

**STANDARD**  
**REGIONAL GUIDELINES**

Region \_\_\_\_\_ hereby acknowledges they are operating under the Standard Regional Guidelines with approval below.

Region \_\_\_\_\_ Regional Guidelines are attached and approved below.

|   |
|---|
| APPROVED BY: Regional Commissioner _____ Date _____ |
| APPROVED BY: Area Director _____ Date _____         |
| APPROVED BY: Section Director _____ Date _____      |
| Date Received by the NSTC: _____                    |

**REGION 10 REGIONAL GUIDELINES**

(revision 11.30.10)

**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.....10**

    Regional Commissioner.....10

    Assistant Regional Commissioner .....10

    Regional Treasurer.....10

    Regional Risk Management/Safety Director .....11

    Regional Coach Administrator .....11

    Regional Referee Administrator .....11

    Regional Registrar .....11

    Regional Child and Volunteer Protection Advocate.....11

    Division Coordinators.....11

    Regional Secretary .....12

**ARTICLE SEVEN**

**Information About the Program .....13**

1. Team Assignments.....13

2. Registration Fees; Refunds .....13

3. Eligibility .....13

4. Length of Season and Cancellation of Games .....14

5. Attendance; Participation.....14

6. Protests.....14

7. Conduct during Games .....15

8. Refreshments at Games.....16

9. Parental Participation .....16

10. Facilities.....16

|     |                |    |
|-----|----------------|----|
| 11. | Sponsors.....  | 17 |
| 12. | Equipment..... | 17 |

**ARTICLE EIGHT**

|   |           |
|---|-----------|
| <b>Financial and Banking Matters .....</b>          | <b>18</b> |
| 1. Budget; Financial Statement.....                 | 18        |
| 2. Account Signatories .....                        | 18        |
| 3. Transfer of Funds.....                           | 18        |
| 4. Cash Handling Procedures.....                    | 18        |
| 5. Receipt Procedures.....                          | 19        |
| 6. Immediate Accounting to Regional Treasurer ..... | 19        |
| 7. Immediate Deposit Procedures .....               | 20        |
| 8. Monthly Bank Reconciliations .....               | 20        |
| 9. Specified Use Funds .....                        | 21        |
| 10. Credit/Debit Card Transactions .....            | 21        |
| 11. Audit .....                                     | 21        |

**ARTICLE NINE**

|   |           |
|---|-----------|
| <b>Dispute Resolution .....</b>         | <b>22</b> |
| 1. General Policy.....                  | 22        |
| 2. General Due Process Procedures ..... | 22        |
| 3. Immediate Suspension .....           | 23        |
| 4. Removal .....                        | 23        |
| 5. Disciplinary Review Procedures.....  | 24        |
| 6. Appeal.....                          | 26        |

**ARTICLE TEN**

|                                    |           |
|------------------------------------|-----------|
| <b>Changes in Guidelines .....</b> | <b>27</b> |
| 1. Approval of Guidelines.....     | 27        |
| 2. Change in Guidelines.....       | 27        |

**APPENDICES**

|                 |                                  |
|-----------------|----------------------------------|
| Appendix A..... | List of Regional Board Members   |
| Appendix B..... | Annual Budget                    |
| Appendix C..... | Statement of Income and Expenses |
| Appendix D..... | Registration Fee Schedule        |
| Appendix E..... | Regional Calendar                |
| Appendix F..... | Volunteer Application Form       |

## **ARTICLE ONE**

### **PURPOSE**

These Regional Guidelines have been adopted by Region 10 (the “Region”) of the American Youth Soccer Organization (AYSO) pursuant to the authority granted in AYSO National Bylaw Section 1.03 (a) (6) to provide guidance to the Region in its organization and operation.

Under AYSO National Bylaw Section 1.04 (l) and National Policy Statement 6.1, the Region has the responsibility to operate in accordance with these Regional Guidelines unless the Region has adopted separate Regional guidelines approved by the Region’s Area Director and Section Director.

These Regional Guidelines are subject to AYSO’s Articles of Incorporation, National Bylaws, National Policy Statements, National Rules and Regulations, Section Rules and Regulations, and Area guidelines (AYSO’s “operating regulations”). All operating regulations are available online at <http://www.ayso.org>, and copies of these documents will be made available by the Region upon request and are hereby incorporated by reference as a part of these Regional Guidelines. These Regional Guidelines are meant to enhance and to conform with the operating regulations. To the extent that there may be any contradiction or conflict among these documents, the operating regulations shall prevail.

These guidelines, 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 Under 6 to Under 14 team 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 4 and 18 years of age who want to register and play soccer. Interest and enthusiasm are the only criteria for playing.

**Positive Coaching** - Encouragement of player effort provides for greater enjoyment by the players and ultimately leads to better-skilled and better-motivated players.

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

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

## 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:

1. To operate and offer a quality youth soccer program to all youth from 4 through 18 years of age in a safe, fun, fair, positive environment that complies in letter and spirit with the Bylaws, policies, rules, regulations, and philosophies of AYSO;
2. To maintain good community relations and become involved in youth development and other community activities;
3. To register in the AYSO online registration system or with the National Support & Training Center (“NSTC”) all participating players, coaches, referees, administrators, and other volunteers prior to the commencement of the membership year or, if registered during the membership year, within 30 days following such registration;
4. To assign players and coaches to assure proper balance of teams within each age division within the Region or within a reasonable part thereof;
5. To obtain and maintain safe playing facilities;
6. To obtain and be accountable for uniforms, balls, goals and other equipment and to use such equipment in a safe manner;
7. To schedule practices and games;
8. To recruit and assign volunteers including coaches and referees, and train them through clinics and audio/visual programs;
9. To disseminate information to the participants, their families and the community concerning the Region and its programs;
10. To recognize volunteer efforts;
11. To hold periodic meetings of the Regional Board and disseminate to the participants, their families and the community appropriate information concerning the operation of the Region by the Board;
12. To comply with AYSO policies and procedures relating to financial matters; including:
  - (a) to publish for the Region and for the files at the NSTC, and make available to the participants and their families at least annually, financial statements of the Region and guidelines for the operation of the Region approved by the Area

Director and Section REV 11. 30.10 4 Director, or in the absence of such guidelines, operate the Region in accordance with the Regional Guidelines as are in effect from time to time;

(b) to collect and disburse fees and other monies ensuring the sound financial organization and operation of the Region, to keep and submit to the NSTC, as required, accurate financial records to insure continuation of the tax exempt status of AYSO;

(c) to participate in the National Accounting Program; and,

(d) to pay the NSTC the national player fee and all amounts due with respect to the Region's purchases from the NSTC within the payment guidelines established by the national treasurer.

13. To elect or appoint, at a minimum, a Regional Commissioner, Treasurer, Risk Manager/Safety director, Coach Administrator, Referee Administrator, Registrar and Child and Volunteer Protection Advocate;
14. To comply with the Soccer Accident Insurance (SAI) plan and to submit insurance claims according to current procedures;
15. To notify the National Support & Training Center immediately of any potential or actual financial irregularities or losses or any threatened or actual claim or lawsuit against the Region, its participants, or AYSO;
16. To implement AYSO's national programs available to the Region at least once a season;
17. To cooperate with neighboring Regions, and Area, Section and development personnel, to promote growth, development and cooperation throughout AYSO;
18. To participate in Area, Section and national events and programs; and
19. 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

1. There shall be three kinds of members in the Region:
  - (a) **EXECUTIVE MEMBERS:** If the Region is a Charter Region, or at such time as the AYSO National Board of Directors approves the Region's conversion from Pilot to Charter status, the duly nominated and approved Regional Commissioner shall be the Region's executive member as long as the individual holds that position. Pursuant to AYSO National Bylaws Section 3.03, the Regional Commissioner may not hold more than one position within the AYSO Organization which is an executive membership position and such memberships shall not be transferable.
  - (b) **PARTICIPATING MEMBERS:**
    - 1) All youth who exhibit a sincere interest in soccer and who have become registered as a participating player pursuant to the Rules & Regulations of the Organization.
    - 2) All Region volunteers, other than executive members, who become registered with the Organization, including all regional administrators, coaches, and referees.
  - (c) **HONORARY 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.
2. No one will be considered a participating member or a playing member unless and until an application is submitted to the Region using the appropriate forms prescribed by AYSO and the application is accepted and entered into the AYSO business system by the Region.
3. The names, addresses and telephone number of all members of the Region, as well as the information contained in the AYSO Executive Member Directory or any AYSO database are private and confidential. Such information and mailing lists or access to any AYSO database 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. REGIONAL COMMISSIONER

The Regional Commissioner, with the support and assistance of the Regional Board, shall conduct the business and affairs of the Region.

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

(b) 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.

(c) It is the general policy of the Region that 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.

(d) The Regional Commissioner shall act in all other ways to avoid the appearance of a conflict of interest.

(e) The Regional Commissioner may be suspended by the Area Director or the Section Director and suspended or removed by the National Board of Directors in accordance with Sections 3.07 and 7.03 of the National Bylaws.

#### 2. REGIONAL BOARD

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.

(a) The Regional Board shall be comprised as described in Article Six.

(b) Regional Board members shall serve a one year term or until the next annual meeting.

(c) Any board member (except the Regional Commissioner) may be removed in accordance with Article Nine, paragraph 4, of these guidelines.

### 3. MEETINGS

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 participants in the program.

(a) It shall be the policy of the Region to hold at least one board meeting in each month during the primary season and at least one every two months during the remainder of the year. The Regional Board shall provide for the taking of minutes of the proceedings at each meeting and make them available to the members of the Region.

(b) 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.

(c) 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.

(d) The Regional Commissioner or 1/3 of the board members may call a special meeting of the Regional Board on three days’ prior notice stating the purposes of such meeting, which notice may be given in writing, by telephone or in person.

(e) A majority of the board members shall constitute a quorum for the purpose of holding either a regular or special meeting.

### 4. VOTING; VETO POWERS

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.

(a) 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.

(b) 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.

### 5. REGIONAL BOARD NOMINATION PROCEDURES

(a) At least one month prior to the February meeting or a special meeting, the Regional Commissioner shall appoint a nominating commission of not less than three in number consisting of board members and, at the Regional Commissioner’s discretion, a reasonable number of persons who are not members of the board. The chairperson of the nominating commission shall be elected by its members.

(b) The nominating commission shall publicize to the participating members of the Region the Regional Board positions to be voted upon, recruit candidates and accept the names of candidates from other participating members of the Region.

(c) Regional Board members need not be parents of players in the Region.

(d) At the February meeting or at a special meeting, the nominating commission shall present to the outgoing board a slate of candidates it deems worthy of consideration. By majority vote of the outgoing board members present and voting, the final list of board nominees shall be presented to the Regional Commissioner for appointment. The voting members of the Board shall be determined by the Regional Commissioner from the list of Regional Board members serving in good standing.

(e) The Regional Commissioner may choose not to appoint an individual to a board position, even though recommended and approved, if the Regional Commissioner deems there is sufficient reason not to make the appointment. In such case, the Regional Commissioner shall ask the nominating commission to recommend additional candidates for approval and appointment. 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 2 of this Article Five.).

(f) An emergent or unplanned vacancy on the Regional Board before the expiration of the term, except that of Regional Commissioner, may be filled by an interim candidate nominated by a majority vote of the then remaining board members and appointed by the Regional Commissioner.

(g) The person filling such vacancy shall serve until the next annual meeting and until his/her successor has been duly appointed.

## 6. **REGIONAL COMMISSIONER REAPPOINTMENT/REPLACEMENT**

At least three months, and preferably six months, before the expiration of the Regional Commissioner's term, or whenever there is a vacancy in the Regional Commissioner position due to death, resignation or removal, the Regional Board shall constitute a nominating commission.

(a) Such nominating commission may be the same nominating commission appointed pursuant to the preceding paragraph.

(b) The nominating commission shall submit to the Regional Board its recommendations of one or more candidates for the position of Regional Commissioner. The candidates (i) must be serving currently on the Regional Board and (ii) must have served on the Regional Board for at least one year. The Regional Board shall, by a majority vote held by secret ballot if more than one candidate, nominate a Regional Commissioner. If more than two candidates seek the Regional Commissioner position and if the initial ballot does not result in one candidate receiving a majority (50.1%) of votes, the Regional Board shall conduct a second run-off vote among the two candidates receiving the most votes on the first ballot. The Regional Board shall forward to the Region's Area Director

the name of the candidate receiving a majority of votes, as directed by National Bylaw Section 7.03.

(c) 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 three years or for a shorter period as it sees fit.

(d) In the event of a vacancy in the position of Regional Commissioner other than at the expiration of the regular term, the Regional Board, including (if available) the outgoing Regional Commissioner, shall recommend an interim Regional Commissioner and submit such recommendation to the Area Director. The interim successor shall remain in office until the completion of the election procedures described in this paragraph.

## 7. **VOLUNTARY SERVICE**

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

## ARTICLE SIX

### OFFICERS

1. The Regional Board shall, at a minimum, consist of the Regional Commissioner, the Regional Treasurer, the Regional Risk Management/Safety Director, the Regional Coach Administrator, the Regional Referee Administrator, the Registrar and the Regional Child and Volunteer Protection Advocate.
  - (a) The Regional Board may create, designate, appoint, or elect such other voting board, or non-voting staff, positions including one or more Assistant Regional Commissioners, a Regional Secretary, a Regional Coach Trainer, a Regional Director of Referee Instruction, a Regional Director of Referee Assessment, Age Division Coordinators, a Director of Playing Fields, a Team Parent Coordinator, a Director of Public Relations, a Statistician/Scheduler, a Director of Purchasing, a Director of Volunteer Recruitment and Development, a Regional Auditor, and such other positions as the Regional Board may from time to time deem desirable.
  - (b) In addition, there may be such members-at-large as the board shall create.
  - (c) 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.
2. Position descriptions for all positions may be found and downloaded from the AYSO Web site, at <http://www.ayso.org>. For specific position description requests, please call the Safe Haven Office at the National Support & Training Center. Every volunteer should have a copy of their position description, and current copies should be kept in the Region for succession planning purposes.
3. A brief and general overview of the duties and responsibilities of the ten mandatory 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.
  - **Assistant Regional Commissioner:** Each Assistant Regional Commissioner shall assist the Regional Commissioner in fulfilling their duties, and in their absence, shall perform the Regional Commissioners duties on a temporary basis.
  - **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. The Regional Treasurer shall keep in appropriate books an accurate account of all money received and paid out. The Regional Treasurer shall render monthly a written report of the funds, receipts, and disbursements of the Region or at such other times as requested by the Regional

Board. He or she shall be responsible for filing with the National Office and Regional Board on a current basis the Regional Information Form, the annual budget, and the quarterly financial reports. All necessary financial statements (i.e. savings books, bank statements, etc.) used to prepare the quarterly financial reports must be presented at the next Board meeting for the inspection of the Board Members. Other information may be required or requested from time to time by the National Office and/or the Regional Board.

- **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, disseminating such information on safety as may be available from time to time, for administering for the Region the AYSO Accident Reimbursement Program and liability insurance program, handling all reports of accidents and/or claims for such programs and promoting safety regarding equipment, nets, and the Region's fields.
- **Regional Coach Administrator:** The AYSO volunteer position of Regional Coach Administrator is intended to administer a quality coaching program within the Region. The Regional Coach Administrator shall be responsible for the obtaining, training and supervising of all coaches in the region. He or she shall arrange for and/or give clinics and training programs where needed. He or she shall coordinate his efforts with the Regional Commissioner, the Area and Section Coach Administrators and the National Coaching Commission.
- **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. The Regional Referee Administrator shall be responsible for the obtaining training and supervising of all referees in the region. He or she shall arrange for and/or give clinics and training programs when needed. He or she shall coordinate his efforts with the Regional Commissioner, the Section and Area Referee Administrators and the National Referee Commission.
- **Regional Registrar:** The AYSO volunteer position of Regional Registrar is responsible for planning and implementation of the annual registration of all players.
- **Regional Child and Volunteer Protection Advocate (CVPA):** The AYSO volunteer position of Regional Child and Volunteer Protection Advocate is responsible for planning and implementation of the annual registration of all volunteers and to oversee the child and volunteer protection program in the Region in accordance with the AYSO Safe Haven program.
- **Divisional Coordinators:** The Divisional Coordinators shall be responsible for the operation of the Division for which they have volunteered -- including the supervision of the League Coordinators in accordance with these Guidelines.

- **Regional Secretary:** The Regional Secretary shall take minutes at all meetings of the Regional Board and general meetings of the Region and shall be charged with sending out all general correspondence and notices on behalf of the Region. The Regional Secretary shall also be responsible for publishing and distributing the regional bylaws, and other items as required by the Region.

## ARTICLE SEVEN

### INFORMATION ABOUT THE PROGRAM

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

(a) Teams shall be formed as set forth in the National Rules and Regulations, Articles II and III.

(b) Team assignments of players shall be made by those persons delegated such task by the Regional Board.

(c) 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.

(d) Every attempt shall be made to balance the skill level of teams within each division.

(e) Once teams are formed, no transfer of any player from one team to another may be made without the approval of the coaches of both teams involved, the age division coordinator (if any), the Regional Commissioner and the parent or guardian of the player, unless the player is 18 years of age at the time.

(f) In the case where teams are involved in inter-Regional play, no transfer of any player from one team to another after such teams are formed may be made without the additional approval of the Area Director and, if affecting Section play, the Section Director.

#### 2. **Registration Fees; Refunds**

(a) The registration fee for each player participant shall be fixed annually by the Regional Board. The fee for the current year shall be set forth in a letter describing primary season registration events, procedures and registration fees ("Registration Letter"). The Registration Letter shall be posted on the Region's website in advance of the first registration event for the primary season. Best efforts shall be taken to distribute via e-mail to prior season participating members.

(b) The Regional Board may by specific grant or scholarship, or by Regional policy, waive such registration in whole or in part with respect to any participant if such fee would create a hardship for such participant or his or her family.

(c) Any player who withdraws from the program shall be entitled to a refund of such registration fee as described in the Registration Letter.

#### 3. **Eligibility**

All boys and girls, between the ages of 4 and 18, based on their age as of July 31 of the year in which the membership year begins, shall be eligible to register for the program,



subject to field availability, volunteer support, AYSO operating regulations, and such rules as may be issued by the Regional Board. It is the duty of the Region to assure that only eligible players are permitted to register and play.

#### **4. Length of Season and Cancellation of Games**

(a) The length of any playing season during the year shall be of such duration as determined by the Regional Board, and as set forth in the Regional calendar posted on the Region's website.

(b) Inclement weather, poor field conditions or unsafe environmental 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, the Regional safety director or the Division Coordinator with responsibility for a particular field as early as practical before game time. Their decisions are final.

(c) Once the game begins, only the referee in charge of the particular soccer field may suspend or cancel the game, except that the Regional Commissioner, a designee or Division Coordinator with responsibility for a particular field may suspend or cancel games due to inclement weather or other conditions that may warrant such action.

#### **5. Attendance; Participation**

(a) Every Under 6 to Under 14 player shall be entitled to play at least three-quarters of every game.

(b) Subject to adequate volunteer resources, the Region will follow the recommendations of the National Support & Training Center with respect to short-sided play for the Under 5 to Under 12 divisions.

(c) No goalkeepers will be used in the Under 5 to Under 7 divisions. If goalkeepers are used in the Under 8 division, they may play only one quarter in goal. In the U9-U12 divisions, goalkeepers must play at least one quarter in the field in each match.

(d) Each player is strongly urged to attend every team practice and every match.

#### **6. Protests**

(a) No protest of games shall be permitted.

(b) However, coaches are encouraged to file with the Regional Referee Administrator a written report within 48 hours after a game of any misapplication by a game referee of the Laws of the Game or rules and regulations. This procedure shall not be used as a means of complaining about or criticizing any judgment call of a referee or assistant referee.

(c) If, after investigation by the Regional Referee Administrator, it is found that a law, rule, or regulation was misapplied, such referee shall be so informed in order to ensure that no further misapplication occurs.

**7. 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.

(a) Offensive, insulting or abusive language is forbidden.

(b) The use of alcohol, tobacco products, or illegal drugs in the vicinity of the playing field during practices or games is strictly forbidden.

(c) All participants must wear the official uniforms, as described in paragraph 12 of this Article Seven, for all games and dress in them in a neat, clean manner.

(d) The use of shin guards is required at all practices and games.

(e) Coaches are expected to be positive role models and set the best possible example for the participants. Excessive coaching from the sidelines shall not be permitted, and the function of the coach is to provide positive instruction and encouragement to the players. 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).

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

(g) 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.

(h) 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 warn and expel 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.

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

in Article 9 (Dispute Resolution). A coach, assistant coach or spectator who is warned or expelled from the field may also be subject to similar or additional disciplinary action at the discretion of the Regional Board upon thorough review of the incident following the procedures outlined in Article 9 (Dispute Resolution).

## **8. Refreshments at Games**

(a) It shall be the responsibility of each team to supply its own refreshments. It is suggested that the best kind of refreshment is cool water.

(b) It is the responsibility of the coach and team parent participants to assure the absence of any drug, stimulant or other harmful substances in any refreshment given to any player.

## **9. Parental Participation**

(a) 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.

(b) The Region shall not reduce or eliminate the player fee based upon voluntary work done by a participant's parents or guardians and shall not charge an additional fee to those parents of players who do not volunteer their services or who do not donate funds to the program.

(c) No fee distinction shall be made based upon parental or player participation in Regional fundraising activities.

(d) The Region may not condition the registration of a player based upon any requirement of volunteer participation by a parent or guardian.

## **10. Facilities**

(a) It shall be the responsibility of both teams for the first game each day to set up the goalposts and nets, where required, and both teams for the last game of each day to take down the goalposts and nets, where required.

(b) Each field shall be lined under the direction of the Regional Commissioner, the appropriate Division Coordinator or the director of playing fields, and each group of fields shall be provided with a first aid kit.

(c) No trash should be left at the facility except in designated containers. Parking shall be limited to those Areas designated at the fields.

(d) For player, volunteer and spectator protection and safety, dogs are prohibited from all Region events, including practices and matches. At public parks, dogs are prohibited from those portions of the park permitted to the Region for Region use. This includes the portion of the park used for playing fields, the immediate playing field perimeters and

sections of the park where players and spectators congregate. Dogs used to assist people with disabilities will be allowed.

**11. Sponsors:**

The Region encourages local businesses and individuals to support its program. Suitable recognition shall be given to them. Contributions are strongly encouraged to be made to the Region rather than to a particular team. All such contributions are considered charitable contributions and are deductible for U.S. tax purposes, subject to the applicable limitations in the Internal Revenue Code. It is the responsibility of any sponsor to comply with the Internal Revenue Code and AYSO will give no opinion on whether a particular donation is or is not deductible.

**12. Equipment**

(a) The Region shall make arrangements to supply each player with a shirt with the original AYSO logo properly affixed thereto and, if possible, a pair of socks, and shorts.

(b) 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.

(c) Players may not wear jewelry of any kind (including chains, watches, body jewelry and earrings), bandanas or other ornamentation or anything else that may, in the opinion of the referee, create an increased risk of injury to himself or herself or to other players during the game.

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

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

(f) Hard casts (including padded casts), splints, helmets and hard padding are not permitted to be worn by a player during any game or practice.

## ARTICLE EIGHT

### FINANCIAL, BANKING AND RELATED MATTERS

#### 1. **Budget; Financial Statement**

(a) The Regional Board shall adopt an annual budget which provides the basis for setting player registration fees.

(b) 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.

(c) This year's budget and last year's Statement of Income and Expenses are available for review upon request to the Regional Treasurer.

#### 2. **Account Signatories**

(a) All checks drawn on any bank account maintained by the Region shall bear two signatures, one of which must either be the Regional treasurer's or the Regional Commissioner's.

(b) Additional signatories must be authorized by Regional Board action.

(c) Two signatories from the same household shall not be allowed.

(d) There must be at least three signatories on all Regional bank accounts.

#### 3. **Transfer of Funds**

(a) All funds received by the Region, whether from fees, gifts or otherwise, must be deposited into the Region's checking account,

(b) All expenses and disbursements must be paid out of the Region's checking account.

(c) All funds transferred in or out of the Region's savings account must be transferred from or to the Region's checking account.

(d) 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.

#### 4. **Cash Handling Procedures:**

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

