

REGIONAL GUIDELINES - 2009

AMERICAN YOUTH SOCCER ORGANIZATION (AYSO) REGION 538 TRI-COMMUNITY

ARTICLE ONE – PURPOSE

The purpose of these Guidelines is to regulate the affairs of AYSO Region 538 Tri-Community (hereinafter referred to as “Region 538” or “AYSO Region 538” or “Region”). These Guidelines have been adopted pursuant to the authority granted by the National Bylaws of the American Youth Soccer Organization (AYSO) and are subject to AYSO’s Articles of Incorporation, National Bylaws, National Policy Statements, National Rules and Regulations, Section Rules and Regulations, and Area Guidelines , collectively referred to as the “Operating Regulations” which are hereby incorporated by reference as part of these Regional Guidelines. These Regional Guidelines are intended to enhance and conform with the Operating Regulations. To the extent that there may be any contradiction or conflict among the referred to documents, the Operating Regulations shall prevail. These Regional Guidelines, or such other guidelines as Region 538 may adopt, shall be made available upon request to the members of the Region pursuant to the AYSO Bylaws.

ARTICLE TWO - MISSION

The Mission of Region 538 is to develop and deliver a quality youth soccer program building positive character through participation in a fun, fair, safe, family environment based on the following AYSO philosophies:

- A. Everyone Plays - The goal of Region 538 is for kids to play soccer; therefore, it is required that each player on every team shall play at least three-quarters of every game notwithstanding exceptions as noted in Article Seven, Section E below;
- B. Balanced Teams - At the start of each primary season, teams are formed with an emphasis on parity with the belief that games are more fair and more fun when teams of equal ability play;
- C. Positive Coaching - Coaches are encouraged and trained to make extra efforts to understand each player and offer positive help rather than negative criticism. Kids win in more ways than just on the field when they are built up, and not torn down;
- D. Open Registration – The AYSO Region 538 soccer program is open to all children between the ages of 4½ and 18 who want to register and play soccer. Interest and enthusiasm are the only criteria for playing;
- E. Good Sportsmanship - We strive to create a positive environment based on mutual respect rather than a “win-at-all-cost” attitude. The program is designed to instill good sportsmanship in every facet of AYSO.
- F. 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

ARTICLE THREE - DUTIES AND RESPONSIBILITIES OF THE REGION

The duties and responsibilities of Region 538, to the extent permitted by our size and available resources, shall be:

- A. To operate and offer a quality youth soccer program in a safe, fun, fair, and 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, volunteers, referees, 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;
- E. To obtain and maintain safe playing facilities;
- F. To obtain and be accountable for uniforms, balls, goals and other equipment and to use such equipment in a safe manner;
- G. To schedule games;
- H. To recruit and assign volunteer coaches and referees and train them through clinics and audio/visual programs;
- I. To recognize volunteer efforts;
- J. 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 and its programs;
- K. 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 Regional Guidelines for the operation of the Region. Where these Guidelines are silent on an issue, the AYSO National Standard Guidelines shall be in effect;
- L. To collect and disperse 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 ensure continuation of the tax exempt status of AYSO; and, to pay the National Support Center, prior to the start of the season, the National portion of registration fees, and for its purchases;
- M. To elect or appoint, at a minimum, a Regional Commissioner (RC), Coach Administrator, Referee Administrator, Safety Director, CVPA, Treasurer and Registrar;
- N. To comply with the Soccer Accident Insurance (SAI) plan and to submit insurance claims according to current procedures;
- O. To notify the National Support Center immediately of any threatened or actual claim or lawsuit against the Region;
- P. To implement AYSO's National Programs available to the Region at least once a season;
- Q. To cooperate, as is practical, with neighboring Regions, as well as Area, Section and Development personnel, to promote growth, development and cooperation throughout AYSO;
- R. To participate, as is practical, in Area, Section and National events and programs as;
- S. To cooperate with all policies and procedures developed by the Board or National Support Center regarding completion and verification of information of all Volunteer Forms by each coach, referee, and other designated volunteers PRIOR to permitting the coach, referee or such volunteer to participate.

ARTICLE FOUR - MEMBERSHIP IN THE REGION

- A. Participating Members – Defined as all persons serving the Region in a coaching, refereeing or administrative capacity including members of the Regional Board. All coaches, referees and other volunteer positions designated by the AYSO National Support Center shall be registered using the appropriate forms prescribed by AYSO;
- B. Playing Members – Defined as all registered soccer players;

- C. Contributing Members – Defined as persons to whom the Regional Board grants membership to recognize a contribution of value to the Region or to express its gratitude.

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

ARTICLE FIVE - MANAGEMENT OF THE REGION

- A. Meetings - The Regional Board shall conduct the business and affairs of the Region. The presence of a majority of voting Regional Board Members at a meeting shall constitute a quorum. "Presence" shall include access by telephone or other electronic means. 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, or more as necessary, at a designated date agreed upon by the Regional Board. 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. At Regional Board meetings, each Board Member shall have one vote except the Regional Commissioner who shall vote only in the event of a tie. Minutes shall be taken at each Regional Board non- Executive Session meeting and shall be made available to the members of the Region;
- B. Appointment to the Board - At the Annual Meeting, regularly scheduled in November of each year, Board Members shall be appointed by the Regional Commissioner on the recommendation of the Nominating Commission and with the approval of a majority of the outgoing Regional Board (if any), to hold office for twelve months or until their successors shall have been duly appointed. At least one month prior to the Annual Meeting, the Regional Commissioner shall appoint a Nominating Commission consisting of at least three Board Members and a reasonable number of participating members, who are not members of the Board, so that the Nominating Commission has not less than five in number. Such Nominating Commission shall recruit and recommend board members for the next twelve months and to accept other names of persons to be considered by the Regional Board for such positions. The Nominating Commission shall also publicize to the participating members of the Region the Regional Board positions to be voted upon. Regional Board members need not be parents of players in the Region. The term of office shall be from March 1st through the end of February of the following year;
- C. Regional Commissioner Selection – Whenever there is a vacancy in the Regional Commissioner position due to death, resignation or removal, the Regional Board shall constitute a Nominating Commission before the expiration of such term. Such Nominating Commission may be the same Nominating Commission appointed pursuant to the preceding paragraph. The Nominating Commission shall submit its recommendation 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 the National Bylaws. 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 one year. 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 described by this paragraph;
- D. Regional Commissioner Length of Term - The Regional Commissioner, when appointed, shall serve for a term of three years and may serve multiple terms so long as he or she is nominated and appointed as indicated above. 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;
- E. Conflict of Interest - Where the Regional Commissioner or other Board Member also serves as a coach or assistant coach, the Regional Board shall, at a minimum, adopt special procedures to ensure that all decisions affecting such coach are made by other non-partisan Board Members and shall act in all other ways to avoid the appearance of a conflict of interest;

- F. 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;
- G. Vacancies - Any vacancy on the Regional Board may be filled by a majority vote of the then remaining Board Members notwithstanding quorum requirements. Said person filling such vacancy shall serve until the next Annual Meeting and until his/her successor has been duly appointed;
- H. Removal - Any Board Member (except the Regional Commissioner) may be removed in accordance with Article Nine of these Regional 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 the National Bylaws.

ARTICLE SIX - OFFICERS

The Regional Board shall consist of the following voting officers: Regional Commissioner, Coach Administrator, Referee Administrator, C.V.P.A., Safety Director, Secretary, Treasurer and Registrar. The Regional Board may create, designate, appoint, or elect such other voting or non-voting board or staff positions, and such other positions as the Regional Board may from time to time deem desirable. In addition, there may be such Members-at-large as the Board shall create. The 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 of the Regional Information Form on a timely basis 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 monthly the National Accounting Program (NAP) financial report, reviewing periodically the internal financial control procedures, and taking other reasonable measures to ensure that the Region's assets and expenses are handled in a fiscally responsible manner;
- D. Responsibility for and Reporting (to Area Director) of the performance and growth of Regional programs for the benefit of the players, volunteers and their families;
- E. Organizing, maintaining, supervising and coaching Regional volunteer staffs to ensure adequate support and services to the Region, including development of new volunteers for Regional position succession planning;
- F. Acting as official spokesperson for the Region regarding publicity, internal development, cultural exchange, business systems, and budgets, as well as 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 both 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, and other meetings as necessary for the administration of the Region;
- L. Maintaining close association with both the Area Director and Section Director, and coordinating all extra-Regional

activities through the Area Director;

- M. Submitting a completed Regional Performance Program to the Area Director prior to December 1st of each calendar year;
- N. Making such other decisions and taking actions as may be required to run the Region, within the limits of the Regional budget and these Regional Guidelines;

The Regional Commissioner shall provide written instructions to each member of the Board that defines the responsibilities and authority of each Board position.

ARTICLE SEVEN – INFORMATION ABOUT THE PROGRAM

- A. Team Assignments and Draft Rules - See Attached Appendix “A”
- B. Registration Fees and Refunds - 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. Any player who withdraws prior to participating in the first game of the season shall be entitled to a refund of a portion of the registration fee by submitting a Player Withdrawal Refund Request within four weeks of the withdrawing player’s season beginning date. The cost of the uniform (if it cannot be reused) or other specific non-recoverable costs may be deducted from the refund. The Region shall be entitled to recoup necessary banking costs associated with administering the Region. See Attached Appendix “C”
- C. Eligibility - All boys and girls between the ages of 4 and 18 based on their age as of July 31st of the year in which the season begins (unless a different season date is established by the Region and approved by the Area Director and Section Director) 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. Teams shall be in groupings as follows:
 - 1. U-5 Division - Under five (5) years of age and not younger than 4 years;
 - 2. U-6 Division - Under six (6) years of age;
 - 3. U-8 Division - Under eight (8) years of age;
 - 4. U-10 Division - Under ten (10) years of age;
 - 5. U-12 Division - Under twelve (12) years of age;
 - 6. U-14 Division - Under fourteen (14) years of age;
 - 7. U-16 Division - Under sixteen (16) years of age;
 - 8. U-19 Division - Under nineteen (19) years of age.
- D. U-5 Division will be co-ed. Teams formed in the U-5 division will be primarily for the introduction of soccer skills and techniques to the children. U-16 and U-19 teams will be either Area or Co-Ed or both depending on registration.
- E. Length of Season and Cancellation of Games - The season shall be of such duration as determined by the Regional Board. Inclement weather or poor field conditions may necessitate the postponing or canceling of games from time to time. Any such postponement or cancellation will be made at the discretion of the Regional Commissioner or the 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. Participants are required to be at the field for their scheduled game. Failure of a team to be present with the legal minimum number of players at the start of a game shall result in a forfeit for that team. Failure of both teams to field a legal number of players at the scheduled start time of the game shall result in a forfeit being assessed against both teams.
- F. Attendance, Participation, and Team Rosters - Every player, if present at the start of the game, shall be entitled to play at least three quarters of that game. (Exceptions to this policy may include illness, injury, specific Divisional format or Regional disciplinary action.) Moreover, it is the policy of Region 538 to encourage each coach to allow different players to start the first quarter of each game. Players arriving late shall check in with the referee

team. Players arriving after the start of the game shall sit out no more than one quarter of the remaining quarters left in the game after they have been checked in by the Referee team. Teams playing "short" can have late-arriving players enter the game as soon as they arrive, after having checked in with the Referee team and upon a signal from the Center referee. NOTWITHSTANDING THE ABOVE, NO PLAYER MAY PLAY FOUR (4) QUARTERS UNTIL ALL PLAYERS HAVE PLAYED AT LEAST THREE (3) QUARTERS, WITH THE EXCEPTION OF AN INJURY OR SEND-OFF.

- G. Playing "Short" - Due to limitations of player registration during team formation certain teams within an age division may have a lesser number of players on their roster than other teams within that age division. In this case, the opposing team shall play on the field no more players than is indicated on the roster of the "short" team. For example, if a team of eleven plays a team with a roster of only ten players, then the eleven member team shall only play ten players on the field. However, if the team with ten members on its roster only has nine players show up to play, the eleven member team would still be entitled to play ten players on the field. The team roster shall be determined by the game card which is the official written record of the game. Note that only the team roster determines whether a team is officially "short." Teams with less players in the game due to injury, illness or disciplinary action, are not entitled to have the opposing team field less players against them.
- H. Practice - Each player is strongly urged to attend every team practice. Practice will not exceed two hours twice a week for U-19, U-16, U-14, U-12, and U-10 teams. For U-8 and U-6 teams practice will not exceed 1½ hours twice a week. The soccer week is defined as Sunday thru Saturday. It is the responsibility of the parent(s)/guardian(s) to make sure that their child attends practice. If a player is going to miss practice the coach or team parent should be notified as soon as possible. Any player who misses practice regularly may have his/her playing time limited in a game subject to review and approval by the Regional Commissioner.
- I. Goalkeeper - It is the policy of Region 538 in division U-8 that no player shall routinely play more than two quarters in goal. If, due to extenuating circumstances, a player does play in goal for three quarters, then he/she shall be entitled to play the fourth quarter on the field.
- J. Protests - No protest of games shall be permitted; however, coaches are encouraged to file with the Regional Referee Administrator a written report within 48 hours after a game of any misapplication by a game referee of the Laws of the Game or rules and regulations. This procedure shall not be used as a means of complaining about, 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 incorrectly applied, such referee shall be so informed in order to ensure that no further misapplication occurs.
- K. 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.
- L. All participants must wear the official uniforms provided for all games and dress in a neat, clean manner. The use of shin guards is required at all practices and games. 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.
- M. 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 shall there be coaching in either the penalty areas or from behind the goals.
 - 1. All Coaches or Assistant Coaches MUST:
 - a. Be at least nineteen (19) years of age;
 - b. Complete and submit to the CVPA or the Regional Commissioner a Volunteer Application Form;
 - c. Meet the requirements of the AYSO Safe Haven Program;

- d. Complete all applicable division appropriate coaching certifications courses;
 - e. Attend the Annual Region 538 Coach Meeting/Orientation;
 - f. Be present during all practices and games, including Sundays.
- N. Spectators at games must remain behind the spectator control line and between the field goal lines. Their vocal efforts shall be limited to positive compliments to the participants. Under no circumstances shall they attempt to coach or address remarks derogatory to players, coaches or referees.
- O. Disciplinary Action - 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 terminate the match if necessary, if their conduct violates the Laws of the Game, these Guidelines or otherwise interferes with the course of play. No appeal of disciplinary action taken by a referee shall be allowed. A player or coach who is sent off (red card) or cautioned (yellow card) may be subject to additional disciplinary action (e.g., parent conferences, game suspensions, expulsions) 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 outlines in Article 9 (Dispute Resolution).
- P. Refreshments at Games- It shall be the responsibility of each team to supply its own refreshments. It is suggested that the best kind of refreshment is cool water.
- Q. 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.
- R. Facilities - It shall be the responsibility of both teams for the first game each day to set up the goalposts and nets and both teams for the last game of each day to take down the goalposts and nets. Each field shall be lined under the direction of the Regional Commissioner and/or the Director of Playing Fields. No trash should be left at the facility except in designated containers. Participants are encouraged to take all trash with them when they leave the playing fields. Parking shall be limited to those areas designated at the fields, and access shall be provided for emergency vehicles. Trespassing, vandalism, climbing onto fences/buildings/trees/backstops/etc., or other abuses of facilities under the control of, or operated by the Region, may result in disciplinary action, up to and including game suspensions, or civil or criminal enforcement.
- S. Sponsors/Fundraising - Region 538 encourages local businesses and individuals to support its program. Suitable recognition shall be given to them. Contributions must 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. AYSO Region 538 depends on the fundraising efforts of its members to support its activities, and to keep registration costs low. All participants are requested to participate in Region-sanctioned fundraising activities. No other fundraising, sales or solicitation, aside from AYSO, will be conducted at the field of any game, practice or meeting hosted by the Region, without the written permission of the Regional Commissioner.
- T. Equipment - Region 538 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 is likely to cause risk of injury to himself or herself or to other players during the game. Non-prescription eyeglasses and sunglasses are not permitted to be worn by a player during a game. The referee has the final governing authority regarding equipment.

- U. Medical Considerations - Medical information bracelets should not be removed, but must be padded and taped to the player's skin. Players and their families should discuss medical limitations with their coach prior to participating in team activities. Prescription eyeglasses may be worn, but must remain firmly on the wearer's head or restrained by a strap. 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. AYSO will not prohibit the use of knee braces by players in AYSO events and programs; provided that the brace is adequately covered and padded in the judgment of the referee or coach, so as to eliminate the possibility of its causing injury to the other players on the field of play. A Medical Release, signed by a Medical Doctor, should be provided to the Region, describing the need for the brace and/or authorizing the player to participate in Regional activities. A signed release is required to be provided to the Safety Director once a player returns to Regional participation after sustaining a serious injury or illness.
- V. Injuries/Blood-Borne Pathogen Policy - All coaches are issued first-aid kits, including protective gloves, plastic bags and decontamination solutions, and are to receive instruction in the AYSO blood-borne pathogen policy. Open wounds need to be dressed after the bleeding is controlled. Players with open wounds will be required to leave the playing field, until the wound is covered and/or the bleeding is controlled, as determined by the Referee. Blood-stained clothing needs to be removed or the stain covered, before the player can continue to participate on the field.
- W. League Standings/Playoffs - Written procedures to determine league standings or playoffs will be distributed to coaches at the start of the season. It is the policy of Region 538 to not maintain league standings for U-6 and U-8 age divisions. (See Appendix "B")

ARTICLE EIGHT - FINANCIAL, BANKING AND RELATED MATTERS

- A. 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.
- B. 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.
- C. 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, if any, 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 the Regional bank account.
- D. 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.
- E. Such internal control procedures shall include the following: (a) 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. (b) All registration fees collected in cash and checks must be reconciled to the bank deposit slip and the AYSO registration forms. (c) 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. (d) When handling a significant amount of cash monies, at least two Regional volunteers should be present.
- F. 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.

- G. Such internal control procedures shall include the following: (a) A cash receipt book must be used to record all payments received on behalf of the Region in cash. (b) The original cash receipt for each transaction must be given to the payer, and the copy kept in the cash receipt book. (c) All cash receipts must be signed or initialed by the volunteer completing the cash receipt form. (d) The cash receipt book must be reconciled to the bank deposit slip.
- H. 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.
- I. 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.
- J. Such internal control procedures shall include the following: (a) No one should sign a Regional check in blank or which contains any item to be filled in later. (b) No one should sign a Regional check without verifying the expense by examining the invoice or request for reimbursement. (c) 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.
- K. 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. 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.
- L. 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.
- M. Such internal control procedures shall include the following: (a) 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. (b) 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.
- N. Monthly Bank Reconciliation - All Region accounts shall be reconciled by the Regional Treasurer and his/her reconciliation shall be verified by another Board Member who is not authorized to sign on the accounts.
- O. Credit/Debit Card Transactions - If credit/debit cards are accepted, all required accounting shall be performed and submitted on the first banking day after each credit/debit card transaction.
- P. The fiscal year shall be May 1 through April 30.

ARTICLE NINE - DISPUTE RESOLUTION

- A. 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.
- B. 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 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 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.

- C. 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 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.
- D. Except for the issuance of red or yellow cards, if it is determined that it is necessary that a person involved in the Region needs to be disciplined, or that his or her participation in the Region should be limited or terminated, then the Regional Commissioner or the Regional Board shall give notice in writing to such person of such intention. Incidents related to the issuance of red or yellow cards will be reviewed by the Disciplinary Review Board within 96 hours, and the person(s) involved will not receive written notification. Such notice shall specify the action to be taken and the reasons therefore. Such notices shall further notify such person that he or she, upon request, will be given a reasonable opportunity to explain why such action should not be taken. Such opportunity to respond may be in person at a hearing, by telephone or in writing. The Regional Commissioner 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.
- E. 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. 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.
- F. Depending on circumstances, a player receiving a red card or his/her third yellow card of the season will usually be suspended from the next scheduled game. A player receiving two red cards, or one red card and three yellow cards, or six yellow cards may be suspended for the remainder of the season. Any coach receiving a red card or his second yellow card of the season will be suspended from the next scheduled game. Any coach receiving two red cards, or one red and two yellow cards, or four yellow cards may be suspended for the remainder of the season. Participants may be subject to disciplinary action before, during, or after any game.
- G. 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. 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.
- H. 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.
- I. At the hearing the Committee or Hearing Board shall listen to the facts of the situation from all interested parties, and then adjourn to a private session where the decision will be reached. Under no circumstances shall the Committee or Hearing Board deliberate in the presence of the parties involved in the dispute. The Committee or Hearing Board will then decide the issues raised pursuant to AYSO operating regulations and these Regional Guidelines based on the

evidence submitted, and by majority vote determine the appropriate action including whether no action should be taken against the individual accused, or whether such person should be given a warning or caution, or whether such person should be given a written reprimand, or whether such person should be suspended or removed from involvement in Regional activities. All interested parties shall be promptly notified of such decision after, in the case of removal, and where deemed appropriate, such individual is given an opportunity to resign voluntarily.

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

ARTICLE TEN - CHANGES IN GUIDELINES

- A. Approval of Guidelines - These Guidelines shall become effective after being approved by the Regional Commissioner and the existing Regional Board, and then submitted to the National Support Center.
- B. Change in Guidelines - Once adopted, these Guidelines may only be amended by the Regional Board by a 2/3 vote of the Regional Board members, and then submitted to the National Support Center.

APPENDIX "A"

Team Assignments

- A. U-5 (Jamboree) Co-Ed; U-6 Co-Ed; U-8 Boys and Girls
 - 1. Non-Competitive;
 - 2. Request for allowing children to be on certain teams will be considered. Request should be made on player registration form. Only players that are registered and paid in full prior to 8/1/09 will be considered;
 - 3. Player rating will be used to help build teams;
 - 4. Player's school will also be taken into consideration;
 - 5. Parents may request that their child NOT be on a particular Coach's team.

Draft Rules

- B. U-10 thru U-19 Boys and Girls
 - 1. Competitive;
 - 2. Prior to start of the draft, all coaches will receive a list of all of the registered players along with their ratings. We will go over each players name and call out the rating. If no comment is made about the player we will proceed to the next one, until an agreed upon rating is reached;
 - 3. Coaches will automatically get their child(ren) along with child(ren) of certified Assistant Coach to a maximum of three (3) players on a team;
 - 4. If a Coach finds a person that wished to become an Assistant Coach who is willing to be age appropriate certified by 09-08-09, that Assistant Coach will be considered as in the above;
 - 5. After this is done, the team with the lowest overall rating will pick until all players have been taken and teams are equally balanced. No team shall have 2 or more players than an other team;
 - 6. Trades of equally rated players will be allowed but only at the time of the draft. These trades should benefit a player or parents request.

APPENDIX “B”

Standings Determination Policy(ies)

Regular Season

- A. Season Games: “Ten Point System”
 - 1. Six (6) points for each Win;
 - 2. Three (3) points for each Tie;
 - 3. Zero (0) points for each Loss;
 - 4. Goal Differential (Goals Scored minus Goals Allowed – Max. 3 points per game);
 - 5. One (1) point for each shutout.

- B. Paint Fields: +/- 5 Points
 - 1. Each team must paint once per season as per “Field Painting Schedule” (tbd) to receive +5 points;
 - 2. Teams not painting fields once per season as per “Field Painting Schedule” receive -5 points.

- C. Provide Referees
 - 1. Teams MUST provide an AR (Assistant Referee) each game. If not provided, team will receive NO POINTS for that game as explained in section A (Season Games: “Ten Point System) above;
 - a. For example, Team “X” wins a game 3-1 and therefore should receive 8 points as explained above in section A; however, Team “X” does NOT provide an AR. Team “X” will not receive the 8 points for that game. Team “X” will receive zero points.
 - 2. Two (2) exceptions allowed per season WITH PRIOR PHONE CALL the night before game day.

- D. Tie Breaker(s)
 - 1. Head to Head Competition;
 - 2. Fewest Goals Allowed;
 - 3. Fewest Disciplinary Cards Issued (Red and/or Yellow);
 - 4. Goal Differential (Goals Scored minus Goals Allowed – Max. 3 per game);
 - 5. Coin Toss.

Season Tournament - Tiebreak Rules

- A. In the event of a tie after regulation time, the game will continue as follows:
 - 1. Two (2) overtime period of five(5) minutes each in duration (NO GOLDEN GOAL);
 - 2. Shots from the Mark

- B. Due to time constraints, match duration and tiebreak rules may be adjusted at the discretion of the Regional Commissioner or his/her designee.

APPENDIX “C”
Refund/Withdrawal Policy

- A. WRITTEN REQUESTS (NO EXCEPTIONS) for a Player Refund must be made via US Mail Only
1. Verbal or E-mail requests will not be accepted
- B. The REFUND REQUEST must clearly state and/or include the following:
1. Player's name and age;
 2. Reason for withdrawal (please note any reason given will not delay your request);
 3. Address to which refund should be mailed.
 4. Original (or copy) Registration Receipt
 5. Completed Refund Form
 6. SASE (Self Addressed Stamped Envelope – Postage Paid)
- C. Refunds will be processed according to the postmark date as follows:
1. Through August 31, 2009, the refund will be calculated as Registration Fee minus \$15.00 processing fee;
 2. September 1, 2009 through September 30, 2009, the refund will be one-half (50%) of the Registration fee
 3. After October 1, 2009, no refunds will be allowed.
- D. Any team uniform received must be returned to the league.
- E. The refund check will be made out to the person who signed the registration form, unless otherwise noted.
- F. Refunds may take up to two (2) weeks to process;
- G. Mail completed Refund Request Form and enclosures referenced above to:
1. AYSO Region 538
Refund Request
P.O. Box 83-2961
Phelan, CA 92329-2961

APPENDIX “D”
Waiting List (Player Add) Policy (tbd)

APPENDIX “E”
Cultural Exchange (tbd)