

REGION 68 GUIDELINES AND OPERATING PROCEDURES



2013

**AYSO REGION 68 (CAMARILLO)
REGIONAL GUIDELINES
AND OFFICIAL HANDBOOK
Submitted by:**

Tim Azbell,
Regional Commissioner

TABLE OF CONTENTS

ARTICLE ONE. PURPOSE	1
ARTICLE TWO. MISSION	1
ARTICLE THREE. DUTIES AND RESPONSIBILITIES OF THE REGION	1
ARTICLE FOUR MEMBERSHIP IN THE REGION	3
1. Participating Members	2
2. Contributing Members	3
ARTICLE FIVE. MANAGEMENT OF THE REGION	3
1. Regional Board	3
2. Meetings	3
4. Decisions at Variance with Guidelines	4
5. Decisions between Board Meetings	4
6. Elected Board Member Nomination Process	4
7. Appointed Board Member Approval Process	4
8. Term of Service	4
9. Standards of Conduct	5
10. Regional Commissioner Reappointment/Replacement	5
11. Removal of Board Member	6
12. Suspension of Membership	6
ARTICLE SIX. OFFICERS	6
1. Regional Commissioner (RC)	7
2. Assistant Regional Commissioner (ARC)	8
3. Treasurer	8
4. Child and Volunteer Protection Advocate (CVPA)	8
5. Safety Director	9
6. Registrar	9
7. Regional Referee Administrator (RRA)	9
8. Regional Coach Administrator (RCA)	10
9. Director of Players	10
10. Secretary	11
11. EXTRA Director	11
12. Regional Auditor	11
13. Division Coordinator	11
14. Equipment Director	12
14. Field Director	12
15. Awards Director	12
16. Head Team Parent	12
17. Tournament Directors	13
18. Tournament Team Director	13
19. Spring League Director	13
20. PVR&PD Liaison	13
21. Regional Coach Administrator (RCA) Staff	13
21.1 Assistant RCA	13

21.2. Game Scheduler	14
21.3 Statistician	14
22. Regional Referee Administrator (RRA) Staff	14
22.1 Assistant RRA	14
22.2 Director of the Player Referee Organization (PRO) Program	14
22.3 Director of Referee Assessment	14
22.4. Director of Referee Instruction	15
Regional Designated Officials	15
26. The Coach	15
27. Assistant Coach	15
28. Team Parent	15
29. Referee	16
30. Assistant Referee	16
31. Youth Referee	16
ARTICLE SEVEN. INFORMATION ABOUT THE PROGRAM	16
1. Eligibility	16
2. Participation	17
3. Fees – Refunds	17
4 Division Assignment	17
5 Player Wait List	18
6. Team Assignments	18
7. Team Names	18
8. Game Schedule and Season Format	19
9. Official Games (Competitive Divisions)	19
10. Length of Season and Cancellation of Games	19
11. Pool Play and Championship Day (Competitive Divisions)	20
12. Conduct During Games	20
13. Running up the Score	22
14. Protests	22
15. Incident Reports	22
16. Awards	22
17. Postseason Competition (Competitive Divisions)	23
18. All-star Competition	23
19. Tournament Team Competition	24
20. All Star / Tournament Coach Selection Process	25
21. Spring League	25
22. Very Important Player (VIP) Program	25
23. Facilities	25
24. Refreshments at Games	25
25. Parental Participation	26
26. Equipment	26
27. Player Safety	26
29. Sponsors	27
30. Section Meeting	27

31. Nation Annual General Meeting (NAGM)	27
ARTICLE EIGHT. FINANCIAL AND BANKING MATTERS	28
1. Budget – Financial Statement	28
2. Account Signatories	28
3. Transfer of Funds	28
4. Cash Handling Procedures	28
5. Receipt Procedures	29
6. Internal Accounting Procedures	29
7. Deposit Procedures	30
8. Expenditures	30
9. Credit Card Transactions	30
10. Monthly Bank Statement Reconciliation	30
11. Internal Audit	30
ARTICLE NINE. DISPUTE RESOLUTION	31
1. General Policy	31
2. General Due Process Procedures	31
3 Suspension	32
4 Removal	32
5 Hearing Procedures	32
6 Review	33
ARTICLE TEN. CHANGES IN GUIDELINES	34
1. Approval of Guidelines	34
2. Changes in Guidelines	34
APPENDIX A. 2012 BOARD OF DIRECTORS	36
APPENDIX B. FEE SCHEDULE (2012)	39
APPENDIX C. REFUND POLICY	40
APPENDIX D. SPECIAL AWARDS	41
APPENDIX E. PARENT PARTICIPATION REQUIREMENTS	42
APPENDIX F. RULES OF PLAY SUMMARY	45
APPENDIX G. PLAYOFF FORMAT	47
APPENDIX H. EXTRA PROGRAM	49
APPENDIX I. TOURNAMENT TEAM OPERATING POLICY	49
APPENDIX J.SAFETY GUIDELINE AND COMMUNICATION PLAN	51
APPENDIX K. CHANGE SUMMARY FOR 2012-2013	51

ARTICLE ONE. PURPOSE

1. The purpose of these Guidelines is to regulate the affairs of this Region. These 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 procedures").
2. These Guidelines are meant to enhance and to conform to the operating regulations. To the extent that there may be any contradiction or conflict among these documents, the operating procedures shall prevail.
3. These Guidelines are available upon request to members of the Region pursuant to AYSO Bylaw 1.04(l).

ARTICLE TWO. MISSION

1. The mission of Region 68 is to develop and deliver a quality youth soccer program to the youth of Camarillo and the surrounding area. We strive for an opportunity for youth to play soccer with qualified adult leadership in a safe and healthy environment emphasizing good sportsmanship, fair play, and most of all that anyone can have fun through sports without being the best.
2. Our program is based on the six AYSO philosophies: Everyone Plays, Balanced Teams, Open Registration, Positive Coaching, Good Sportsmanship, and Player Development.

ARTICLE THREE. DUTIES AND RESPONSIBILITIES OF THE REGION

The duties and responsibilities of the Region shall be:

1. To operate and offer a quality youth soccer program to all youth from age 4 through 18 years in a safe, fun, fair, positive environment that complies in letter and spirit with the operating regulations and philosophies of AYSO.
2. To maintain good community relations with the primary objective being youth development.
3. To register in the AYSO online registration system all participating players, coaches, referees, administrators, and other volunteers.
4. To assign players and coaches to assure proper balance of teams within each age division.
5. To secure the use of safe playing facilities.
6. To obtain and be accountable for uniforms, balls, goals and other equipment.
7. To schedule practices and games.
8. To recruit and assign volunteer coaches and referees, and train them through clinics.
9. To disseminate information to the participants, their families and the community concerning the Region and its programs.
10. To hold periodic meetings of the Regional Board and disseminate to the participants and their families appropriate information concerning the operation of the Region by the board.
11. To comply with AYSO policies and procedures relating to financial matters.

12. To elect a Regional Commissioner (RC), Treasurer, Safety Director, Regional Coach Administrator (RCA), Regional Referee Administrator (RRA), Registrar, and Child and Volunteer Protection Advocate (CVPA).
13. To comply with the Soccer Accident Insurance (SAI) plan and to submit insurance claims according to current procedures.
14. To notify the AYSO National Support and Training Center (NSTC) immediately of any threatened or actual claim or lawsuit against the Region, its participants, or AYSO.
15. To cooperate with neighboring Regions, Area W, Section 10 and National to promote growth, development and cooperation throughout AYSO.
16. To participate in Area W, Section 10 and National events and programs.
17. To cooperate in policies and procedures developed by the Board or the NSTC 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 other such volunteer to participate and finish their training per job description.

ARTICLE FOUR. MEMBERSHIP IN THE REGION

1. Participating Members

- 1.1 Participating Members are all Region, Area and Section volunteers, other than executive members, who become registered with the Organization in the AYSO eAYSO database.

2. Playing Members

2.1 Playing Members are all soccer players currently registered in the AYSO eAYSO database. The Boys and Girls programs shall be organized into the following age groupings:

- a. Under five (5) years of age – U5
- b. Under six (6) years of age – U6
- c. Under seven (7) years of age – U7
- d. Under eight (8) years of age - U8
- e. Under ten (10) years of age – U10
- f. Under twelve (12) years of age – U12
- g. Under fourteen (14) years of age – U14
- h. Under sixteen (16) years of age – U16
- i. Under nineteen (19) years of age – U19
- j. Coed, any age, players with special needs - VIP

2.2 Teams formed in the VIP, U5, U6, U7 and U8 divisions will be primarily for the introduction of soccer skills and techniques to the players and not for competitive purposes.

2.3 The Executive Board shall have the authority to combine the U16 and U19 divisions.

3. Contributing Members

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

ARTICLE FIVE. MANAGEMENT OF THE REGION

1. Regional Board

- 1.1 The RC, with the support and assistance of the Regional Board, shall conduct the business and affairs of the Region.
- 1.2 The Regional Board shall be comprised as described in Article Six.
- 1.3 Regional Board members shall serve a one-year term or until the next Annual Meeting in January.

2. Meetings

- 2.1 The Regional Board shall fix the time, date and location of each regular meeting of the Regional Board at the Annual Meeting in January of each year.
- 2.2 At least 10 days prior, all participants in the program shall be notified of the Annual Meeting on the Region's website and in the local press.
 - 2.2.1 It shall be the policy of the Region to hold at least nine (9) meetings each year in January, March, May, June, July, August, September, October and November.
 - 2.2.2 The Regional Board shall provide for the taking of minutes of the proceedings at each meeting and make them available to any member of the Region, upon request.
 - 2.2.3 All Regional Board meetings shall be open to all Participating Members, subject to space availability.
- 2.3 Executive sessions may be held at the discretion of the RC. Except as otherwise provided in these Guidelines, Executive Board decisions shall be subject to approval of the Regional Board.
- 2.4 The RC or 1/3 of the Executive Board may call a special meeting of the Regional Board on three (3) days prior notice stating the purpose of such meeting, which notice may be given in writing (e-mail), by telephone, or in person.
- 2.5 A majority of the seated Regional Board shall constitute a quorum (51%) for the purpose of holding either a regular or special meeting. The seated Regional Board shall encompass the Executive Board.

3. Voting and Veto Power

- 3.1 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 RC may veto any such

decision if the effect of such decision would be to violate any of the National Operating Procedures.

- 3.2 Such a veto may be reviewed by the Area Director on request by a 2/3 vote of the board members voting on such matter.
- 3.3 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.

4. Decisions at Variance with Guidelines

- 4.1 The Regional Board may, by a 2/3 vote of the board members present at a regularly or specially called Board Meeting, adopt decisions that are at variance with these Guidelines.
- 4.2 Unless specifically designated as amendments to these Guidelines, such decisions shall remain in effect only until the next Annual Meeting.
- 4.3 Such decisions may not violate National Operating Regulations, Section Rules and Regulations, or Area Guidelines.

5. Decisions between Board Meetings

- 5.1 In the event that a decision on an issue is necessary between scheduled Regional Board meetings, the RC shall either call an Executive Board Meeting or poll the Executive Board by phone or e-mail.
- 5.2 The RC shall keep a written record of the poll.
- 5.3 The decision reached by the Executive Board shall have the same effect as if it were voted on at a regular Board Meeting.
- 5.4 Such decisions shall be reported to the Regional Board at the next scheduled meeting.

6. Elected Board Member Nomination Process

- 6.1 At the November board meeting, the RC shall appoint a Nominating Committee consisting of three Participating Members of the Region. The Nominating Committee shall recruit candidates for the positions of Treasurer, CVPA, Safety Director, Registrar, RCA and RRA.
- 6.2 Candidates need not be parents of players in the Region, but all candidates must meet any experience requirements specified in Article Six of these Guidelines.
- 6.3 The slate of candidates shall be reported to the Regional Board at the December board meeting. At the Annual Meeting, nominations from the floor by Participating Members will be accepted for the above elected board positions.
- 6.4 Participating Members must attend at least one board meeting in addition to the Annual Meeting to be eligible to vote in the election.

7. Appointed Board Member Approval Process

- 7.1 Except as otherwise outlined in these Guidelines, all appointed Board Members shall be appointed by the RC after the election, subject to approval by a majority of the Executive Board.
- 7.2 The RC is not obligated to appoint someone who desires a board position.

8. Term of Service

- 8.1 Except for the RC, all Board Members shall serve for a maximum period of twelve months per term, but not beyond the next Annual Meeting.
- 8.2 Board Members are expected to attend all regularly scheduled Regional Board meetings.

9. Standards of Conduct

- 9.1 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.
- 9.2 Nothing in this paragraph prohibits any Regional Board 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.

10 Regional Commissioner Reappointment/Replacement

- 10.1 At least three months, and preferably six months, before the expiration of the RC's term, or whenever there is a vacancy in the RC position due to death, resignation or removal, the Regional Board shall appoint a Nominating Committee.
- 10.2 The Nominating Committee shall submit its recommendations of one or more candidates for the position of RC to the Regional Board.
- 10.3 The Regional Board shall, by a majority vote, nominate an RC and forward such nomination to the Region's Area Director as directed by National Bylaw Section 7.03.
- 10.4 In the absence of a nomination by a majority of the Regional Board, the RC shall be nominated by the Region's Area Director.
- 10.5 A nominee for RC is subject to approval of the Area Director, Section Director and National Board of Directors and is effective only upon approval of the National Board of Directors.
- 10.6 The National Board of Directors has full discretion to disapprove a nominee or approve a nominee for a term of three years or for a shorter period as it sees fit.
- 10.7 In the event of a vacancy in the position of RC other than at the expiration of the regular term, the Regional Board, including (if available) the outgoing RC, shall recommend an interim RC and submit such recommendation to the Area

Director.

- 10.8 The interim successor shall remain in office until the completion of the election procedures in paragraph 2.
- 10.9 The RC shall serve a term of three years, subject to the terms of approval set forth by the National Board of Directors (see paragraph 3). The RC may serve multiple terms so long as he or she is nominated and appointed as indicated above.
- 10.10 It is the general policy of the Region that the RC will have served at least one year on the Executive Board before serving as RC.
- 10.11 It is the general policy of the Region that the RC not serve as a Coach, Assistant Coach or Referee, nor hold any other board or staff position in the Region, except with the approval of the Regional Board. Where the RC also serves in another volunteer capacity, the Regional Board shall, at a minimum, adopt special procedures to ensure that decisions affecting the RC acting in such other capacity are made by a disinterested Executive Board Member, preferably the Assistant RC (ARC). The RC shall act in all other ways to avoid the appearance of a conflict of interest.

11 Removal of Board Member

- 11.1 Any Board Member (except the RC) may be removed by a quorum (51%) of the Regional Board, which vote shall include the affirmative vote of the RC, whenever it is judged to be in the best interests of Region 68 or AYSO.
- 11.2 The Area or Section Director may suspend or remove any Board Member if the member violates any Area, Section or National governing policy.
- 11.3 The RC may be suspended by the Area or 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.

12 Suspension of Membership

- 12.1 Playing Members and Participating Members of AYSO Region 68, other than Board Members, may, at the discretion of the RC, with majority vote approval of the Executive Board, be removed or suspended from participating.
- 12.2 A letter describing the removal or suspension, with the reasons therefore, shall be sent by registered mail, return receipt requested, to the Participating Member or the parent(s) of the Playing Member.

ARTICLE SIX. OFFICERS

The Region Board shall be comprised of the Executive Board and the General Board.

1. Executive Board

- 1.1 The Executive Board shall consist of the seven elected board members:
 - a. Regional Commissioner (RC)
 - b. Treasurer
 - c. Child Volunteer Protection Advocate (CVPA)

- d. Safety Director (SD)
- e. Registrar
- f. Regional Referee Administrator (RRA)
- g. Regional Coach Administrator (RCA)
- j. Secretary (Appointed by the RC)
- 1.2 During the secondary season:
 - a. Spring League Director (SLD)
 - b. Tournament Directors (TD)
 - c. Tournament Team Director (TTD)
- 1.3 The minimum qualification for RC shall be one year on the Executive Board.
- 1.4 The minimum qualification for the other six elected positions shall be one year as a Participating or Contributing Member.
- 1.5 The elected board members shall meet the training requirements established in the AYSO National Guidelines within twelve months after their election.
 - 1.5.1 Failure to achieve these training requirements shall disqualify them from further serving the Region in an elected position.

2. General Board

- 2.1 As a minimum, the General Board shall consist of:
 - a. Regional Auditor
 - b. Head Team Parent
 - c. Equipment Director
 - d. Field Director
 - e. Awards Director
 - f. Tournament Director(s) California Strawberry Cup and Camarillo Extra Cup
 - g. Tournament Team Coordinator
 - h. Spring League Director
 - i. PVR&PD Liaison
 - j. Management Administrator and Community Liaison
 - k. VIP Coordinator
 - l. Four Referee Administrator Staff
 - 1. Assistant RRA
 - 2. Coordinator of the Player Referee Organization (PRO) Program
 - 3. Director of Referee Assessment
 - 4. Director of Referee Instruction
 - m. Four Coach Administrator Staff:
 - 1. Assistant RCA
 - 2. Practice Field Scheduler
 - 3. Game Scheduler
 - 4. Statistician
- 2.2 In addition, the Regional Commissioner and Regional Board may create other positions from time to time as it deems desirable by the RC.

- 2.3 All members of the Regional Board shall be Participating or Contributing Members of the Region in good standing.
- 2.4 All members of a Regional Board shall understand and agree that they are fiduciaries of, and owe a duty of loyalty to AYSO, and agree to be bound by its Bylaws, Policies, Rules and Regulations.

3. Regional Commissioner (RC)

- 3.1 The RC shall have the responsibility to conduct the day-to-day business of the Region within the framework of the National Bylaws and Rules and Regulations and these Guidelines.
- 3.2 The RC shall oversee and coordinate through the elected and appointed board members all of the duties and responsibilities listed in ARTICLE THREE "Duties and Responsibilities of the Region"
- 3.3 The RC shall schedule and conduct all Executive and General Board meetings of the Region.
- 3.4 The RC shall approve the participation of any player or coach competing outside Region 68 (Postseason and Secondary seasons).

4. Assistant Regional Commissioner (ARC)

- 4.1 The ARC shall assist the RC and serve as the acting RC in the absence of the RC.
- 4.2 The ARC(s) shall directly supervise and receive support from the personnel filling the following four positions:
 - a. Directors of Players
 - b. Equipment Director
 - c. Field Director
 - d. Head Team Parent.
- 4.3 When there is more than one ARC, the RC shall designate an Executive ARC to serve as the acting RC in the absence of the RC.

5. Treasurer

- 5.1 The Treasurer shall have custody of all funds, securities, evidence of indebtedness and other valuable documents, and shall make timely deposits of such funds and securities in the name and to the credit of the Region in a bank or depository.
- 5.2 The Treasurer shall keep in an acceptable accounting system an accurate account of all money received and paid out following the National AYSO Accounting Program.
- 5.3 The Treasurer shall prepare a monthly financial statement to be presented at the regularly scheduled Board Meetings.
- 5.4 The Treasurer shall prepare an Annual Financial Report of the funds, receipts and disbursements of the Region to be presented at the April Board Meeting.
- 5.5 The Treasurer shall prepare an Annual Budget to be presented and approved

at the April Board Meeting. (See also ARTICLE EIGHT “Financial and Banking Matters”)

6. Child and Volunteer Protection Advocate (CVPA)

- 6.1 The Child and Volunteer Protection Advocate shall be responsible for overseeing the child and volunteer protection program for the Region in accordance with the AYSO Safe Haven program.
- 6.2 The CVPA shall support the RC in the promotion and implementation of the Safe Haven program.
- 6.3 The CVPA shall work with the Registrar, RCA, RRA, Directors of Players, and Head Team Parent to see that all coaches, assistant coaches, referees, team parents, and board members are currently registered in eAYSO.
- 6.4 The CVPA shall verify the identity of all volunteers and serve as the screening liaison with the AYSO NSTC.
- 6.5 The CVPA shall notify the RC immediately if a volunteer applicant is not approved by NSTC.
- 6.6 The CVPA shall present to the Regional Board a motion to approve a list of Coaches, Assistant Coaches, Referees and Team Parents.
- 6.7 The CVPA shall serve as a resource and/or facilitator to the Region’s membership on the requirements for good faith reporting of abuse and molestation to law enforcement agencies and child welfare agencies.
- 6.8 The CVPA shall work with the RCA, RRA, and Head Team Parent to ensure that child protection and supervision responsibilities are included in all volunteer orientation meetings.

7. Safety Director

- 7.1 The Safety Director shall be responsible for administrating the AYSO Soccer Accident Insurance Program (SAI) and liability insurance program for the Region, handling all reports of accidents and/or claims for such programs, ensuring the safety of all participants in the Region and disseminating such information on safety as may be available.
- 7.2 All questions regarding the health and safety of participants in AYSO-sanctioned events will be referred to the Safety Director for decision. The Safety Director shall assist the Field Director in assuring the safety of the playing fields and equipment.

8. Registrar

- 8.1 The Registrar shall be responsible for the proper registration of all players in the Region on the appropriate official AYSO Registration form, the collection of the appropriate registration fee, the retention of a copy of the registration form per National Bylaws, and the dissemination of the original-signature copy to the Directors of Players.

- 8.2 The Registrar shall provide Player Scholarship Forms upon request and shall maintain a “waiting list” of players who registered after rosters were full.
- 8.3 The Registrar shall turn over all registration fees to the Treasurer, remove players from the current registration list who withdraw from the program and notify the Treasurer to process a refund, and move players from the current registration list to a “pending” status upon notification by the Treasurer that their payment was rejected due to “not sufficient funds”.

9. Regional Referee Administrator (RRA)

- 9.1 The RRA shall be responsible for the recruitment, retention, training and supervising of all referees in the Region.
- 9.2 The RRA shall arrange for and/or give clinics and training programs when needed, register such programs with the NSTC and disseminate information about such programs to the referees.
- 9.3 The RRA shall collect and keep a file of Referee Reports on all ejected players and coaches and inform the respective Director of Players and the RC of the ineligibility of those individuals to participate in the next scheduled game.
- 9.4 In the event an individual receives more than one red card during a season, the RRA shall collect all the facts and prepare a recommendation of suspension for the Executive Board.
- 9.5 The RRA shall verify badge levels of referees participating in postseason and secondary season games. The RRA (or designee) shall verify and sign Referee Rosters for all tournament teams.
- 9.6 The RRA shall administer the RRA Staff (see descriptions below). The RRA shall coordinate with the RC, the Section and Area RRAs, and the National Referees Commission.
- 9.7 The RRA shall submit a budget for referee training, referee development and referee recognition to the Treasurer by March 31st for the upcoming year (July 1 through June 30).

10. Regional Coach Administrator (RCA)

- 10.1 The RCA shall be responsible for the training, retention and supervising of all coaches in the Region.
- 10.2 The RCA shall arrange for and/or give clinics and training programs where needed, register such programs with the NSTC and disseminate information about such programs to the coaches.
- 10.3 The RCA shall ensure the timely and accurate recording of completion of coach training courses administered by the Region.
- 10.4 The RCA shall conduct skill assessments for players in competitive divisions who do not have a player rating, assist the Directors of Players in the conduct of Ratings Meetings and participate in the balancing of teams.

- 10.5 The RCA shall administer the RCA Staff (see descriptions below).
- 10.6 The RCA shall verify coaches and assistant coaches of postseason and secondary season teams have age-specific coach training.
- 10.7 The RCA shall coordinate with the RC, the Section and Area RCAs, and the National Coaching Commission.
- 10.8 The RCA shall submit a budget for coach training, coach development and coach recognition to the Treasurer by March 31st for the upcoming year (July 1 through June 30).

11. Director of Players

- 11.1 The Directors of Players shall be responsible for the operation of the Competitive and Non-competitive programs, respectively.
- 11.2 The competitive divisions shall be U10 and older and the non-competitive divisions shall be U8 and younger.
- 11.3 When required, the ARC shall adjust the divisional responsibilities so that a Director of Players is not responsible for a division in which a family member is a Playing Member.
- 11.4 The Directors of Players shall recruit and oversee the applicable Division Directors.
- 11.5 The Directors of Players shall be responsible for team formation based on team balance (competitive divisions) or geographic (non-competitive) considerations.
- 11.6 The Directors of Players shall maintain team rosters in an approved spreadsheet and provide this information to the Executive Board and the applicable Division Directors.
- 11.7 The Directors of Players shall work with the Registrar to place late registrations on teams, track players requesting refunds and maintain a player wait list.
- 11.8 The Directors of Players shall schedule and conduct ratings meetings for the U8 and older divisions and provide the updated ratings to the Registrar for incorporation into the eAYSO player database.
- 11.9 The Directors of Players shall disseminate information to the Division Directors of interest to the coaches.
- 11.10 The Directors of Players shall schedule and conduct ratings meetings for the U8 and older divisions and provide the updated ratings to the Registrar for incorporation into the eAYSO player database.

12. Secretary

- 12.1 The Secretary shall be responsible for taking minutes of all Regular and Executive Board meetings and providing copies of the minutes for approval at the next Regular Board meeting.
- 12.2 The Secretary shall provide a copy of the minutes to the Area Director.

- 12.3 The Secretary shall record changes to these Guidelines when approved and maintain an accurate set of all such changes so a new edition of the Guidelines may be published.
- 12.4 The Secretary shall maintain an archive of the Region's administrative documents, manuals, board meeting minutes, and other materials as requested by the RC.

13. EXTRA Program Coordinator (EPC)

- 13.1 The EPC shall be responsible for the operation of the EXTRA program.
- 13.2 The EXTRA divisions shall be U10 and older and shall be approved by the Region 68.
- 13.3 The EPC shall recruit and oversee the applicable EXTRA Coaches.
- 13.4 The EPC shall be responsible for team formation in accordance with the EXTRA program guidelines.
- 13.5 The EPC shall maintain team rosters in an approved spreadsheet and provide this information to the Executive Board.
- 13.6 The EPC shall work with the Registrar to registrations on teams, track players requesting refunds and maintain a player wait list.
- 13.7 The EPC shall work with the CVPA to ensure all coaches and assistant coaches are currently registered, certified, and have age-specific training.
- 13.8 The EPC shall disseminate information to the EXTRA coaches.
- 13.9 The EPC shall schedule and conduct skill assessment sessions for the players.
- 13.10 The EPC shall hold ratings meetings for the EXTRA players.

14. Regional Auditor

- 14.1 The Auditor shall be responsible for auditing the books and records quarterly.
- 14.2 The Regional Auditor shall not have signature authority nor reside at the same residence as someone who has signature authority.

15. Division Coordinator

- 15.1 The Division Coordinator shall be responsible for the administration and operation of a boys or girls division of play within the Region.
- 15.2 The Division Coordinator shall recruit the coaches and provide guidance and support to the coaches. The Division Coordinator shall resolve minor problems, issues and disputes within the division and refer non-minor problems, issues, and disputes to the applicable Director of Players.
- 15.3 The Division Coordinator shall assist the Director of Players to ensure all Coaches and Assistant Coaches are currently registered, certified, and has age-specific training.
- 15.4 The Division Coordinator shall assist the Equipment Director in the distribution of uniforms to teams. As required, the Division Coordinator shall monitor games in response to concerns regarding coach, spectator or player behavior.

15.5 In the applicable divisions, the Division Coordinator shall coordinate the collection of player ratings, the collection of All-star player nominations, and the submission of candidates for player awards (see 0, “Special Awards”).

16. Equipment Director

16.1 The Equipment Director shall be responsible for the purchasing and distribution of uniforms and coach supplies (soccer balls, first aid kits, etc.).

16.2 The Equipment Director shall be responsible for purchasing and maintaining equipment, including goals, goal nets, and corner flags as may be needed by the Region.

16.3 The Equipment Director shall submit a budget for uniforms and equipment to the Treasurer by March 31st for the upcoming year (July 1 through June 30).

17. Field Director

17.1 The Field Director shall be responsible for the interface with the responsible organization to ensure the fields are properly maintained.

17.2 The Field Director shall be responsible for the layout and marking of fields before the start of the season and the weekly painting of the fields during the season.

17.3 The Field Director shall be responsible for the proper care and maintenance of all field equipment (vehicles, paint machines, etc.)

17.4 The Field Director shall be responsible for the field equipment distribution and pick up, field painting, field monitor assignments and preseason work day activities and tracking points and forwarding the tally to the Statistician.

18. Awards Director

18.1 The Awards Director shall be responsible for obtaining trophies, pins, and medallions for distribution as deemed appropriate by the board.

18.2 The Awards Director shall submit a budget for trophies, pins, and medallions to the Treasurer by March 31st for the upcoming year (July 1 through June 30).

19. Head Team Parent

19.1 The Head Team Parent shall be responsible for the dissemination of information to the Team Parents and conduct Team Parent meetings prior to the start of the season.

19.2 The Head Team Parent shall generate the parent participation schedule for the field equipment distribution and pick up, field painting, field monitor assignments and preseason work day activities and coordinate with the Field Director.

19.3 The Head Team Parent shall coordinate the selection of a photographer with the ARC, generate the Picture Day schedule, and oversee Picture Day.

19.4 The Head Team Parent shall coordinate the distribution of pictures to the Playing Members.

19.5 The Head Team Parent will coordinate the participation of any other Community activities approved by the Board of Directors.

20. Tournament Director

20.1 The Tournament Director(s) shall be responsible for submitting the application paperwork for all Region 68 sponsored tournaments.

20.2 The Tournament Director shall be responsible for recruiting the tournament staff and all preparation and operational activities associated with Region 68 sponsored tournaments.

20.3 The Tournament Directors shall have the training requirements specified by the National Tournament Commission. During the secondary season, the Tournament Director shall sit on the Executive Board.

21. Tournament Team Director

21.1 The Tournament Team Director shall be responsible for all post-season teams participating in the various AYSO tournaments.

21.2 The Tournament Team Director shall monitor all teams, coaches, and players to assure compliance with all AYSO philosophies and regional and National Guidelines.

21.3 During the secondary season, the Tournament Team Coordinator shall sit on the Executive Board.

22. Spring League Director

22.1 The Spring League Director shall be responsible for all aspects of the spring season.

22.2 The Spring League Director shall recruit a staff consisting of, as a minimum, a Registrar, CVPA, Safety Director, Director of Coaches, Director of Referees and two Division Directors to assist in the management of the spring season.

22.3 The Spring League Director shall be responsible for player registration, coach recruitment, team formation, uniforms, fields, game and referee schedules, and any other activities necessary to conduct a secondary season soccer program. During the secondary season, the Spring League Director shall sit on the Executive Board.

23. PVR&PD Liaison

23.1 The PVR&PD Liaison shall be responsible for representing the Region on the Youth Sports Commission and representing the Region at PVR&PD monthly meetings.

23.2 The PVR&PD Liaison shall communicate with PVR&PD management as directed by the RC.

24. Regional Coach Administrator (RCA) Staff

24.1 Assistant RCA

24.1.1 The Assistant RCA(s) shall assist the RCA in the training and supervising of all Coaches in the Region and serve as the acting RCA in the absence of the RCA.

24.1.2 When there is more than one Assistant RCA, the RCA shall designate an Executive Assistant RCA to serve as the acting RCA in the absence of the RCA.

24.2 Practice Field Scheduler

24.2.1 The Practice Field Scheduler shall be responsible for scheduling all practice fields for the Region.

24.2.2 The Practice Field Scheduler shall coordinate practice fields and practice field lights through the PVR&PD Sports Supervisor to ensure appropriate reservations are in place for field and light use.

24.3. Game Scheduler

24.3.1 The Game Scheduler shall be responsible for scheduling games during the regular season, playoffs, and championship day.

24.3.2 The Game Scheduler shall receive team numbers for coaches of multiple teams from the Directors of Players and shall make an effort to minimize overlapping game times for these coaches.

24.4 Statistician

24.1 The Statistician shall be responsible for maintaining standings for the Region.

24.2 The Statistician shall update game standings and parent participation points for the competitive divisions on a weekly basis and post the standings on the website and at the fields on Saturday.

24.5 VIP Coordinator

24.1 The VIP Program Coordinator, if any, shall serve as a liaison between the Regional Commissioner and the parents or guardians of children eligible to play in the Region's or Area's VIP program for special children with physical or mental disabilities or challenges.

24.2 The VIP Program Coordinator's responsibilities shall include the supervision of the division of the VIP players into balanced teams, and the arranging and scheduling of practices and games for such VIP play.

25. Regional Referee Administrator (RRA) Staff

25.1 Assistant RRA

- 25.1 The Assistant RRA(s) shall assist the RRA in the recruitment, training and supervising of all Referees in the Region.
- 25.2 The Assistant RRA(s) shall be responsible for the scheduling of all Referees, Assistant Referees and Youth Referees using the Region's referee scheduling software.
- 25.3 When there is more than one Assistant RRA, the RRA shall designate an Executive Assistant RRA to serve as the acting RRA in the absence of the RRA.

25.2 Director of the Player Referee Organization (PRO) Program

- 25.2.1 The Director of the PRO Program shall be responsible for the recruitment, retention, training, and supervising of all Youth Referees in the Region.
- 25.2.2 The Director of the PRO Program shall recommend to the RRA those Youth Referees whose skill level merits consideration for badge upgrade training.
- 25.2.3 The Director of the PRO Program shall recommend Youth Referees for summer referee camps.

25.3 Director of Referee Assessment

- 25.3.1 The Director of Referee Assessment shall be responsible for the assessment and mentoring of all Referees.
- 25.3.2 The minimum requirements for this position shall be Intermediate Referee and successful completion of the Referee Assessor course.

25.4. Director of Referee Instruction

- 25.4.1 The Director of Referee Instruction shall arrange for and/or facilitate training programs where needed, register such programs with the NSTC and disseminate information about such programs to all referee candidates.
- 25.4.2 The Director of Referee Instruction shall ensure the timely and accurate recording of completion of referee training courses administered by the Region.

Regional Designated Officials

26. The Coach

- 26.1 The Coach shall be responsible for providing guidance and instructional training to the assigned team and conduct practices in accordance with Regional Guidelines.
- 26.2 The Coach must be at least 18 years of age.
- 26.3 The Coach shall have a signed copy of each player's registration form at all team functions.
- 26.4 The Coach shall be responsible for player safety and shall inspect the practice

field before each practice for dangerous conditions.

- 26.5 The Coach shall ensure that at least two adults, one of the same gender as the players, are present at all team functions.
- 26.6 The Coach shall complete the lineup card, make substitutions in accordance with Regional Guidelines, and be responsible for the behavior of the sideline during and immediately before and after games.
- 26.7 In the U8 and older divisions, the Coach shall provide a completed Player Evaluation Form to the Division Coordinator at least three days prior to the division's Ratings Meeting.
- 26.8 The Coach shall not coach more than one team in a season unless authorized by the RCA and RC.
- 26.9 The Coach shall be a registered volunteer in the Region, Safe Haven certified, and age-appropriate trained.

27. Assistant Coach

- 27.1 The Assistant Coach shall assist the Coach in carrying out the coaching and management requirements of the team.
- 27.2 The Coach shall select the Assistant Coach after the players have been assigned to the team.
- 27.3 The Assistant Coach shall assume the responsibilities of the Coach in the Coach's absence, including having signed copies of each player's registration form at all team functions.
- 27.4 The Assistant Coach shall be a registered volunteer in the Region, Safe Haven certified, and age-appropriate trained.

28. Team Parent

- 28.1 The Team Parent shall assist the Coach by organizing the parents in the following duties: coordinating parent participation assignments, scheduling snacks, ordering the banner, disseminating information, and any other duties deemed necessary by the Coach.
- 28.2 The Team Parent shall be a registered volunteer in the Region and Safe Haven certified.

29. Referee

- 29.1 The Referee shall be part of the FIFA-approved ("diagonal") system of officiating games consisting of a Referee and two Assistant Referees.
- 29.2 The Referee shall assume "full charge" of games they are officiating the moment they enter the designated field of play.
- 29.3 The Referee shall have authority over players, coaches, other officials, spectators, and any other person or element affecting the game.
- 29.4 Referees shall have the authority to caution or send off players, substitutes, and

coaches according to the Laws of the Game.

- 29.5 This authority shall extend after the game until all participants have exited the vicinity of the field.
- 29.6 The Referee shall submit an Incident Report to the RRA for any caution or send-off. In the competitive divisions, a Referee shall not officiate a game in any division in which a family member is a Playing Member without prior approval by the RRA.
- 29.6 A Referee shall not coach or support a team while in uniform. A Referee is not in uniform if wearing a “civilian” shirt.

30. Assistant Referee

- 30.1 The Assistant Referee shall be part of the FIFA-approved (“diagonal”) system of officiating games consisting of a Referee and two Assistant Referees.
- 30.2 In the competitive divisions, an Assistant Referee shall not officiate a game in any division in which a family member is a Playing Member without prior approval by the RRA.
- 30.3 An Assistant Referee shall not coach or support a team while in uniform. An Assistant Referee is not in uniform if wearing a “civilian” shirt.

31. Youth Referee

- 31.1 The Youth Referee shall be a Referee or Assistant Referee who is at least 12 years old and under the age of 18.
- 31.2 A Youth Referee must have a medical release form signed by a parent or guardian in their possession any time they participate in a game. A Youth Referee must be older than the players in the game they are officiating.

ARTICLE SEVEN. INFORMATION ABOUT THE PROGRAM

1. Eligibility

- 1.1 All boys and girls between the ages of 4 and 18, based on their age as of July 31 of the year in which the season begins, shall be eligible to register, subject to field availability and volunteer support, AYSO operating regulations, and Region 68 policies.

2. Participation

- 2.1 Every player shall be entitled to play at least three-quarters of every game, except in the U5, U6, and U16/19 division. U5 and U6 players shall be entitled to play at least two-thirds of every game and U16/19 players shall be entitled to play at least half of every game.
- 2.2 Moreover, it is the policy of the Region to encourage each coach to allow different players to start the first quarter of each game.

- 2.3 It is also the policy of the Region to have no player in the U10, U12 and U14 divisions play more than two quarters per game as goalkeeper during the regular season and no player to play more than one quarter per game as goalkeeper in the U8 division.
- 2.4 Goalkeeper restrictions shall be waived during pool play and on Championship Day. Each player is strongly urged to attend every team practice, but a player who misses practices shall still be entitled to the playing time specified above.
- 2.5 Coaches and Assistant Coaches shall not influence nor attempt to influence a player to quit.

3. Fees – Refunds

- 3.1 The Regional Board shall fix the registration fee for each player participant annually.
- 3.2 The fee for the current year is set forth in 0, “Fee Schedule”, of these Guidelines.
- 3.3 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 a fee would create a hardship for such participant or his/her family.
- 3.4 Scholarship applications shall be reviewed and approved by the RC.
- 3.5 Any player who withdraws from the program before the start of practice shall be entitled to a full refund.
- 3.6 Any player who withdraws from the program after the start of practice, but before the second game of the season shall be entitled to a partial refund. The refund policy is set forth in 0, “Refund policy”.

4 Division Assignment

- 4.1 Players shall be assigned to a division based upon their gender and age as of July 31 of the current year.
- 4.2 A player whose age places them in the U5, U6 or U7 divisions shall be allowed to play up one age division per parent request.
- 4.3 A parent of a player whose age places them in the U8 or older division may request to have the child play in a division one year older than their current age (e.g., a U8 can request to play U10, but an 8 year old cannot request to play U12).
- 4.4 The request will only be honored if the child participates in a skills assessment, the coaching staff rates the player at or above the midpoint for players one year older than the player requesting to “play up a division,” and the RC approves the request.
- 4.5 A player whose age places them in the U5, U6 or U7 divisions shall play at their age division. The region shall not allow players to play down in a lower age division.

4.6 Any player with special needs shall play in the VIP program.

5 Player Wait List

5.1 Players registering after June 30th or after teams have been formed; whichever occurs later shall be placed on a wait list.

5.2 The Registrar shall maintain the wait list and provide the list on a regular basis to the RC, ARC and Director of Players.

5.3 In divisions with openings, the Registrar shall release players from the wait list two weeks prior to opening day.

5.6 Payment for any players still on the wait list at the end of the second Saturday of play shall be returned.

6. Team Assignments

6.1 The Registrar, assisted by Executive Board members designated by the RC, shall make team assignments. The coach shall be entitled to coach his/her child.

6.2 The RC, CVPA, and a majority of the Executive Board shall approve all coaches and assistant coaches.

6.3 Once teams are formed, a player shall not be transferred from one team to another without the approval of the Director of Players.

6.4 The Director of Players shall only approve player transfers in cases of extreme hardship.

6.5 The Directors of Players shall not serve as a Coach or Assistant Coach in any division under their supervision.

6.5.1 With the exception of the RC (see Article Five, RC Reappointment/Replacement, item 7), any other board member can serve as a Coach or Assistant Coach in any division, provided they refrain from acting as a board member in any case that would present an actual or perceived conflict of interest with their coaching or assistant coaching activities.

6.5.2 In such case, the Executive Board shall act to appoint an impartial board member to act on their behalf.

6.6 In non-competitive divisions the Coach may request an Assistant Coach or one player to be on the team with his/her child.

6.6.1 In non-competitive divisions a player may request to play with another player. If both players request each other, and the request is received before teams are formed, every effort shall be made to place the two players on the same team.

6.6.2 In non-competitive divisions, to the extent possible, teams shall be formed by school and/or neighborhood.

6.7 In competitive divisions the Coach may not request an Assistant Coach.

6.7.1 In competitive divisions, requests to play for a specific Coach or with a specific player shall not be honored.

6.7.2 In competitive divisions teams shall be formed using a team balancing

process that accounts for player rating and age.

- 6.7.3 Once teams are formed, the Registrar or Director of Players shall replace players who withdraw from the program and fill any other roster opening in such a manner as to maintain team balance.

7. Team Names

- 7.1 Teams shall select their own name.
- 7.2 Team names shall bear no resemblance to a race, religion, or nationality, nor shall a team name evoke sexual innuendo, blatant violence, or gang affiliation.
- 7.3 Team banners must not be anchored in such a manner that would cause injury to players or spectators. No metal stakes shall be used to secure banners to the ground.

8. Game Schedule and Season Format

- 8.1 The game schedule shall be available no later than one week prior to the start of the season.
- 8.2 Teams in non-competitive divisions shall be scheduled to play as many different teams as possible.
- 8.3 In competitive divisions, the season shall be divided into a regular season, pool play, and a Championship Day.
- 8.4 The regular season shall last 6 or 7 games and pool play shall last 3 or 4 games; the number of games in each depending on the number of teams in the division
- 8.5 The schedule for pool play shall be available on the website no later than the Wednesday night after the completion of the final regular season game.
- 8.6 On Championship Day, 4 to 8 teams shall play a 2-game elimination format to determine first through fourth places.
- 8.7 The playoff format is outlined in Appendix I, "Playoff Format".

9. Official Games (Competitive Divisions)

- 9.1 A minimum of seven (7) players, five (5) for U10, shall constitute a team for the purpose of determining if an official game can be played.
- 9.2 If a team cannot field the minimum number of players within five (5) minutes after the scheduled start time, the Referee shall record the game as a forfeit.
- 9.3 Forfeited games shall not be rescheduled.

10. Length of Season and Cancellation of Games

- 10.1 The season shall begin on a date determined by the Executive Board and end no later than the weekend before Thanksgiving.
- 10.2 Games shall not be scheduled on Labor Day weekend. In the event of a Rain Out, every attempt will be made to reschedule, and make up the game for U10 through U16/19 Divisions which may affect team standings or playoff seedings.
- 10.3 The length of the season shall be ten (10) games plus a Championship Day in

the U10, U12 and U14 divisions. Inclement weather or poor field conditions may necessitate from time to time the postponing or canceling of games.

10.3.1 Any such postponement or cancellation will be made by the RC, RRA or the Safety Director as early as practical before game time.

10.3.2 Once the game begins, only the Referee in charge of the particular soccer field may suspend or cancel the game, except that the RC or designate may suspend or cancel games due to inclement weather or other conditions that may warrant such action.

10.4 Games in the VIP and non-competitive divisions shall only be scheduled on Saturdays and teams shall not be scheduled to play more than one game per day.

10.5 The number of make-up dates shall be determined by the number of Saturdays between Opening Day and Thanksgiving.

10.6 The only games that may be made up are those cancelled due to inclement weather, poor field conditions or lack of a trained Referee.

10.7 Games in competitive divisions shall normally be scheduled on Saturdays and teams shall normally play no more than one game per day until Championship Day.

10.8 Games may be scheduled during the week or on Sundays or weeknights if required to complete the playoffs prior to the Area W League Champion tournament or commencement of CIF high school season (1st game day)

10.9 The Executive Board shall determine whether or not games will be scheduled on the weekends when the local public high schools have homecoming.

11. Pool Play and Championship Day (Competitive Divisions)

11.1 Teams shall be seeded into pool play based upon their regular season record where points are awarded as follows:

- a. Win = 3
- b. tie = 1
- c. caution = - $\frac{1}{2}$
- d. send off = -2.

11.2 The tiebreaker criteria will be:

- a. Head-to-head
- b. Most referee points
- c. Fewest missed parent participation points
- d. Most wins
- e. Most ties
- f. Fewest goals allowed
- g. Goal differential (max 3 per game).

11.2.1 The seeds in each pool are listed in Appendix I, "Playoff Format"

11.3 To qualify for Championship Day a team must earn the required parent

participation and referee points (appendix G), including 5 referee points during weeks 8, 9 and 10.

11.4 There shall be no exceptions to this requirement.

11.5 Teams will play a maximum of two games on Championship Day.

11.6 The Regional Board shall determine whether or not a third-place game shall be scheduled.

12. Conduct during Games

12.1 The highest standards of conduct and good sportsmanship must be maintained at all times by players, coaches, referees, spectators and all other participants.

12.2 Offensive, insulting or abusive language is forbidden.

12.3 The use of alcohol, tobacco products including chewing tobacco, or illegal drugs in the vicinity of the playing field during practices or games is strictly forbidden.

12.4 All players must wear the official uniform for all games.

12.5 The use of shin guards is required at all practices and games.

12.6 Coaches are expected to be positive and set the best possible example for the players and spectators.

12.7 Excessive coaching from the sidelines shall not be permitted, and the function of the coach shall be to provide encouragement and a positive direction.

12.8 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 halfway line.

12.9 Spectators at games must provide adequate space for the Assistant Referees to perform their duties (three yards from sideline if space between fields allow) and between the penalty areas.

12.10 Spectators are expected at all times to act positively around players and to demonstrate respect for opponents, officials, and all other volunteers.

12.11 Under no circumstances should spectators attempt to coach or address derogatory remarks to players, coaches or referees.

12.12 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.

12.13. The Referee shall have the power and authority to caution and send off players.

12.14. The Referee shall also have the authority to warn and send off coaches if their conduct violates the Laws of the Game and Kid's Zone. The Referee shall not restart the match until the offending person leaves the vicinity playing area. If the offending person refuses to leave the playing area, the Referee shall suspend the match; final outcome of the game will be determined by the Executive Board. No appeal of disciplinary action taken by a Referee shall be allowed.

12.14 Harassment of Referees, particularly Youth Referees, shall not be tolerated.

Any actions, verbal or otherwise, deemed as harassing behavior towards a Referee shall result in actions being taken against the offending individual.

These actions may be taken whether the offense was brought to the attention of the Coach during the game (Caution or Send Off) or brought to the attention of the RRA after the completion of the game.

12.15A player who is sent off for violation of the Laws of the Game shall be suspended for the duration of that game and shall not participate in the team's next scheduled game. A player who is cautioned or sent off may be subject to additional disciplinary action (e.g., parent conferences, additional game suspensions, expulsion) at the discretion of the Executive Board upon thorough review of the incident following the procedures outlined in ARTICLE NINE ("Dispute Resolution").

12.16A coach, assistant coach or spectator who is warned or sent from the field may also be subject to similar or additional disciplinary action at the discretion of the Executive Board upon thorough review of the incident following the procedures outlined in ARTICLE NINE ("Dispute Resolution").

13. Running up the Score

13.1 It is the policy of the Region that each team shall try to avoid a "run-up", that is, winning by more than five goals.

13.2 Each coach shall be responsible to see that this does not occur by proper coaching, player substitutions, player assignments, and other positive means.

13.3 Disregard of this policy will result in observation by the Director of Players, RCA, RRA, ARC or RC who shall have the authority to recommend due process if the persistent disregard for the policy continues.

Although scores are not kept in non-competitive divisions, similar actions shall be taken by the coach if the game is being dominated by one team.

14. Protests

14.1 *No protest of games shall be permitted.*

14.1.1 However, a Coach may file with the RRA a written report of any misapplication of the Laws of the Game by a Referee.

14.1.2 This procedure shall not be used as a means of complaining about or criticizing any judgment call of a Referee or Assistant Referee.

14.1.3 If, after investigation by the Referee Staff, it is found that a Law was misapplied, such Referee shall be so informed in order to ensure that no further misapplication occurs.

15. Incident Reports

- 15.1 Any person may submit a written incident report, regarding the statements or actions of anyone interacting, in a negative way, with the AYSO program.
- 15.2 The report shall be as specific as possible and shall be signed and dated, with the reporter's phone number indicated.
- 15.3 The report shall be submitted to the Safety Director (SD).

16. Awards

- 16.1 Players in the non-competitive divisions may be given participation awards (trophies or medals as determined by the Regional Board), so long as the team fulfills its parent participation requirements.
- 16.2 Players and coaches of competitive teams participating on Championship Day shall receive trophies or medals indicating their final playoff position.
- 16.3 Special awards for players in the U19 division, coaches, and volunteer families are described in 0, "Special Awards".

17. Postseason Competition (Competitive Divisions)

- 17.1 Postseason competition is defined as an extension of the fall season for League Championship teams and All-star teams participating in Area W, Section 10, and Tri-Section playoffs.
- 17.2 The season ends for a postseason team when the team is eliminated from AYSO postseason playoffs.
- 17.3 The Region shall pay the entry fees associated with postseason teams playing in the Area W, Section 10, and Tri-Section playoffs.
- 17.4 Post season teams may choose to compete in other tournaments, but they will be expected by the Region to manage monies and recruit Referees for these tournaments in compliance with "Tournament Team Operating Policy".
Players who choose not to compete in these tournaments shall not be excluded from consideration for postseason teams.
League Championship teams may not add a player to or replace a player from their regular season roster.
Postseason teams shall also abide by the tournament rules associated with each AYSO advancement tournament.
- 17.5 The number of teams competing in postseason play shall be determined by Area W based on the number of Region 68 players registered in a division.
If a player is a member of both a League Championship team and an All-star team or Tournament Team, the player's commitment to the League Championship team shall take preference at all times.
If a player is a member of both an All-star team and a Tournament Team, the player's commitment to the All-star team shall take precedence at all times.
- 17.6 A player or coach who receives a Red card or two Yellow cards during postseason play may be removed from further postseason participation by vote of the Executive Board.

18. All-star Competition

- 18.1 The number of All-Star teams shall be determined by Area W based on the number of Region 68 players registered in a division and what Region 68 is able to supply based on the competitive skills of the players.
 - 18.1.1 The number of players on an All-star team shall be nine (9) in U10, twelve (12) in U12 and fourteen (14) in U14.
 - 18.1.2 Playing time and replacement of players shall be determined by the tournament rules associated with each AYSO advancement tournament.
- 18.2 To be eligible for All-star consideration, a player must participate in at least $\frac{3}{4}$ of their league team's games, except for games missed due to illness or injury and documented by a note from a physician.
 - 18.2.3 If a player plays "up" a division in the primary season, that player must play "up" during All-star play.
 - 18.2.4 Selection to the All-star team will be determined by the All-star Coach via recommendations from League coaches and observation during the primary season.
- 18.3 If more than one All-Star team is required in a division, a draft shall be held with the appointed coaches and the Director of Players- Competitive.

19. Tournament Team Competition

- 19.1 Prior to the start of pool play competition, the Executive Committee shall determine the number of tournament teams that can be supported by the Region and the number of teams per division and age group.
- 19.2 Tournament team competition provides an affordable, year-round soccer opportunity. Tournament teams are "select" teams; that is, the coach can select any player who participated in at least 50% of the games in their division in the primary season.
 - 19.2.1 As such, the level of play is higher than in the AYSO primary season, often as high as or higher than the All-star level.
- 19.3 Tournament teams recruit players, manage finances, and schedule activities individually, subject to the Region 68 policies listed in APPENDIX K "Tournament team Operating Policy".
- 19.4 It will be a requirement for the team to have a good management team in place that is familiar with the Tournament Team Policies.
- 19.5 If a registered player is unable to participate in primary season play due to a medical condition, verified with a doctor's note, they may be eligible for tournament team play with a release to participate in athletics.

20. All Star / Tournament Coach Selection Process

- 20.1 Any coach wishing to coach in All-Star or Tournament Play must submit an application to the Tournament Teams Director no later than October 1.
- 20.2 To be eligible to coach or assistant coach an All-star or Tournament team, a coach must be currently registered, Safe Haven certified, and have age-appropriate training.
- 20.3 A coach who has received a sendoff during the primary season must be approved by the RC, RCA and RRA before they can be considered for selection as an All-star coach.
- 20.4 Coaches shall be selected based on a range of criteria:
- Be a current registered volunteer
 - Be an age specific trained coach as specified in our Region Guidelines
 - Be certified with MT02 Safe Haven (Referee Safe Haven does not certify the coach)
 - Be in good standing with the Region by demonstrating competency in coaching skills and team management.
 - Be considered by the Tournament Teams Support Staff and Executive Committee and be approved by the Regional board
 - Returning coaches must re-apply and will be evaluated each membership year.
 - Being an active participant in the Region's standard primary program as the Region determines adequate may be a consideration if coaches meet all the requirements above.

21. Spring League

- 21.1 Spring League is a secondary season program conducted on Sundays in February, March and April.
- 21.2 Spring League shall follow the same format as the regular season with the following exceptions: the Region shall only provide a Spring League tee shirt and socks, all divisions shall be noncompetitive (no standings kept), practices shall be limited to one hour per week, and age divisions may be combined or not offered as determined by the Regional Board.
- 21.3 Spring League shall have a separate registration fee determined by the Regional Board. Spring League is an optional program that shall only be offered if there are enough volunteers to staff the program.

22. Very Important Player (VIP) Program

- 22.1 The Very Important Player (VIP) Program provides a quality soccer experience for children and adults whose physical or mental disabilities make it difficult for them to successfully participate on mainstream teams. VIP teams may include players who are blind or visually impaired, amputees or with conditions that impair mobility, mentally or emotionally challenged, autistic, Down syndrome,

cerebral palsy, and any other condition that makes playing on a VIP team best for the player.

- 22.1.1 Depending on the number of registered VIP players, their gender, and age, teams may be coed, gender-based, or age-based.
- 22.1.2 The size of the playing field and length of game shall be determined by the age and number of players.
- 22.1.3 Score shall not be kept and every effort shall be made so that every player has the opportunity to score in every game.

23. Facilities

- 23.1 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.
- 23.2 Each field shall be lined under the direction of the Field Director on Saturday morning or Friday afternoon.
- 23.3 Each Coach shall be provided with a first aid kit. No trash should be left at the facility except in designated containers.
- 23.4 Parking shall be limited to designated areas at the fields.
- 23.5 For safety reasons, no pets shall be allowed at the facility while games or practice sessions are in progress.

24. Refreshments at Games

- 24.1 It shall be the responsibility of each team to supply its own refreshments and clean up the field area after the game or practice.
- 24.2 It is suggested that the best kind of refreshment is cool water.
- 24.3 It is the responsibility of the Coach and Team Parent to assure the absence of any drug, stimulant or other harmful substances in any refreshment given to any player.
- 24.4 It shall be the responsibility of the Coach and Team Parent to be aware of food allergies of any players on the team.

25. Parental Participation

- 25.1 As AYSO is an “all-volunteer” organization, each family that has a player in the region shall be expected to volunteer a minimal amount of time to help the region operate.
- 25.2 Descriptions of parent participation assignments and the team parent participation requirements are described in “Parent Participation Requirements”.

26. Equipment

- 26.1 The region shall supply each player with a shirt with the AYSO logo properly

affixed thereto, a pair of socks, and shorts.

- 26.2 Each player shall provide their own appropriate footwear and shin guards.
- 26.3 No player may participate in a game without such shirt, socks, shorts, and appropriate footwear and shin guards.
- 26.4 Players may not wear jewelry of any kind (including chains, watches, body jewelry and earrings), bandanas or other ornamentation or anything else that may, in the opinion of the Referee, create an increased risk of injury to themselves or to other players during the game.
- 26.6 Medical information bracelets need not be removed, but must be covered with a soft wristband or equivalent. Prescription eyeglasses may be worn, but must remain firmly on the wearer's head or restrained by a strap.
- 26.7 Non-prescription eyeglasses and sunglasses are not permitted during a game.
- 26.8 Hard casts (including padded casts), splints, helmets and hard padding are not permitted during any game or practice.
- 26.9 The uniform shall be the property of the Region and as such shall not be modified in any way during the season.
- 26.10 Prior to the end of the season the Regional Board shall vote to collect the uniforms after the season or allow the players to keep them.

27. Player Safety

- 27.1 As injury prevention and care is a part of the Safe Haven Course, it shall be mandatory that all coaches and assistant coaches are Safe Haven certified.
- 27.2 When a player is injured during scheduled practices, practice games, or official games, the coach will notify the parents or emergency contact designated on the registration form.
- 27.3 If immediate medical attention is required and the responsible party cannot be reached, the coach, assistant coach, or team parent shall call 911.
- 27.4 A Preliminary Accident Report Form must be completed and signed by the coach and provided to the Safety Director within seven (7) days.
- 27.5 Reimbursement claims must be completed by the parents (include the physician's statement on reverse side of form), signed by the Safety Director or RC and submitted to the AYSO office within 90 days.
- 27.6 If a player has been seen by a physician for illness or injury, a signed medical release form must accompany a player before the player can practice or play in a game again. This form must state that the physician knows the child will be playing a sport such as soccer.

28. Practice / Training

- 28.1 In the U5 & U6 teams shall not have separate practice or training day. Any training should be done on game day, prior to the game.
- 28.2 U7 & U8 teams shall only practice / train for 1 hour max per session. Teams are allowed 3 training sessions per week. A game counts as one training session.
- 28.3 U10 & older teams shall only practice / train for 1.5 hours max per session.

Teams are allowed 3 training sessions per week. A game counts as one training session during primary season. A tournament counts as one training session during secondary season and should be followed by an off day or class session.

29. Sponsors

- 29.1 Region 68 encourages local businesses and individuals to support our program.
- 29.2 Contributions shall be made to the Region rather than to a particular team.
- 29.3 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.
- 29.4 It is the responsibility of any sponsor to comply with the Internal Revenue Code and AYSO will give no opinion on whether a particular donation is or is not deductible.

30. Section Meeting

- 30.1 Region 68 shall pay registration fees and lodging expenses for the seven elected Board Members and the ARCs to the AYSO Section 10 annual meeting.
- 30.2 In addition, Region 68 shall pay registration fees and lodging expenses for a maximum of:
 - a. Five (5) additional individuals designated by the RRA.
 - b. Five (5) additional individuals designated by the RCA.
 - c. Ten (10) additional individuals designated by the RC.
- 30.3 These additional designees shall be selected for their current or near-term future contributions to the Region.

31. National Annual General Meeting (NAGM)

- 31.1 Region 68 shall pay registration fees and all other expenses associated with sending two representatives, the RC or proxy, and the Executive ARC to the AYSO National Annual General Meeting (NAGM). In addition, Region 68 shall pay registration fees and all other expenses associated with sending individuals expected to assume the RC position or in other special circumstances, if the person(s) elects to attend the NAGM.

ARTICLE EIGHT. FINANCIAL AND BANKING MATTERS

1. Budget – Financial Statement

- 1.1 The Regional Board shall adopt an annual budget which provides the basis for setting player registration fees.
- 1.2 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. Upon request, such statement shall be made available for review by the parent or guardian of any player.

2. Account Signatories

- 2.1 All checks drawn on any bank account maintained by the Region shall bear two signatures, one of which must either be the Regional Treasurer's or the RC's.
- 2.2 Additional approved signatories shall be the ARC and the Area Director. Two signatories from the same household shall not be allowed.
- 2.3 Authorized signers shall not sign checks made out to themselves or members of their household.

3. Transfer of Funds

- 3.1 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.
- 3.2 All funds transferred in or out of the Region's savings account must be transferred from or to the Region's checking account.
- 3.3 No Regional expenses or reimbursements are to be paid from monies collected that have not first been deposited into, and accounted for within, the Regional checking account.

4. Cash Handling Procedures

- 4.1 The Treasurer in cooperation with the Executive Board shall establish internal control procedures to safeguard against the misuse or loss of Regional assets, especially in regard to cash receipts and cash disbursements.
- 4.2 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 cash monies, at least two Regional volunteers shall be present.

5. Receipt Procedures

- 5.1 The Treasurer in cooperation with the Executive Board 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:
 - 5.1.1 The original cash receipt for each transaction must be given to the payer,

and the copy kept by the Region. All cash receipts must be signed or initialed by the Treasurer or Board Member authorized by the Treasurer to accept cash.

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

5.1.3. A volunteer accepting payment for registration fees should note upon an available portion of the player registration form:

a. The amount of the payment received.

b. Whether such payment was made in cash or by check.

c. The check number (if paid by check)

5.1.4 The total payment amount if it includes payment for any other family member players.

5.1.5 The initials of the volunteer receiving such payment.

6. Internal Accounting Procedures

6.1 The Treasurer in cooperation with the Executive Board shall establish internal control procedures to safeguard against the misuse or loss of regional assets, especially in regard to the immediate accounting to the 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.

6.2 Such internal control procedures shall include the following:

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

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

6.2.3 No requests for reimbursement to Regional volunteers shall be honored without a written request signed by such volunteer, itemizing the out-of-pocket expenses incurred, and with supporting receipts or other documentation attached.

6.2.4 All bills and invoices received for payment by the Region must be forwarded to the Treasurer for payment, if not already paid, within seven (7) days of the receipt.

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

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

7. Deposit Procedures

7.1 The Treasurer in cooperation with the Executive Board 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:

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

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

8. Expenditures

8.1 Disbursement not provided for in the budget shall be approved as follows:

8.1.1 The RC shall approve all disbursements not to exceed \$500.00.

8.1.2 The Executive Board shall approve all disbursements over \$500.00 and not to exceed \$1,000.

8.1.3 The Regional Board shall approve all disbursements over \$1,000.

8.1.4 The following Board Members are authorized for making purchases or incur expenses on behalf of Region 68. These board members include:

1) Regional Commissioner

a) The Executive ARC associated with the NAGM

2) Regional Coach Administrator

3) Regional Referee Administrator

4) Equipment Director

5) Awards Director

6) VIP Coordinator (Scope limited to VIP Training materials)

8.1.4.1 Any other Volunteer that wishes to purchase or generate expenses on behalf of Region 68 must be pre-approved.

8.1.4.2 All purchases and expense must be pre-approved according to Region 68 guidelines.

9. Credit Card Transactions

9.1 Credit/debit cards shall only be accepted for on-line registration payments.

10. Monthly Bank Statement Reconciliation

10.1 All Region bank accounts shall be reconciled by the Regional Treasurer, and verified by an Executive Board member who is not authorized to sign on the accounts.

10.2 A financial statement must be presented at each regularly scheduled meeting of the Regional Board.

11. Internal Audit

11.1 The RC shall review the books and records quarterly.

11.1.1 The Regional Auditor shall audit the books and records quarterly.

11.1.2 Additionally, the Region at all times shall cooperate with, and respond to, inquiries by the Area Auditor and Section Auditor.

ARTICLE NINE. DISPUTE RESOLUTION

1. General Policy

- 1.1 It is the policy of the Region to resolve all disputes involving persons involved in the Region in an amicable way, if possible.
- 1.2 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.
- 1.3 All means available should be taken to avoid legal action.
- 1.4 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).
- 1.5 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.
- 1.6 Voluntary resignation is preferable to a suspension or removal procedure.
- 1.7 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.
- 1.8 The RC shall notify the Area Director, the Section Director, and if needed, the NSTC or members of the AYSO Legal Commission of the pending proceedings pursuant to the operating regulations, and must comply with all applicable regulations and laws requiring suspension for abuse and similar events.

2. General Due Process Procedures

- 2.1 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.
- 2.2 Disputes arising out of game conduct should first be addressed and resolved, if possible, by the RRA and/or then by an impartial Review Board appointed by the RC and/or then by the entire Regional Board, if necessary. Three cumulative yellow cards shall result in a due process review by the Executive Board and may result in a one game or more suspension.
- 2.4 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 RC or Executive Board shall give notice to such person of such intention, initially by telephone, FAX, in writing, via email or in person.
- 2.5 Notice should always be followed by a written confirmation delivered via certified mail. Such notice shall specify the action to be taken and the reasons therefore.
- 2.6 Such notice shall further inform any such person that he or she, upon request, will be given a reasonable opportunity to explain why such action should not be

taken.

- 2.7 Such opportunity to respond may be in person at a hearing, by telephone or in writing. The RC or Executive Board may appoint an impartial Hearing Board of neutral persons to consider such discipline.
- 2.8 After such opportunity to respond has been given, the RC, Executive Board, or the Hearing Board shall make its determination and announce it in writing to all persons concerned.

3. Suspension

- 3.1 The RC or Executive Board may suspend a person involved in the Region from further involvement in the Region's activities if there is found to be flagrant or persistent disregard for the AYSO philosophies, an imminent danger to players or to the program by his or her continued involvement, or if it is determined the person has been arrested or is under investigation for a crime that, if convicted, would rule out the person's continued involvement.
- 3.2 Notice must be provided and a hearing conducted, if requested, according to the procedures described above.
- 3.3 A suspension is considered to be temporary in nature, and any such suspension may be removed or set aside by a majority vote of the Regional Board at any time.

4 Removal

- 4.1 The RC or Executive Board may remove a person (whether or not suspended) involved in the Region, from further involvement in the program. Such removal may only be made upon prior notice and after a determination is made that removal is appropriate, as the result of a disciplinary hearing described above.
- 4.2 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

- 5.1 Any disciplinary hearing shall be held at a neutral location.
- 5.2 The hearing procedures shall be communicated to and understood by all parties prior to the commencement of such hearing.
- 5.3 All interested parties are to be informed of the date, time, and location of such hearing.
- 5.4 A person who has a direct interest in the outcome of the matter shall not participate in any stage of the procedure.
- 5.5 A person has a direct interest in the outcome of the matter if that person's conduct is in any way called into question by the events, or if that person is a witness to the events, has a familial relationship with any person involved in the matter, has a financial interest in the outcome, or whose judgment, for any reason, cannot be unbiased and neutral.

- 5.6 In the event the RC has a direct interest in the outcome of the matter, any authority herein to be exercised by the RC shall be referred to the Area Director.
- 5.7 A Hearing Board of disinterested persons shall conduct the hearing as quickly and as fairly as possible, but may structure the proceedings as circumstances may require to keep them as positive as possible.
- 5.8 The Hearing Board may ask such questions and request such documents or other evidence as may be necessary to obtain all pertinent facts, but should refrain from being overbearing with such examinations and requests.
- 5.9 It is strongly recommended that players and other minors not be asked to participate as witnesses or to offer “testimonials” either in person or in writing unless it is absolutely necessary in order to determine any pertinent fact of the matter.
- 5.10 The proceedings should be kept as confidential as may be necessary to protect all parties.
- 5.11 The Hearing Board shall listen to the facts of the situation from all interested parties.
- 5.12 Each “side” may be permitted or requested to make their presentations outside the presence of the other if necessary to prevent undue acrimony or harm to the participants.
- 5.13 Parties do not have the right to involve attorneys or to cross-examine other parties or witnesses, although either may be permitted within the discretion of the Hearing Board if it believes that such participation will be helpful and positive
- 5.14 At the conclusion of the hearing, the Hearing Board shall adjourn to a private session where the decision will be reached.
- 5.15 Under no circumstances shall the Hearing Board deliberate in the presence of the parties involved in the dispute.
- 5.16 The Hearing Board will then decide the issues rose pursuant to AYSO operating regulations and these Regional Guidelines based on the evidence submitted, and by a majority vote determine the appropriate action to be taken.
- 5.17 Such action may include that no action should be taken against the individual accused, or that a warning or caution be given, that a written reprimand be given, that further education or probation be required, or that such person should be suspended or removed from involvement in Regional activities.
- 5.18 Where the Hearing Board recommends removal or where otherwise determined appropriate, the individual in question should be given an opportunity to resign voluntarily.
- 5.19 All interested parties shall promptly be notified of such resignation or, in the absence of a resignation, of the Hearing Board’s decision.

6 Review

- 6.1 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.
- 6.2 Any interested party dissatisfied with the decision or action taken by the Hearing Board may request a review of such decision by the Area Director, Section Director or National Board of Directors, as may be appropriate pursuant to the operating regulations relating to dispute resolution and due process. There shall only be one review of each matter.

ARTICLE TEN. CHANGES IN GUIDELINES

1. Approval of Guidelines

- 1.1 These guidelines shall become effective after being approved by the RC and the Regional Board, the Area Director and the Section Director, except as noted herein.

2. Changes in Guidelines

- 2.1 These Guidelines shall be reviewed and updated annually. Once adopted, the Regional Board may only amend these Guidelines by a 51% vote of a quorum of the Regional Board members, with the approval of the RC, the Area Director and the Section Director.

APPENDIX A
2012 BOARD OF DIRECTORS
EXECUTIVE COMMITTEE

Regional Commissioner	Tim Azbell
Assistant Regional Commissioner	Christi Mulchay
Assistant Regional Commissioner	Rich Frank
Assistant Regional Commissioner	Guy Lockwood
Treasurer	Mike Harrison
CVPA	Carol Bjordahl
Safety Director	Jason Croft
Registrar	Brian Lieberson
Regional Referee Administrator	Frank DellaLibera
Regional Coach Administrator	Matt Fowler
Director of Players, Competitive Boys	Aaron Trahan
Director of Players, Competitive Girls	David Howells
Director of Players, Non-competitive	Venu Sunkara
Extra Program Director	David French
Secretary	Denise Howells
Management Administrator and Community Liaison	Dale Jacobs

GENERAL BOARD

RTDM <small>Regional Trusted Data Manager</small>	Nella Hartnell
Head Team Parent	Whitney Hurd
Uniform Director	Wolfgang Ruhle
Field Director	Michael Caron
Field Director Staff	Mike Waller
VIP Director	Michelle Hofhine
Awards Director	Wolfgang Ruhle
Regional Calendar Director	Brian Lieberson
R68 Webmaster	Kevin Churchill
Tournament Director (Strawberry Cup 2014)	Christi Mulchay
Tournament Director (EXTRA Cup 2013)	Greg Packham
Tournament Team Director	Dan Johnston
Asst. Tournament Team Director	David Howells
Spring League Director (2013)	Matt Fowler
PVR&PD Liaison	TBD

Referee Staff

Assistant Referee Administrator
Coordinator of PRO Program
Director of Referee Assessment
Director of Referee Instruction
Referee Staff

Kevin Churchill
Armando Rodriguez
Jeff Plunkett
Rich Frank
John Cahill

Coaching Staff

Assistant Coach Administrator
Coach Instructor
Coach Instructor
Coach Instructor
Coach Staff
Coach Staff
Game/Practice Scheduler
Statistician

Rick Legere
Chris Donofrio
Wolfgang Ruhle
Bob Dawson
David French
Roman Spandrio
Umrao Mayer
Scott Youngs

Extra Program Staff

Coordinator of Coach/Player Development
Extra Referee Scheduler
Extra Team Manager Coordinator
Extra Uniform Coordinator
Extra Scorekeeper
Extra Referee Coordinator
Extra Tryout Administrator

Bob Dawson
Frank Dellalibera
Brian Lieberon
Wolfgang Ruhle
Bill Grandi
James Bjordahl
Seana Dawson

DIVISION COORDINATORS

Competitive Boys

U10	Rene D'Inca
U12	Brenda Lathrop
U14	James Schicker
U16/19	Dan Johnston

Competitive Girls

U10	Kail Macias
U10	Ken Carter
U12	Jim Moye
U14	Chris Middleton
U16/19	Lynda Adams

Non-competitive Boys

U5	Dan Bodemeijer
U6	Carlos Cabral
U7	Aaron Chui
U8	David Masci

Non-competitive Girls

U5	Dan Bodemeijer
U6	Teresa Flores
U7	nathan Cuellar
U8	Andy Campisi

APPENDIX B

FEE SCHEDULE (2013)

Regular (Fall) Season

Regular Fee (U5 thru U19)	\$ 150
Regular Fee (VIP)	\$ 0
Discounted Fee (Mar. 15 – Jun. 1)	\$ 100
Family Discount (Mar. 15 – Jun. 1)	\$ 90 (second child in family)
Family Discount (Mar. 15 – Jun. 1)	\$ 80 (third child in family)
Family Discount (Mar. 15 – Jun. 1)	\$ 70 (fourth child in family)
Family Discount (Mar. 15 – Jun. 1)	\$ 0 (additional child in family)

Military Families receive Family discount at all times.

Scholarship Program

General Scholarship	Fee Varies
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The Executive Board determines the number of available scholarships in given year.

APPENDIX C

1. REFUND POLICY

- 1.1 The refund amount shall be based on the date the request to withdraw from the program is received by the Registrar. Upon receipt of the withdrawn player's registration form, the Treasurer shall issue a refund.
- 1.1.1 Any player who withdraws from the program shall be entitled to a full refund if the request is received before August 1st.
- 1.1.2 Any player who withdraws from the program after August 1st and no later than the second Saturday of the fall season shall be entitled to a partial refund. The Regional Board shall determine the amount of the partial refund at the time fees are established for the current year.
- 1.1.3 Any player who withdraws due to permanent change of station (PCS) by a military family shall be entitled to a full refund regardless of when the request was received.

APPENDIX D

SPECIAL AWARDS

The following awards are presented at the end of season awards ceremony:

The following awards are presented at the end of season Player recognition ceremony:

1. **Sharon Waite Award**

Given in memory of Sharon Waite, mother and AYSO soccer volunteer. This award is given to a 17- or 18-year-old girl who has demonstrated the AYSO philosophies of good sportsmanship, positive attitude and fair play.

2. **George Grub Award**

Given in memory of George Grub, father and supporter of AYSO soccer. This award is given to a 17- or 18-year-old boy who has demonstrated the AYSO philosophies of good sportsmanship, positive attitude and fair play.

3. **AYSO Most Valuable Player**

Given to all AYSO high school seniors with 10 or more years of AYSO playing experience.

The following awards are presented at the end of season volunteer recognition ceremony:

4. **Ed Pike Award**

Given in memory of Ed Pike, former RC and coach. This award is given to a coach with at least 10 years of experience who has exhibited the AYSO philosophies in an exemplary manner.

5. **Ken Aston Award**

Given in memory of Ken Aston, a Referee and supporter of AYSO soccer. This award is given to a Referee who has exhibited the AYSO philosophies in an exemplary manner and has made lasting contributions to R68.

6. **Ramon Padron Award**

Given in memory of Ramon Padron, a coach and supporter of AYSO soccer. This award is given to a volunteer family that represents the AYSO spirit of giving.

7. **David Winters Award**

Given in memory of David Winters, a coach and supporter of AYSO soccer. This award is given to a volunteer that represents the AYSO spirit of giving.

APPENDIX E

PARENT PARTICIPATION REQUIREMENTS

Overview

As an all-volunteer organization with over ~2,500 playing members, Region 68 depends on every family participating in some manner and to some level.

Board members, coaches, assistant coaches, referees, and team parents donate many hours to the program. Parents who don't participate in one of these capacities are depended upon to donate 2-3 hours to the program for each child registered.

Job descriptions are provided in the following paragraphs. A summary of the requirements for competitive teams to advance to Championship Day follows the job descriptions.

1. **Equipment Distribution** – Volunteer helps distribute painters, goals, nets, corner flags and other miscellaneous equipment from storage containers to all fields. A golf cart and trailer is used to assist. Shift starts one hour before first game time of day and lasts about 45 minutes. Job requires the volunteer to be able to lift 40 lbs.
2. **Equipment Pick-up** – Volunteer helps pick up goals, nets, and corner flags from all fields and put them back into storage containers. A golf cart and trailer is used to assist. Shift starts after the last game of day is played and lasts about 45 minutes. Job requires the volunteer to be able to lift 40 lbs.
3. **Field Painter** – Approximately 1-hour shift on Friday afternoon or Saturday morning. Job requires the volunteer to be able to walk 3 to 4 miles pushing a painter (similar to pushing a lawn mower).
4. **Field Work Day** – A 3- to 4-hour shift on a Saturday before Labor Day. Volunteer helps measure and layout fields, paint lines, and sort through and set up goals.
5. **Field Monitor** – A 2-hour shift on Saturday. Job requires the volunteer to monitor 4-5 fields from a central location and radio in requirements to the Information Booth.
6. **Competitive and Non- Competitive Information Booths.** A 2-hour shift on Saturday. The assignment requires the Board Members to be a resource and supply general information and directions to the general membership on game days. Board Members shall earn no more than one point per assignment per week.
7. **Parent Participation Points (PP)**
 - 7.1 Teams in competitive divisions are awarded Parent Participation (PP) points for completing their team's assignments on the assigned days (only).
 - 7.2 Make-ups points cannot be scheduled.
 - 7.3 It is the responsibility of the Coach and the Team Parent to make sure assignments are completed on the assigned dates and the team receives proper credit for assignments completed.
 - 7.4 Any discrepancies in PP points are to be resolved with the Statistician within three weeks of the assignment date.
 - 7.5 Teams in competitive divisions are awarded Referee Points for each game refereed in a competitive division.
 - 7.6 The RRA may allow referees to earn points doing U8 and younger games if all competitive games are fully staffed.
 - 7.7 Youth referee's in the PRO program will be allowed to sign up for U8 games for referee points regardless of the competitive games being full or not.
 - 7.8 A team can only earn one youth point per weekend from a U8 game, requiring an adult referee to

referee a competitive match to earn the 2nd team point.

- 7.9 A team may earn no more than two (2) referee points per day.
- 7.10 A referee must be trained, certified, and currently registered before earning referee points.
- 7.11 It is the responsibility of the Coach and the Referee to make sure the team receives proper credit for games refereed, not the referee staff.
- 7.12 Any discrepancies in referee points are to be resolved with the Statistician within three weeks of the assignment date.
- 7.13 Teams in competitive divisions must earn a combined total to meet the minimum PP and referee points (listed below), including at least five (5) referee points during weeks 8, 9 and 10 to be eligible to compete on Championship Day.
- 7.14 Teams in non-competitive divisions must complete their one assignment in order to receive year end awards (trophies)
- 7.15 For Non-Competitive games, it is the responsibility of the home team to provide the referee, however the away team may offer to referee. It is up to the home team to make the final determination.

Parent Participation and Referee Requirements

Competitive teams must achieve the minimum points to be eligible for Championship Day.

Non-Competitive teams must achieve the minimum points to be eligible for season end awards.

Activity	U6-U8	U10	U12	U14	U16/19	PP Points
Referee Points	-	2 max per day	2 max per day	2 max per day	2 max per day	max 20 pts per season
Equipment Distribution or Pick Up	-	1*	2	2	2	1 point per Assignment
Painter	-	1**	1**	1**	1**	max 1 point per week
Field Monitor	1	1*	1	1	1	1 point per Assignment
Preseason Work Day	-	-	-	1	1	1 point per Assignment
Maximum Pts	1	21	23	24	24	
Minimum Pts	1	18	20	21	21	

* Half of the U10 teams will be assigned one Equipment Distribution assignment, half will be assigned one Field Monitor assignment

Only 20 teams will have a painter position for the season, receiving 1 point per week for painting **as a replacement of referee points

Volunteer Requirements by Age Group

	U6	U7	U8	U10	U12	U14	U16
Players	6	8	8	9	12	14	16
Volunteers							
Equipment Dist / Pick Up				0.5	2	2	2
Field Monitor	1	1	1	0.5	1	1	1
Pre Season Work Day						1	1
Referee/Painter	0.5	1	1	2	2	2	2
Coach/Assistant /Team Parent	2.5	3	3	3	3	3	3
	4	5	5	6	8	9	9
	67%	63%	63%	67%	67%	64%	56%

APPENDIX F

RULES OF PLAY SUMMARY

Division	U5, U6	U7	U8
Number of Players on Team	6	8	8
Number of Players on Field*	4 v 4	6 v 6	6 v 6
Goal Keeper	No Keeper All Season		
Field Size	U5: 60 ft by 84 ft U6: 70 ft by 100 ft	75 ft by 150 ft (or 84 ft by 174ft)	84 ft by 174 ft
Goal Size	6 ft Pugg	5 ft by 10ft (or 4'x 8')	5 ft by 10ft (or 4'x 8')
Game Length	30 minutes (Six 5 minute periods)	40 minutes (4 quarters)	40 minutes (4 quarters)
Ball Size	3		
Field Markings	Half line 5 yd radius center circle 5 yd by 10 yd goal area No penalty area 1 yd corner arc No penalty arc No penalty spot	Half line 6 yd radius center circle 6 yd by 12 yd goal area 12 yd line, width of field 1 yd corner arc No penalty arc No penalty spot	Half line 7 yd radius center circle 6 yd by 12 yd goal area 12 yd by 24 yd penalty area 1 yd corner arc No penalty arc No penalty spot
Start of Play	No change except 5 yds away	No change except 6 yds away	No change except 7 yds away
Ball In & Out of Play	No change from normal FIFA rules		
Method of Scoring	No change from normal FIFA rules		
Off side	No offside called		
Fouls & Misconduct	Referee explain ALL infractions		
Free Kicks	All are Direct, opponents 5 yds away. Attacking team takes kick from outside Defending team goal area.	All are Direct, opponents 6 yds away. Attacking team takes kick from outside Defending team goal area.	All are Direct, opponents 7 yds away. Attacking team takes kick from outside Defending team goal area.
Penalty Kicks	No penalty kicks		

Division	U5, U6	U7	U8
Throw In	If bad first, Ref explain & re-do. If second bad, just play.	If bad, Referee explain, and re-do.	
Goal Kick	Taken inside goal area, opponents 5 yds away	Taken inside goal area, opponents beyond 12 yd line	No change from normal
Corner Kick	No change, opponents 5 yds away	No change, opponents 6 yds away	No change, opponents 7 yds away

Division	U10	U12	U14	U16/19
Number of Players on Team	9	12	14	18
Number of Players on Field*	7 v 7	9 v 9	11 v 11	11 v 11
Goal Keeper	Yes, all season Regular Season: Half Game Maximum Pool Play: Full Game Allowed			Yes
Field Size	120 ft by 240 ft	150 ft by 275 ft	210 ft by 330 ft	210 ft by 330 ft
Goal Size	7 ft by 7 yds	8 ft by 8 yds		
Game Length	48 minutes	60 minutes	70 minutes	80 minutes
Substitution	Approximately midway through each half and at halftime.			Free substitution
Minimum Playing Time	3 quarters			35 minutes
Ball Size	4		5	
Field Markings	Half line 8 yd radius center circle 6 X 15 yd goal area 14 X 36 yd penalty area 1 yd corner arc 8 yd penalty arc 10 yd penalty spot	Half line 10 yd radius center circle 6 X 20 yd goal area 18 X 44 yd penalty area 1 yd corner arc 10 yd penalty arc 12 yd penalty spot		
Start of Play	FIFA rules, except 8 yds away	No change from normal FIFA rules		
Ball In & Out of Play	No change from normal FIFA rules			
Method of Scoring	No change from normal FIFA rules			
Off side	No change from normal FIFA rules			

Fouls & Misconduct	No change from normal except referees should work with coaches to eliminate need for cautions & send-offs. No cards (red, yellow) will be shown.	No change from normal except referees should work with coaches to allow a player to be substituted after receiving a caution if coach believes this is best for the player.
Free Kicks	FIFA rules, except 8 yds away	No change from normal FIFA rules
Penalty Kicks	No change from normal FIFA rules	
Throw In	No change from normal FIFA rules	
Goal Kick	No change from normal FIFA rules	
Corner Kick	FIFA rules, except 8 yds away	No change from normal FIFA rules

APPENDIX G

1. Playoff Format

- a. The playoff format shall consist of pool play followed by single elimination play on Championship Day.
- b. The composition of playoff pools will be determined based on the number of teams in a division and will be posted on the website prior to the start of the season.
- c. Seeding for pool play will be based on regular season record.
- d. The pool play point system, tiebreaker criteria, and Championship Day format are posted below.

Pool Play Point System

Win	6 pts
Tie	3 pts
Loss	0 pts
Shutout	1 pt
Goals Scored	1 pt per goal (max 3 per match)
Yellow Card	-1/2 pt (2 yellows, same individual = -2 pt)
Red Card	-2 pts

- e. It is the policy of the Region that each team shall try to avoid a “run-up”, that is, winning by more than five goals. Disregard of this policy will result in a post-game Caution (1 pt deduction).

2. Tiebreaker Criteria (Advancement to Championship Day)

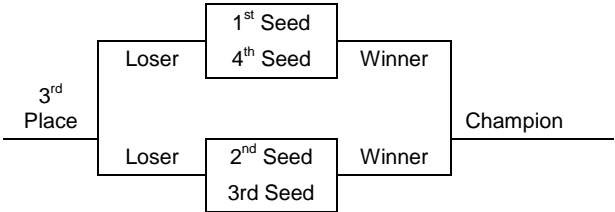
- a. Head-to-Head competition in pool play
- b. Most Parent Participation points
- c. Most referee/painter points
- d. Most wins in pool play
- e. Most ties in pool play
- f. Fewest goals allowed in pool play
- g. Kicks from the mark

3. Championship Day Format

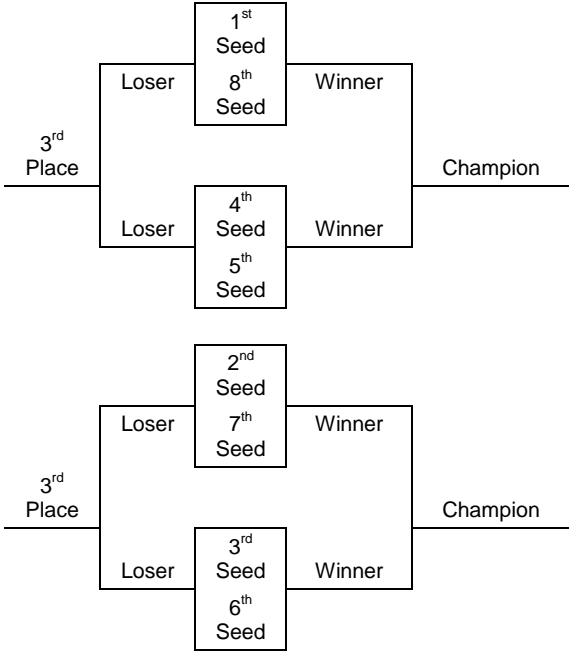
- a. Team will advance and be seeded for Championship Day based on pool play standing.
- b. First-place teams in each pool, plus the number of “wild card” teams needed to complete the bracket shall advance, assuming the team meets the minimum Parent Participation level.
- c. If the first-place team in a pool does not meet this level, the spot becomes a “wild card” spot. Tiebreaker Criteria above will be used as necessary for seeding.

Championship Day Format

Four (4) Team Bracket – Max of Ten (10) Teams in Division



Eight (8) Team Bracket – Min of Twelve (12) Teams in Division



APPENDIX H
EXTRA PROGRAM

Extra Program Guidelines are posted on Region 68 website, www.aysor68.org

APPENDIX I
ALL STAR & TOURNAMENT TEAM OPERATING POLICY

1.1 All Star and Tournament Team process are under review and will be posted by mid-Oct' 2013.

See the Tournament Team Director for a copy of the latest Tournament Team Operating Policies or check website. www.aysor68.org

APPENDIX J
R68 Safety Guidelines and Communication Plan
Safety/Critical Incident: Field Evacuation.

In the event of a critical incident or unsafe condition at Pleasant Valley Fields (PFV) or any other approved AYSO site, where evacuation is necessary, A signal shall be given need to evacuate. Upon hearing these three horn blasts (air horn three 3 times) Referees and Coaches, assisted by Regional Board Members, shall instruct all players, Coaches and spectators to evacuate the area completely and follow the instructions of Ventura County Emergency Services personnel if available.

A critical incident can include, but will not be limited to: Lightning, Earthquake, Hazardous Materials Spill, Plane Crash, or Fire. Any event, natural or manmade, that threatens the safety or health of the Players, Coaches, Referee and visitors to PVF during AYSO activities may require evacuation of PVF until such time as the threat to health or safety no longer exists.

Board members on duty at the Information booths shall a sound air horns to signal evacuation of Pleasant Valley Fields during game day.

APPENDIX K PROCEDURE FOR A MISSING CHILD

- When a child is reported as missing a radio or cell phone call must be immediately made to the:
 - *Safety Director*
 - *Regional Commissioner Cell phone number 805 657-3942.*
- The Safety Director (or another representative designated by the Regional Commissioner) shall be responsible for the coordination and organization of AYSO resources in order to locate the missing child.
- The reporting party shall be directed to a location where the *Missing Child Worksheet* can be immediately completed to assist in the location of the child (i.e. Field Information Booth).

The red colored field on the Missing Child Worksheet shall be broadcasted on the AYSO field radios as soon as the information is gathered.

SEARCHING

- Consideration should be given to sending AYSO representatives to each end (west and east) of the parking lot to look at each vehicle as it leaves and ask if they have seen the missing child as described.
- After 15 minutes of searching, if the child is not located then a 911 call should be made to notify the Ventura County Sheriff of a critical missing child. A call may be made sooner if the parents request that the Sheriff be notified.
- Using the attached map, all pedestrian exits should be covered by AYSO personnel. Consideration should be given to searching the surrounding streets and neighborhoods too.

The designated Incident Search Commander should utilize the Tactical Worksheet and complete the Tactical Organizational Chart as needed. The Incident Search Commander should consider appointing another AYSO Board member to function as the Assistant Incident Search Commander to assist with the coordination and communication with all search personnel.

Camarillo AYSO Soccer Region 68

Missing Child Worksheet

The following is to assist AYSO personnel in gathering information in a rapid manner in order to initiate a coordinated search for a missing child.

- Where was the last place they were seen? (i.e. field # location)
-
- Estimate how long child has been missing:
-
- What is the name of the missing child?
-
- What is the sex? (M/F) How old is the child?
-
- Describe what child is wearing?

- Physical description of child:
 - Height:
 - Weight:
 - Color of hair:
 - Complexion (white,brown,black):
- Does the child have any medical conditions? Yes/No
 - If Yes describe medical condition:
- Does child take medication: Yes/No
 - If Yes what medicine does child take?
- Where does child live (location-in case child attempts to walk home):
- Parents name:

- Cell phone number:
- Home phone number:
-

AYSO Member name taking information:

Camarillo AYSO Soccer Region 68

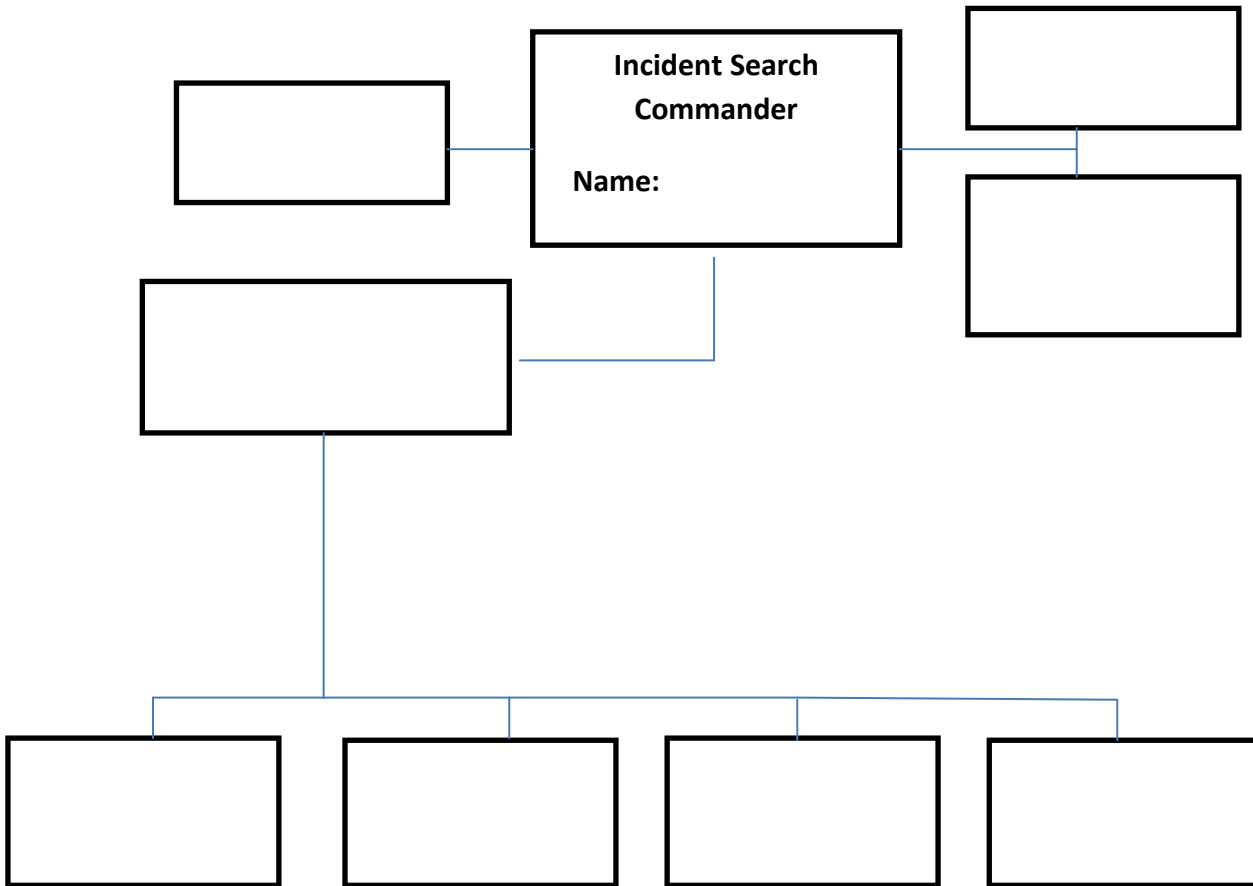
Tactical Worksheet

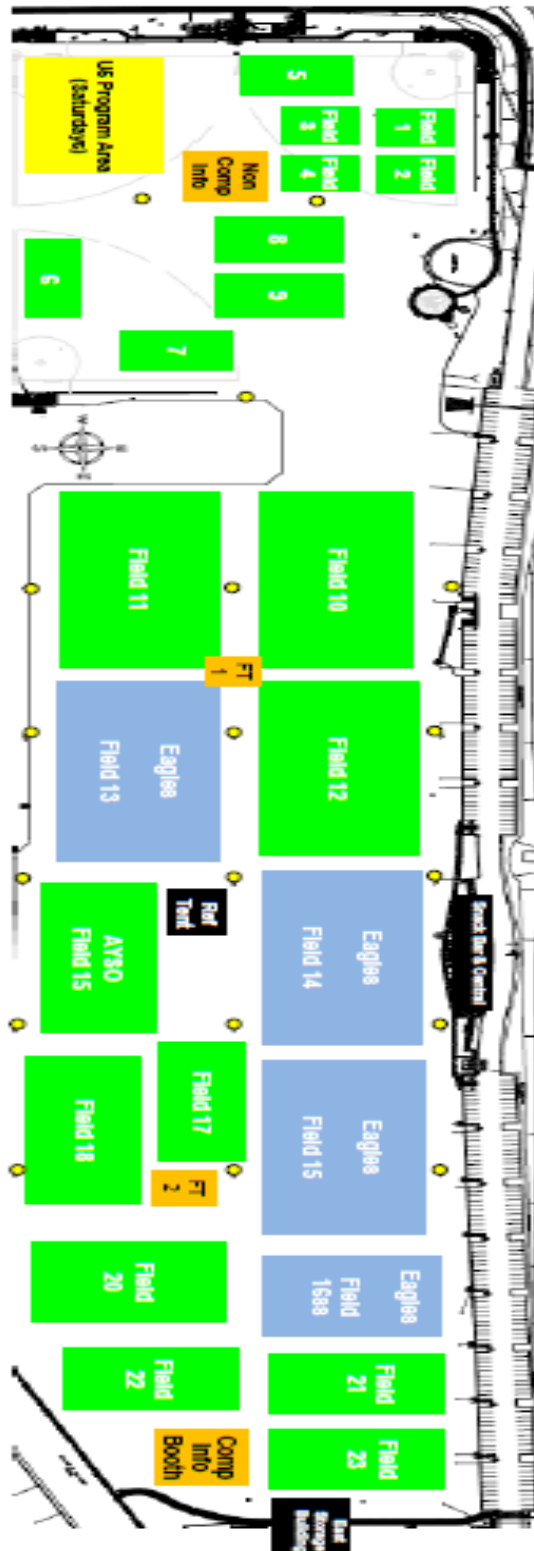
This Tactical Worksheet will assist the Search Coordinator who will function as the Incident Search Commander representing AYSO in the coordination of resources. Check off each task as it is addressed.

- Missing Child Worksheet completed
- Radio announcement made regarding description and last location of missing child (red section on worksheet)?
- Radio announcement stating you are in charge of the Search as the " Search Commander" (example: This is Dave Smith – I will be the Search Commander)
- Ask all available personnel to report to Information Booth or designated Command Post location to help with the search
- Assign a Search Group Leader
 - Name of Search Group Leader:
- Assign an Assistant Search Commander to help with logistical support at the Command Post location
- Assign an AYSO representative to the missing child's family
 - Name of AYSO family rep:
- Use maps to assist with search locations (see attached)
- All restrooms checked by search personnel
- All pedestrian exits covered by search personnel
- Both parking lot exits covered by search personnel
- Surrounding neighborhood searched or being searched
- 911 called after 15 minutes

Camarillo AYSO Soccer Region 68

Tactical Worksheet Organization Chart





APPENDIX J

Change summary for 2013-2014

Change	Reason or Rational
Up dated Article 3	<ul style="list-style-type: none"> Added volunteers must complete their training per their job description
Update the general board section the job description of the VIP Coordinator	<ul style="list-style-type: none"> Add because it was inadvertently omitted in a previous version.
Update to the wait list cutoff date from July15 to June 30	<ul style="list-style-type: none"> Aligns with the current registration dates. Player will now be place on a wait list if their registration is completed after June 30th. Allows for more time to form Teams by the Director of player and the Division Coordinators.
Update the Team Assignment section	<p>Changed from ARC to the Director of Player. "Once the Teams are formed, the Registrar or the Director of Players shall replace players who withdraw.....</p> <p>Aligns with our current process.</p>
Updated the Expenditures section	Added the VIP Coordinator as an authorize purchaser to purchase VIP training materials to training VIP volunteers.
Updated Appendix A	Listed current MY2013-2014 Region Board of Directors for 10W68
Updated Appendix E Parent Participation Requirements	Lowered the minimum point requirements for all competitive divisions. There is now a 3 point delta in between the Min/Max point requirements as requested by the general membership in MY 2012.
Added the new Appendix K	New action plan and instruction to conduct a Missing Child search.

Notes

Notes