt book. All cash receipts must be signed or initialed by the volunteer completing the cash receipt form.

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

A volunteer accepting payment for registration fees should note upon an available portion of the player registration form: (a) the amount of the payment received; (b) whether such payment was made in cash or by check; (c) the check number (if paid by check); (d) the date such payment was received if different from the date of the parent or guardian's signature on the player registration form; (e) the names of any other family member players for whom the payment was received; and (f) the initials of the volunteer receiving such payment.

## 6. Immediate Accounting to Regional Treasurer

The Regional Treasurer in cooperation with 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:

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

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

No requests for reimbursement to Regional volunteers shall be honored without supporting receipts.

The Regional Treasurer must be notified of any checks written on the Regional bank account without his or her knowledge within 48 hours of the issuance or delivery of such check for payment of any Regional expense.

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



## 7. Immediate Deposit Procedures

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

All fees collected on behalf of the Region for registration, sponsorships, fundraising, donations or for any other purposes shall be deposited immediately after being reconciled with the appropriate cash receipt book, registration form, and/or bank deposit slips.

Under no circumstances may any person accept on behalf of the Region any post-dated check or agree to hold any check for deposit on a later day.

## 8. Monthly Bank Reconciliations

All Region accounts shall be reconciled monthly by the Regional Treasurer. The Regional Treasurer must then prepare a monthly income/outflow statement based on the reconciliation and submit such monthly statement to the Board at the regular monthly meeting for discussion and approval.

## 9. Credit/Debit Card Transactions

If in the future the Board decides to accept credit/debit cards for any payment to the Region, all required accounting shall be performed and submitted on the first banking day after each credit/debit card transaction.

# **ARTICLE NINE**

## **DISPUTE RESOLUTION**

### 1. General Policy

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

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

It is the policy of the Region to avoid wiping out years of good memories of AYSO and good



service to AYSO, and that suspension or removal procedures are to be used only as a last resort. Voluntary resignation is preferable to a suspension or removal procedure.

It is the policy of the Region to avoid publicizing the suspension or removal proceedings beyond those persons who need to know, and to respect the privacy of the individuals involved. However, the Regional Commissioner or Regional Board should notify the Area Director, the Section Director, the National Support Center or members of the AYSO Legal Commission of the pending proceedings pursuant to the operating regulations, and must comply with all applicable regulations and laws requiring suspension, abuse and similar events.

## 2. General Due Process Procedures

Disputes involving day-to-day activities of the Region should first be addressed and resolved, if possible, by the appropriate Board Member in charge of the activity. Disputes involving coaches or players not arising out of game conduct should first be addressed and resolved, if possible, by the Division Commissioner, and then by the Regional Coach Administrator and the Regional Commissioner. Disputes arising out of game conduct should first be addressed and resolved, if possible, by the Regional Referee Administrator and the Regional Commissioner. If such conflicts cannot be resolved, then they will be referred to a disinterested Hearing Board appointed by the Regional Commissioner. (Typically the Hearing Board will include the Regional Coach Administrator, the Regional Referee Administrator, the Safety Director, the Assistant Regional Commissioners or such other persons that the RC deems necessary for the Hearing Board to be impartial under the circumstances.)

If it is determined that it is necessary that a person involved in the Region needs to be disciplined, or that his or her participation in the Region should be limited or terminated, then the Regional Commissioner shall give notice in writing to such person of such intention. Such notice shall specify the action to be taken and the reasons therefore. Such notices shall further notify such person that he or she, upon request, will be given a reasonable opportunity to explain why such action should not be taken. Such opportunity to respond may be in person at a hearing, by telephone or in writing. A disinterested Hearing Board of neutral persons appointed by the Regional Commissioner will consider any such explanations provided. After such opportunity to respond has been given, the Regional Hearing Board shall make its determination and announce it in writing to all persons concerned.

## 3. Suspension

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



#### 4. Removal

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

#### 5. Hearing Procedures

The disciplinary hearing shall be held at a neutral location. The hearing procedures shall be communicated to and understood by all parties prior to the commencement of such hearing. All interested parties are to be informed of the date, time and location of such hearing.

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

#### 6. Review

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



## ARTICLE TEN

### **CHANGES IN GUIDELINES**

#### 1. Approval of Guidelines

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

#### 2. Change in Guidelines

Once adopted, these Guidelines may only be amended by the Regional Board members with 50% quorum by a 2/3 vote of the attendees at the Regional Board meeting, with the approval of the Regional Commissioner, the Area Director and the Section Director, and then submitted to the National Support Center.