

AYSO Region 13 Guidelines

Table of Contents

ARTICLE ONE Purpose.....	1
ARTICLE TWO Mission.....	2
ARTICLE THREE Duties and Responsibilities of the Region	3
ARTICLE FOUR Membership in the Region	5
ARTICLE FIVE Management of the Region	6
ARTICLE SIX Officers	9
Regional Commissioner.....	9
Regional Treasurer.....	9
Regional Risk Management/Safety Director	9
Regional Coach Administrator	9
Regional Referee Administrator	9
Regional Child and Volunteer Protection Advocate.....	10
Assistant Commissioner.....	10
Registrar	10
Secretary	10
Immediate Past Commissioner	10
ARTICLE SEVEN Information about the Program	11
Organization By Division	11
Team Assignments.....	12
Registration Fees; Refunds	12
Eligibility	12
Length of Season and Cancellation of Games	12
Attendance; Participation.....	13
Protests.....	13
Conduct During Games.....	13
Competition in Under 10, Under 12 and Under 14.....	15
Referee Credits.....	15
Sportsmanship Points.....	15
Standings.....	15
Youth Development Program (YDP).....	16
Very Important Player Program (VIP).....	16
Refreshments at Games.....	16
Parental Participation.....	17
Facilities.....	17
Sponsors.....	17

Equipment	17
Selection of Regular Season Play-Through Teams	18
All Star Program	19
Graduation Series	19
Tournament Teams	19
ARTICLE EIGHT Financial, Banking and Related Matters	21
Budget; Financial Statement	21
Account Signatories	21
Transfer of Funds	21
Cash Handling Procedures	21
Receipt Procedures	22
Immediate Accounting to Regional Treasurer	22
Immediate Deposit Procedures	23
Monthly Bank Reconciliations	23
Credit/Debit Card Transactions	23
Audits	23
ARTICLE NINE Dispute Resolution	24
General Policy	24
General Due Process Procedures	24
Suspension	25
Removal	25
Hearing Procedures	25
Review	26
ARTICLE TEN Changes in Guidelines	28
Approval of Guidelines	28
Change in Guidelines	28

ARTICLE ONE

Purpose

These Guidelines, are based on the Standard Regional Guidelines adopted by the American Youth Soccer Organization (AYSO) pursuant to the authority granted in AYSO National Bylaw Section 1.03 (a) (6) to provide guidance to the region in its organization and operation.

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 regulations"). 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 regulations then in effect shall prevail. The region will provide copies of the operating regulations upon request.

These guidelines, or such other guidelines as the region may adopt, must be made available upon request to the members of the region pursuant to AYSO Bylaw 1.04 (l).

ARTICLE TWO

Mission

The AYSO Mission is to develop and deliver quality youth soccer programs which promote a fun, family environment based on the AYSO philosophies:

- **Everyone Plays:** Our region's goal is for kids to play soccer—so we mandate that every player on every team in our regional programs must play at least three-quarters of every game.
- **Balanced Teams:** Each year we form new teams as evenly balanced as possible—because it is fair and more fun when teams of equal ability play.
- **Open Registration:** Our program is open to all children between 4½ and 18 years of age who want to register and play soccer. Interest and enthusiasm are the only criteria for playing.
- **Positive Coaching:** Kids win when they are built up, not when they are torn down! We train and encourage our coaches to make the extra effort to understand and offer positive help to our players, rather than negative criticism.
- **Good Sportsmanship:** We strive to create a positive environment based on mutual respect, rather than a win-at-all-costs attitude, and our program is designed to instill good sportsmanship in every facet of AYSO.

ARTICLE THREE

Duties and Responsibilities of the Region

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

- (a) To operate and offer a quality youth soccer program to all youth from 4½ through 18 years of age in a safe, fun, fair, positive environment that complies in letter and spirit with the Bylaws, policies, rules, regulations, and philosophies of AYSO;
- (b) To maintain good community relations and become involved in youth development and other community activities;
- (c) To register with the National Support & Training Center all participating players, coaches, referees, administrators, and other volunteers prior to the commencement of the season;
- (d) To assign players and coaches to assure proper balance of teams within each age division within the region or within a reasonable part thereof;
- (e) To obtain and maintain safe playing facilities;
- (f) To obtain and be accountable for uniforms, balls, goals and other equipment and to use such equipment in a safe manner;
- (g) To schedule practices and games;
- (h) To recruit and assign volunteer coaches and referees, and train them through clinics and audio/visual programs;
- (i) To disseminate information to the players, their families and the community concerning the region and its programs;
- (j) To recognize volunteer efforts;
- (k) To hold periodic meetings of the regional board and disseminate to the players, their families and the community appropriate information concerning the operation of the region by the board;
- (l) To publish for the region and the files of AYSO, and make available to the players and their families at least annually, financial statements of the region and guidelines for the operation of the region approved by the area director and section director;

- (m) To collect and disburse fees and other monies for the sound financial organization and operation of the region, to keep and submit to the National Support & Training Center, as required, accurate financial records to insure continuation of the tax exempt status of AYSO, to participate in the National Accounting Program and to pay the National Support & Training Center prior to the start of the each season the national portion of its registration fees and all amounts due with respect to its purchases;
- (n) To elect or appoint, at a minimum, a regional commissioner, treasurer, risk manager/safety director, coach administrator, referee administrator, child and volunteer protection advocate, and registrar;
- (o) To comply with the Soccer Accident Insurance (SAI) plan and to submit insurance claims according to current procedures;
- (p) To notify the National Support & Training Center immediately of any threatened or actual claim or lawsuit against the region, its members, or AYSO;
- (q) To implement AYSO's national programs available to the region at least once a season;
- (r) To cooperate with neighboring regions, and area, section and development personnel, to promote growth, development and cooperation throughout AYSO;
- (s) To participate in area, section and national events and programs; and
- (t) To cooperate in policies and procedures developed by the board or the National Support & Training Center with respect to requiring each coach, referee, and other designated volunteers to complete a volunteer form, and with respect to verifying the information obtained, before permitting the coach, referee or such volunteer to participate.

ARTICLE FOUR

Membership in the Region

There shall be three kinds of members in the region:

Participating Members: those persons serving the region in a coaching, refereeing or administrative capacity, including the members (“board members”) of the regional board. All coaches, referees and other volunteer positions designated by the AYSO National Support & Training Center shall be registered using the appropriate forms prescribed by AYSO.

Playing Members: all registered soccer players (“players”).

Contributing Members: those other persons to whom the regional board grants membership to recognize a contribution of value to the region or to express its gratitude.

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

ARTICLE FIVE

Management of the Region

1. The regional commissioner, with the support and assistance of the regional board, shall conduct the business and affairs of the region. The regional board may adopt such specific policies and procedures consistent with these guidelines, as may be necessary to conduct the business and affairs of the region.

2. Unless otherwise specifically provided by these guidelines, all decisions of the regional board shall be made by a majority decision of the board members voting on any such matter; provided, however, that the regional commissioner may veto any such decision if the effect of such decision would be to violate any of the national operating regulations. Such veto may be reviewed by the area director (the "AD") on request by a 1/3 vote of the board members voting on such matter. By a 2/3 vote of the entire regional board, any other issue may be put to the participating members of the region, subject to fair and reasonable voting procedures to be adopted by the regional board.

3. Upon the creation of the region, the regional commissioner shall appoint the initial regional board to serve until the next scheduled board meeting, at which time nominations and voting for board positions will take place.

4. The regional board shall fix, at its initial meeting each year ("annual meeting"), the time, date and place of each regular meeting of the regional board and send notice of such annual meeting to all members. In addition, the regional commissioner, the regional secretary or 1/3 of the board members may call a special meeting of the regional board on three days' prior notice stating the purposes of such meeting, which notice may be given in writing, by telephone, by email or in person. A majority of the board members shall constitute a quorum for the purpose of holding either a regular or special meeting. It shall be the policy of the region to hold at least one board meeting in each month during the soccer season and at least one every two months. The regional board shall provide for the taking of minutes of the proceedings at each meeting and make them available to the members of the region. All regional board meetings shall be open to all participating members unless the regional board determines that it is necessary to hold an executive session. An "executive session" is permitted only to review personnel matters, disciplinary matters, or legal matters, and should not be used where a vote upon any issue involving the affairs of the region is taken.

5. At the annual meeting, the board members shall be appointed by the regional commissioner on the recommendation of the nominating committee and with the approval of a majority of the outgoing regional board (if any), to hold office for twelve months or until their successors shall have been duly appointed. At least one month prior to the annual meeting, the regional commissioner shall appoint a

nominating committee consisting of board members and a reasonable number of persons who are not members of the board, but not less than three in number. Such nominating committee shall recruit and recommend board members for the next twelve months and accept other names of persons to be considered by the regional board for such positions. The nominating committee shall also publicize to the participating members of the region the regional board positions to be voted upon. Regional board members need not be parents of players in the region. The regional commissioner may choose not to appoint an individual to a board position, even though recommended and approved, if the regional commissioner deems there is sufficient reason not to make the appointment. In such case, the regional commissioner shall ask the nominating committee to recommend additional candidates for approval and appointment. This inclusive and democratic process should be followed any time there are board positions to be filled, with the only exception being the appointment of the inaugural regional board (see paragraph 3).

6. The regional board shall constitute a nominating committee at least three months, and preferably six months, before the expiration of the regional commissioner's term, or whenever there is a vacancy in the regional commissioner position due to death, resignation or removal. Such nominating committee may be the same nominating committee appointed pursuant to the preceding paragraph. The nominating committee shall submit its recommendations of one or more candidates for the position of regional commissioner to the regional board. The regional board shall, by a majority vote, nominate a regional commissioner for a two-year term, and forward such nomination to the region's area director as directed by National Bylaw Section 7.03. In the absence of a regional board, or in the absence of a nomination by a majority of the regional board, the regional commissioner will be nominated by the region's area director. A nominee for regional commissioner is subject to approval of the area director, section director and national board of directors and is effective only upon approval of the National Board of Directors. The National Board of Directors has full discretion to approve or disapprove a nominee for a term of two years or for a shorter period as it sees fit.

7. In the event of a vacancy in the position of regional commissioner other than at the expiration of the regular term, the regional board, including (if available) the outgoing regional commissioner, shall recommend an interim regional commissioner and submit such recommendation to the area director. The interim successor shall remain in office until the completion of the election procedures in paragraph 6.

8. The regional commissioner may serve multiple terms so long as he or she is nominated and appointed as indicated above.

9. It is the general policy of the region that the regional commissioner will have normally served at least one year on the regional board before serving as regional commissioner.

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

11. No board member or any other Participating Member in the region shall receive monetary or other compensation for his/her services to the region, nor may he/she use his/her position to benefit him/her directly or indirectly in any other way, such as a supplier of equipment or camp programs to the region. Nothing in this paragraph prohibits any regional board or staff member, or regional volunteer, from being reimbursed for his or her out-of-pocket expenses incurred for work on behalf of the region with the approval of the regional board.

12. Any vacancy on the regional board, except that of regional commissioner, may be filled by a majority vote of the then remaining board members, though less than a quorum, and the person filling such vacancy shall serve until the next annual meeting and until his/her successor has been duly appointed.

13. Any board member (except the regional commissioner) may be removed in accordance with Article Nine, paragraph 4, of these guidelines. The regional commissioner may be suspended by the area director or the section director and suspended or removed only by the National Board of Directors in accordance with Sections 3.07 and 7.03 of the National Bylaws.

ARTICLE SIX

Officers

The regional board shall consist of the regional commissioner, the regional treasurer, the regional risk management/safety director, the regional coach administrator, the regional referee administrator, the regional child and volunteer protection advocate, two assistant commissioners, the registrar, the secretary and the immediate past commissioner. The regional board may create, designate, appoint, or elect such other voting board, or non-voting staff, positions as the regional board may from time to time deem desirable. In addition, there may be such members-at-large as the board shall create. All members of a regional board understand and agree that they are fiduciaries of, and owe a duty of loyalty to, AYSO, and agree to be bound by its Bylaws, Policies, Rules and Regulations.

A brief and general overview of the duties and responsibilities of the board positions follows.

Regional Commissioner

The AYSO volunteer position of regional commissioner is intended to have the responsibility and the authority to manage the day-to-day business of the region, within the framework of the AYSO operating regulations.

Regional Treasurer

The AYSO volunteer position of regional treasurer is intended to have custody of all funds and securities, evidence of indebtedness and other valuable documents, and shall deposit funds and securities in the name and to the credit of the region in a bank or depository.

Regional Risk Management/Safety Director

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

Regional Coach Administrator

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

Regional Referee Administrator

The AYSO volunteer position of regional referee administrator is intended to implement, monitor, and maintain the AYSO National Referee Program including

program delivery, staff development, communication, and coordination at the regional level.

Regional Child and Volunteer Protection Advocate

The AYSO volunteer position of regional child and volunteer protection advocate is intended to oversee the child and volunteer protection program in the region in accordance with the AYSO Safe Haven program.

Assistant Commissioners

The assistant commissioners assist the commissioner in managing the region, with particular responsibility for fields, facilities and equipment.

Registrar

The regional registrar is responsible for planning and implementation of annual registration of players and volunteers.

Secretary

The secretary organizes and schedules regional meetings, and records minutes of the region meetings and transcribes them for distribution to the regional staff.

Immediate Past Commissioner

The past commissioner attends regional meetings and manages such projects as may be assigned.

ARTICLE SEVEN

Information about the Program

Organization By Division

We distribute players among divisions by age, with separate divisions for boys and girls in each age group. Membership in each division is determined by a player's age as of July 31 of the year in which the season begins. A division coach administers each division under the supervision of the Regional Coach Administrator.

Under 6: No younger than 4 ½, no older than 5

Under 8: No younger than 6, no older than 7

Under 10: No younger than 8, no older than 9

Under 12: No younger than 10, no older than 11

Under 14: No younger than 12, no older than 13

Under 16: No younger than 14, no older than 15

Under 19: No younger than 16, no older than 18

The Regional Coach Administrator must approve any request to have a player "play up" into an older division. Such requests are rarely granted, except that those Under 14 players who wish to play on their high school teams may play up into the Under 16 division.

No player may "play down" into a younger division. If developmental issues make it inadvisable for a player to play in his or her age appropriate division, parents should consider the VIP program.

The Under 6 and Under 8 divisions are non-competitive. No scores or standings are kept. There are no goalkeepers. Teams play under modified laws of the game.

In all other divisions, we keep scores and standings. Teams play under the Laws of the Game, except for modifications to the size of the field, the number of players on the field, and such other modifications as the operating regulations may require. In the Under 10 division, there are nine players on a team, and seven on the field, with a minimum of five players required for a regulation, competitive match to begin or continue. In the Under 12 division, there are twelve players on a team, and nine on the field, with a minimum of six players required for a regulation, competitive match to begin or continue. In the Under 14 division, there are fourteen players on a team and eleven on the field, with a minimum of seven players required for a regulation, competitive match to begin or continue.

The Under 16 and Under 19 divisions play against other divisions in Area 1C as part of a program administered by the Area.

Team Assignments

Team assignments of players within each division shall be made by the division coach. Retention of players on any team shall be limited to the head coach's child(ren). Otherwise, there shall be no automatic retention of players on any specific team or with any specific coach from the previous season.

In the Under 6 and Under 8 divisions, teams are formed primarily by zip code. This means that most members of the team and probably the coach will live in the same vicinity.

In the other divisions, the teams are formed by blind draft using a balancing method developed by the region, with at least one disinterested Board member present. The method incorporates an evaluation of the player by the prior season's coach.

Once teams are formed, no transfer of any player from one team to another may be made without the approval of the coaches of both teams involved, the division coach, and the parent or guardian of the player.

Registration Fees; Refunds

The registration fee for each player shall be fixed annually by the regional board. The regional board may by specific grant or scholarship, or by regional policy, waive such registration in whole or in part with respect to any player if such fee would create a hardship for such player or his or her family. Any player who withdraws from the program shall be entitled to a refund of such registration fee. In exceptional circumstances, the cost of the uniform (if it cannot be reused) or other specific non-recoverable costs may be deducted from the refund.

Eligibility

All boys and girls, between the ages of 4½ and 18, based on their age as of July 31 of the year in which the season begins, (unless a different season date is established by the region and approved by the area director and section director), shall be eligible to register for the program, subject to field availability, volunteer support, AYSO operating regulations, and such rules as may be issued by the regional board. It is the duty of the region to assure that only eligible players are permitted to register and play.

Length of Season and Cancellation of Games

The season shall be of such duration as determined by the regional board. Inclement weather or poor field conditions may necessitate from time to time the postponing or canceling of games. Any such postponement or cancellation will be

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

Attendance; Participation

Every player shall be entitled to play at least three quarters of every game. This is a Region 13 requirement that goes beyond the AYSO guarantee of two quarters per game. In the Under 10 division, no player may play more than two quarters as goalkeeper. In the Under 12 and Under 14 divisions, we encourage, but do not require, this practice.

The match officials record substitutions during the match on the game card. The division coaches and the regional coach administrator monitor compliance with the three quarter requirement by weekly review of the game cards.

Each player is strongly urged to attend every team practice.

Protests

No protest of games shall be permitted. Each match is controlled by a referee who has full authority to enforce the Laws of the Game in connection with the match to which he or she has been appointed. The decisions of the referee regarding facts connected with play are final. The referee may only change a decision on realizing that it is incorrect or, at his discretion, on the advice of an assistant referee, provided that he or she has not restarted play or terminated the match

Coaches are encouraged to file with the regional referee administrator, within 48 hours after the end of a game, a written report of any presumed misapplication by a match referee of the Laws of the Game or rules and regulations. This procedure shall not be used as a means of complaining about, or criticizing, any judgment call of a referee or assistant referee, but as training feedback. If, after investigation by the regional referee administrator, it is found that a law, rule, or regulation was misapplied or misinterpreted, the referee in question shall be so informed in order to ensure that no further misapplication or misinterpretation occurs.

Conduct During Games

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

products, or illegal drugs in the vicinity of the playing field during practices or games is strictly forbidden.

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

Coaches must be positive and set the best possible example for the players. Excessive coaching from the sidelines is not permitted, and the function of the coach should be to provide encouragement and a positive direction. The coach may enter the field of play only with the consent of the referee and may coach only within 10 yards in each direction from the half-way line of the field (in no event in either of the penalty areas or from behind the goals). In the Under 6 division, coaches and assistant coaches may provide direction and encouragement from the field of play. In the Under 8 division, coaches and assistant coaches may do so in games that occur before October 1.

Spectators at games must remain behind the spectator control line (three yards from the touchline) and between the penalty areas and their vocal efforts should be limited to positive compliments to the players. Spectators are expected at all times to act positively around players and to demonstrate respect for opponents, officials, and all other volunteers. Under no circumstances should they attempt to coach or address remarks derogatory to players, coaches or the referee.

Players, coaches and spectators of the home team—the first listed in the schedule—shall take the North or West Side of the field, and the visiting team shall take the South or East Side.

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

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

There is an automatic one game suspension for any person who is sent off the field by a referee for a disciplinary reason. Depending on the severity of the offense, the regional board may impose additional sanctions, such as a parent conference, suspension from more than one game, or an expulsion, upon thorough review of the incident following the procedures outlined in Article 9 (Dispute Resolution).

Competition in Under 10, Under 12 and Under 14

Referee Credits

The referees provide their names, team numbers, and code letters on the game cards. If a team's referee works that team's assigned game (code A), or if a pre-arranged substitute works that team's assigned game (code B), then the team receives credit for completing one assignment. Each game that a team's referee works, regardless of code, is also counted. The number of "referee wins" is the *greater* of these two numbers. The number of "referee losses" is the number of assignments *not* fulfilled by either code A or code B referees. A team is liable for a "referee loss" if the game was covered by a code C referee or if fewer than three referees worked the game.

The referee winning percentage, obtained by dividing the number of wins by the sum of wins and losses, counts for 3 games by the end of the season, and it is prorated throughout the season.

Sportsmanship Points

Each week, referees, using a 5-point scale, separately rate the players, the coaches, and the fans on each team. Three points is an average score. More or fewer points can be assigned based on conduct. Sportsmanship points may affect a team's place in the standings in its division.

Experience shows us that the most likely cause of loss of sportsmanship points is poor conduct by parents and others on the touchlines. Please remember that everything our children see and hear adults do determines their developmental pattern. Set a good example, no matter what level of play is involved.

Standings

Standings in the Under 10, Under 12 and Under 14 divisions are determined by a point system—three points for a win, one point for a draw and no points for a loss.

The number of "referee wins" is either the number of games actually worked by the team's referees (as referee or assistant referee), or the number of assignments completed, whichever is greater. The number of "referee losses" is the number of assignments *not* completed. The wins and losses combine to give a referee winning percentage.

Each team's referee winning percentage adds points to those earned on the field. By the end of the season, the referees may provide as many as 9 additional points (three wins). The number of referee points is calculated each week as 9 x referee

percentage x number of weeks played / number of weeks in the season, rounded to a whole number.

Game scores, team standings, referee credits and sportsmanship points are posted weekly. Any requests for clarification or correction shall be directed to the regional statistician.

Youth Development Program (YDP)

Region 13 participates in the Youth Development Program run by Area 1C. YDP is a program for players who wish to devote more time to soccer than is available in our regular season program. The program requires a commitment from the players and their families beyond that required for regular season teams. YDP teams practice 2 times per week. In addition, teams will receive instruction from paid trainers on nearly a weekly basis. Since Region 13 teams play teams in other regions in Area 1C, some local travel will be required. Enrollment in YDP is open to any player who will make the extra commitment regardless of skill level. There are no skill tryouts. The YDP season runs concurrently with our regular fall season.

While YDP offers advanced training and inter-regional play, all participants must adhere to AYSO principles and Region 13 policies, such as guaranteed three quarters of play in every game, good sportsmanship and positive coaching.

Very Important Player Program (VIP)

The VIP program meets the needs and abilities of physically and mentally challenged children from age five to eighteen. The program is an adaptive one. Field size is small, the games are short sided (e.g. five versus five), the goals are large and there are no penalties. Currently there are over 1,000 special needs children playing in AYSO VIP nationwide. Region 13 is honored to be among the regions offering this program. Our registration is open and will remain open throughout the season. As in our other divisions, the VIP program is based on the five guiding principles of AYSO: Everyone Plays, Open Registration, Positive Coaching, Balanced Teams, and Good Sportsmanship.

Refreshments at Games

It shall be the responsibility of each team to supply its own refreshments. The best kind of refreshment is cool water. It is the responsibility of the coaches and team parents to assure the absence of any drug, stimulant or other harmful substances in any refreshment given to any player.

Parental Participation

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

Facilities

It shall be the responsibility of both teams for the first game each day to set up the goalposts and nets and both teams for the last game of each day to take down the goalposts and nets. Each field shall be lined under the direction of the assistant commissioner. Each team must have a first aid kit at the field for every game. No trash should be left at the facility except in designated containers. Parking shall be limited to those areas designated at the fields.

Sponsors

The region encourages local businesses and individuals to support its program. Suitable recognition shall be given to them. All such contributions are considered charitable contributions and are deductible for U.S. tax purposes, subject to the applicable limitations in the Internal Revenue Code. 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.

Equipment

The region shall make arrangements to supply each player with a shirt with the original AYSO logo properly affixed thereto and a pair of socks, and shorts. Each player is expected to provide his/her own appropriate footwear and shin guards. No player may participate in a game without such shirt, socks, shorts, appropriate footwear and shin guards. Players may not wear jewelry of any kind (including chains, watches, body jewelry and earrings), bandannas, brimmed hats or other ornamentation or anything else that may, in the opinion of the referee, create an increased risk of injury to himself or herself or to other players during the game.

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

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

Hard casts (including padded casts), splints, helmets and hard padding are not permitted to be worn by a player during any game or practice. Players with permanent orthodontic braces are strongly encouraged to wear mouth guards.

Selection of Regular Season Play-Through Teams

Area 1C conducts a post-season single elimination tournament for regular season teams from the Regions within the Area, under rules and policies set down by Area 1C and Section 1. Two regular season teams from each Region in the Under 10, Under 12 and Under 14 divisions play through into the tournament. At the discretion of Section 1, the top two teams in each division from the Area 1C League Playoff may advance to play at the Section 1 Tournament. Region 13 selects the two teams for each division as follows:

First Team [Pool Play Winner]: The Pool Play Winner shall be the team with the highest Region 13 regular season winning percentage. This team is the Region 13 Champion.

Second Team [Playoff Winner]: The Playoff Winner shall be the team that wins the Region 13 end-of-season playoff championship. The winner of the top seeded flight is the Playoff Winner in any division that has multiple flights in the championship playoffs. This team is the Region 13 Runner-Up.

Dual Winner Procedure: In the event the Pool Play Winner and the Playoff Winner are the same team, that team is the Pool Play Winner and the runner up in the Region 13 playoff championship is the Playoff Winner.

Tie Breakers For Pool Play Winner:

1. Average Sportsmanship Points in Regular Season Play [Minimum 10 point total point differential to account for Referee differences]
2. Head to Head Competition [Including regular season games and championship playoff games]
3. Fewest Average Goals Allowed in Regular Season Play [To reward teams that do not run up their scores]
4. Coin Toss by Division Coach or Other Designee of the Commissioner

All Star Program

The All-Star Program is an Area 1C program, which includes the AYSO regions in the west San Gabriel Valley. All-Star teams play other All-Star teams from the regions within Area 1C. The All-Star season consists of a few weeks in January and February, with games scheduled most weekends on Saturday and Sunday.

The coaches in each of the divisions that field All-Star teams select the players in the program based on skills demonstrated during regular season matches, and during tryout opportunities provided in the weeks before selection of the teams.

All-Star participation entails a commitment to play at a higher level against better competition from throughout Area C and possibly Southern California if teams progress to Section Playoffs. The commitment extends to both players and family. There will likely be two practices per week during the All-Star season plus the game, and local travel will be required. This commitment sometimes interferes with other activities or sports. Please be aware of this potential conflict when deciding what is best for the player.

Graduation Series

Graduation Series is a non-competitive post-season program designed for the more skilled and competitive older players in the Under 8 division, who will be “graduating” to the Under 10 division next fall. The Graduation Series will consist of games of 7 vs. 7 Under 10-style soccer played on an Under 10 field with goals and goalkeepers. Games are on Saturdays in January and February against similar teams from our region. Participation in the Graduation Series program requires a commitment to soccer exceeding that required of Under 8 players during the regular season. Graduation Series players must attend all practices and games, and must give the program priority over other sports or activities in which the player may be participating. Graduation Series practices and games may conflict with other winter sports programs.

Tournament Teams

The Region offers various types of support to coaches and teams that desire to travel and participate in tournaments. For example, Region 13 may assist by allowing tournament teams to practice on fields permitted to AYSO. We may help acquire uniforms or spirit clothing, or we may provide additional training opportunities, other types of encouragement and administrative services.

Although the Region may provide support, tournament teams are not a part of our formal program. They are not a part of our All-Star program, for example. Neither AYSO nor Region 13 bears any financial responsibility to tournament teams or to

their participants. All travel and lodging arrangements are a private matter between parents and those providing such arrangements and/or services. We encourage all participants of tournament teams to exercise prudence when providing deposits or any other financial arrangements. Tournaments could be cancelled, coaches may be unavailable or families could change their minds about participation and your team could lose any monies deposited. Where possible, Region 13 recommends the purchase of trip cancellation insurance.

ARTICLE EIGHT

Financial, Banking and Related Matters

Budget; Financial Statement

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

Account Signatories

All checks drawn on any bank account maintained by the region shall bear two signatures, one of which must be either the regional treasurer's or the regional commissioner's. Additional signatories must be authorized by regional board action. Two signatories from the same household shall not be allowed. There must be at least three signatories on all regional bank accounts.

Transfer of Funds

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

Cash Handling Procedures

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

Funds withdrawn for "cash box change" must be deposited back into the regional bank account on the same day, or the first banking day thereafter.

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

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

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

Receipt Procedures

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

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

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

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

Immediate Accounting to Regional Treasurer

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

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

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

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

All bills and invoices received for payment by the region must be forwarded to the regional treasurer for payment, if not already paid, within five (5) days of the receipt.

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

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

Immediate Deposit Procedures

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

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

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.

Monthly Bank Reconciliations

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

Credit/Debit Card Transactions

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

Audits

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

ARTICLE NINE

Dispute Resolution

General Policy

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

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

It is the policy of the region to avoid wiping out years of good memories of AYSO and good service to AYSO, and that suspension or removal procedures are to be used only as a last resort. Voluntary resignation is preferable to a suspension or removal procedure.

It is the policy of the region to avoid publicizing the suspension or removal proceedings beyond those persons who need to know, and to respect the privacy of the individuals involved. However, the regional commissioner or regional board should notify the area director, the section director, the National Support & Training Center or members of the AYSO Legal Commission of the pending proceedings pursuant to the operating regulations, and must comply with all applicable regulations and laws requiring suspension for abuse and similar events.

General Due Process Procedures

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

If it is determined that it is necessary that a person involved in the region needs to be disciplined, or that his or her participation in the region should be limited or terminated, then the regional commissioner or the regional board shall give notice in writing to such person of such intention. Such notice shall specify the action to be taken and the reasons therefor. Such notice shall further notify such person that he or she, upon request, will be given a reasonable opportunity to explain why

such action should not be taken. Such opportunity to respond may be in person at a hearing, by telephone or in writing. The regional commissioner or regional board may appoint a disinterested hearing board or committee of neutral persons to consider such discipline. After such opportunity to respond has been given, the regional commissioner, regional board, hearing board or committee shall make its determination and announce it in writing to all persons concerned.

Suspension

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

Removal

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

Hearing Procedures

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

A person who has a direct interest in the outcome of the matter shall not participate in any stage of the procedure. In the event the regional commissioner has a direct interest in the outcome of the matter, any authority herein to be exercised by the regional commissioner shall be referred to the area director. A 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.

A committee or hearing board of disinterested persons shall conduct the hearing as quickly and as fairly as possible, but may structure the proceedings as circumstances may require to keep them as positive as possible as well. The proceedings should be kept as confidential as may be necessary to protect all parties. The committee or hearing board shall listen to the facts of the situation from all interested parties. Each “side” may be permitted or requested to make their presentations outside the presence of the other if necessary to prevent undue acrimony or harm to the participants. Parties do not have the right to involve attorneys or to cross-examine other parties or witnesses, although either may be permitted within the discretion of the committee or hearing board if it believes that such participation will be helpful and positive. It is strongly recommended that players and other minors not be permitted to participate as witnesses or to offer “testimonials” either in person or in writing unless it is unavoidable. The committee or hearing board may ask such questions and request such documents or other evidence as may be necessary to obtain all pertinent facts, but should refrain from being overbearing with such examinations and requests.

At the conclusion of the hearing, the committee or hearing board shall adjourn to a private session where the decision will be reached. Under no circumstances shall the committee or hearing board deliberate in the presence of the parties involved in the dispute. The committee or hearing board will then decide the issues raised pursuant to AYSO operating regulations and these regional guidelines based on the evidence submitted, and by a majority vote determine the appropriate action to be taken. Such action may include that no action should be taken against the individual accused, or that a warning or caution be given, that a written reprimand be given, that further education or probation be required, or that such person should be suspended or removed from involvement in regional activities. All interested parties shall promptly be notified of such decision after, in the case of removal or where otherwise deemed appropriate, such individual is given an opportunity to resign voluntarily.

Review

Any determination made in accordance with this Article shall be final and binding on all concerned unless it is determined by the area director, or, if he/she is not disinterested, the section director, that such determination was arbitrary and capricious, or that the procedure was not fair, or that the person or persons making such determination are found not to have been disinterested. Any interested party dissatisfied with the decision or action taken by the committee or hearing board may request a review of such decision by the area director, section director or National Board of Directors, as may be appropriate pursuant to the operating

regulations relating to dispute resolution and due process. There shall only be one review of each matter.

ARTICLE TEN
Changes in Guidelines

Approval of Guidelines

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

Change in Guidelines

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