



REGIONAL GUIDELINES

AYSO REGION 665 VICTORVILLE, CALIFORNIA

Approved by the Regional Board on April 3, 2011



**REGIONAL GUIDELINES
REGION 665 ~ VICTORVILLE, CALIFORNIA**

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ARTICLE ONE

PURPOSE

These Regional Guidelines have been 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.

Under AYSO National Bylaw Section 1.04 (I) 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"). 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 (I).

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 must play at least half 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.

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

Open Registration - Our program is open to all children between 4 and 18 years of age who want to register and play soccer. Interest and enthusiasm are the only criteria for playing.

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

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

The core values guiding AYSO are:

Fun for all!

Education for all!

Ethics for all!

Accessible to all!

Our region accomplishes the mission by providing these essential services:

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

ARTICLE THREE

DUTIES AND RESPONSIBILITIES OF THE REGION

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

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 Director, or in the absence of

such guidelines, operate the Region in accordance with the Standard 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:** 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 annual meeting, the Regional Commissioner shall appoint a nominating commission of not less than three in number consisting of board members and a reasonable number of persons who are not members of the board.

(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 annual 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. .

(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..

(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 its recommendations of one or more candidates for the position of Regional Commissioner to the Regional Board. The Regional Board shall, by a majority vote, nominate a Regional Commissioner and forward such nomination to the Region's Area Director as directed by National Bylaw Section 7.03.

(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 seven 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.

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 Registrar: The AYSO volunteer position of Regional Registrar is responsible for planning and implementation of the annual registration of all players and, if CVPA trained and certified, of volunteers.

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.

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.

Player Drafts

U19, U16, U14, U12, U10

Player drafts will be conducted by head coaches only or when approved by the Regional Commissioner or Draft Director, his/her designee. In the event there are more teams than coaches, or a coach is absent, a regional board member or designee will sit in for the head coach.

Player Draft Guidelines U19, U16, U14, U12, 10

- (a) The designated Draft Director is responsible for ensuring the guidelines are followed. Coaches will draw a number before the draft begins to establish the draft sequence and team numbers.
- (b) The draft sequence will begin with coach #1 and continue through all coaches with each coach drafting one player. The sequence will then reverse order. (Example: 1,2,3,4,5 then 5,4,3,2,1.)
- (c) In the event there are siblings, they will be drafted together and the coach will skip his next turn.

- (d) Prior season All-Star players will be identified before the beginning of the draft. If a coach would like to skip an all-star player for a lesser-rated player, he/she may do so.
- (e) The ONLY player guaranteed to be on a coach's team is his/her own child.
- (f) A coach's child shall be their fifth pick UNLESS their child participated in All-Stars in the prior season. In this instance, the child shall be their first drafted player.
- (g) The draft continues until all registered players are drafted and placed on teams. Only players who have completed all steps necessary to register (i.e. completed registration form, provided proof of date of birth, paid registration fee) will be eligible for the draft.
- (h) Coaches will be allowed to initiate one trade and accept one trade. The trade(s) must be for a player of comparable skill. The trade(s) must be completed before the coaches leave the draft, and must be supervised and approved by the draft director. No coach will be forced to trade or give up a player.
- (i) Teams that do not have a coach, or if the coach is not present, may be allowed to participate in a trade at the discretion of the draft director and subject to the approval of the Regional Commissioner or Executive Board Members present at the draft.
- (j) NO PLAYER TRADES WILL BE ALLOWED AFTER THE COACHES LEAVE THE ROOM.

Player Draft Guidelines U8, U6

Teams in divisions U8 and U6 will be drafted by Regional Board members assigned this duty by the Regional Commissioner. The following factors will be considered when making team assignments in order to form well-balanced teams:

- (a) Player ages – Every effort will be made to evenly divide older and younger players among the teams.
- (b) Years of experience – Every effort will be made to evenly divide experienced players among the team.
- (c) From time to time parents may request their U8 or U6 player be placed on the team of a particular coach. It is the Region's intent to honor these requests, as long as AYSO's tenet of balanced teams is maintained.

2. Registration Fees; Refunds

- (a) The registration fee for each player participant shall be fixed annually by the Regional Board. The fee for this season is set forth in Appendix A to these Guidelines.
- (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 according to the Region's Refund Policy, and all requests for refunds must be made in writing on the Region's Refund Request Form (see Appendix B) and submitted by mail to the Regional Treasurer and postmarked by September 10th. Refunds may be given if a player has not practiced, played or been issued a uniform, less a standard processing fee. Partial refunds may be considered, at the discretion of the Regional Commissioner, if a player has practiced, played or been issued a uniform. **All refunds will be issued on or about September 15th.**

3. Eligibility

All boys and girls, between the ages of 4 and 18, based on their age as of July 31st of the year in which the season begins, 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 season shall be of such duration as determined by the Regional Board and as set forth in the Regional Calendar, available on the Region's web site www.ayso665.org.
- (b) 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.
- (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 or designate may suspend or cancel games due to inclement weather or other conditions that may warrant such action.

5. Attendance; Participation

- (a) Every player shall be entitled to play at least three quarters of every game.
- (b) ***Each player is strongly urged to attend every team practice.*** Any player who misses practices regularly may have his/her playing time limited. In extreme circumstances, a player may be sat out of a game, but solely with the **prior approval** of the Regional Commissioner.
- (c) Players in the U19 and U16 divisions will be bound by Area guidelines as their season is inter-Area. Coaches are encouraged to allow players to play three quarters of each game if possible. Some teams will have more players on the team than will allow for a three-quarter play.

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 of, 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. AYSO Kid Zone is an active program within the Region. All participants, players, parents and volunteers are expected to adhere to this program.

- (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 provided 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 and set the best possible example for the participants. Excessive coaching from the sidelines shall not be permitted, and the function of the coach should be to provide encouragement and a positive direction. The coach may enter the field of play only with the consent of the referee and may coach only within 10 yards in each direction from the halfway 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. 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 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 or coach who is sent off (red card) or cautioned (yellow card) may be subject to additional disciplinary action (e.g., parent conferences, game suspensions, expulsions) at the discretion of the Regional Board upon thorough review of the incident following the procedures outlined in Article 9 (Dispute Resolution). A coach, assistant coach or spectator who is sent off or cautioned may also be subject to similar or additional disciplinary action at the discretion of the Regional Board upon thorough review of the incident following the procedures outlines in Article 9 (Dispute Resolution). All individuals receiving a red card or send-off are automatically placed on probation for the remainder of the season (see Appendix C for probationary terms). The Regional Board has adopted an automatic additional one game suspension for any participant who is sent off the field by a referee for a disciplinary reason.
- (j) It is the policy of Region 665 that the Coach's Code of Conduct, Referee's Code of Conduct, Parent's Code of Conduct and Player's Code of Conduct be followed in the spirit in which they are written (see Appendices D – G for Codes of Conduct.) In the case of a participant ignoring or breaking the Code of Conduct, they will be subject to 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 and both teams for the last game of each day to take down the goalposts and nets.
- (b) Each field shall be lined under the direction of the Regional Commissioner and/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.

11. Sponsors

The Region encourages local businesses and individuals to support its program, and in fact, relies upon sponsors to help finance the regular season program. Suitable recognition shall be given to every sponsor. 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 of 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) Nothing may be added to the uniform, such as player name or team sponsor name.
- (d) Players may not wear jewelry of any kind (including chains, watches, body jewelry and earrings, bandannas or other ornamentation) or anything else that is likely to cause risk of injury to him/herself or to other players during the game.
- (e) Medical information bracelets should not be removed, but must be padded and taped to the player's skin.

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

13. All-Star Coaches and All-Star Player Drafts

- (a) Potential All-Star coaches will apply to the regional board on an All-Star Coach Application Form (see Appendix I) for an All-Star coaching position. Any coach from their respective division, head coach or assistant coach, may apply. The applying coach must be a certified AYSO coach, with age-level specific certification, and must have a Safe Haven certification. The decision will be based upon (in no particular order) qualifications, attitude, adherence to AYSO philosophy, behavior during the season, etc. Being an All-Star coach is a privilege, not a right. The selection of the All-Star coach will be announced by the Executive Board after the players have been elected by the coaches in the division. Coaches attempting to recruit players, or take players to an outside organization, will be asked to resign as an AYSO Coach, even if the All Star season is not completed.
- (b) All-Star players will be appointed to the team as described below in the All-Star draft procedures. Nominated All-Star players should set the highest example, not only in playing ability, but also in their attitude. Being a player on an All-Star team is a privilege, not a right. Nominated players must achieve a minimum player rating (number to be determined by the Regional Commissioner or Regional Board.)
- (c) Any inappropriate behavior by an All-Star coach, All-Star player or All-Star parent could result in the removal or suspension of the coach, player or parent from the team or future post-season play at the discretion of the Regional Commissioner or Regional Board after thorough review of the incident and following the procedures described in Article 9.

All-Star Draft Procedures for Divisions with One All-Star Team

The following procedures will be used to draft All-Star teams in divisions U19 through U10. Each draft is open only to board members, head coaches of all teams in the division of the draft, and any assistant coaches who have applied for the All-Star coaching position in the division being drafted. **All information discussed at the All-Star drafts will remain confidential.**

- (a) One division will be drafted at a time.
- (b) The head coaches from the division will nominate players using the Region's nomination form and turn it in on time to the registrar. Players will be nominated by position: forward, mid-field, defender, goalkeeper and utility.
- (c) In turn as instructed by the draft director, coaches may describe the abilities of their nominated players, if they like. If a coach is not present, other coaches may nominate or discuss players from his/her team.
- (d) All nominated players **MUST** have played in a minimum of 50% of their regularly scheduled league games (exceptions may be made for injuries and extended illnesses) to be eligible for All-Stars. Other factors, such as outstanding debts or disciplinary issues, may affect a player's eligibility. All nominees are subject to approval by the Regional Commissioner or the Draft Director.

- (e) Coaches will vote for sixteen (16) players in U19 and U16, twelve (12) players in U14, ten (10) players in U12 and eight (8) players in U10 by writing players' names on ballot sheets.
- (f) Ballots are turned in and votes are tallied. The 16, 12, 10 or 8 players, depending on division, who receive the most votes are on the All-Star team, with the approval of the Regional Commissioner or Board Member presiding over the draft.
- (g) The head coach is announced and all other coaches in the division will then exit the draft area.
- (h) The head coach will then choose two (2) "coach's picks." The "coach's picks" may be any player from the division, subject to approval of the Regional Commissioner or Board Member presiding over the draft. "Coach's picks" must be chosen before the coach leaves the room.
- (i) The team roster may not be changed without prior approval from the Regional Commissioner.
- (j) Head coaches will recruit assistant coaches who must complete an Assistant All-Star Coach Appointment Request to the Regional Commissioner or Assistant Regional Commissioners. Appointment is subject to approval by the Executive Board.

All-Star Draft Procedures for Divisions with Two All-Star Teams

The following procedures will be used to draft All-Star teams in divisions U12 through U10 when two All-Star teams are drafted. Each draft is open only to board members, head coaches of all teams in the division of the draft, and any assistant coaches who have applied for the All-Star coaching position in the division being drafted. **All information discussed at the All-Star drafts will remain confidential.**

- (a) One division will be drafted at a time.
- (b) The head coaches from the division will nominate players using the Region's nomination form and turn it in on time to the registrar. Players will be nominated by position: forward, mid-field, defender, goalkeeper and utility.
- (c) In turn as instructed by the draft director, coaches may describe the abilities of their nominated players, if they like. If a coach is not present, other coaches may nominate or discuss players from his/her team.
- (d) All nominated players MUST have played in a minimum of 50% of their regularly scheduled league games (exceptions may be made for injuries and extended illnesses) to be eligible for All-Stars. Other factors, such as outstanding debts or disciplinary issues, may affect a player's eligibility. All nominees are subject to approval by the Regional Commissioner or the Draft Director.
- (e) Coaches will vote for twenty (20) players in U12 and sixteen (16) players in U10 by writing players' names on ballot sheets.
- (f) Ballots are turned in and votes are tallied. The 20 or 16 players, depending on division, who receive the most votes are on the All-Star team, with the approval of the Regional Commissioner or Board Member presiding over the draft.
- (g) The two head coaches are announced. All remaining coaches will leave the room at this time.
- (h) The "A" team coach is announced, and proceeds to choose his/her team, less two (2) players from the elected All-Stars. The "B" team's coach's child or children may be reserved to play for their parent's team.

- (i) The "A" team coach then chooses two (2) "coach's picks". These picks may or may not have been elected to the team by the division, but are subject to approval of the Draft Director.
- (j) The "B" team coach will receive all remaining elected All-Stars on their team, if only two teams are formed. If the "A" team coach selected elected All-Stars for their coach's picks, the "B" team coach will choose either one or two players from the board of nominees who received at least one vote during the voting process.
- (k) The "B" team coach then chooses two (2) "coach's picks". These picks may or may not have been elected to the team by the division, but are subject to approval of the Draft Director.
- (l) If any subsequent teams are formed, steps 10 and 11 will be followed for each additional team.
- (m) The team rosters may not be changed without prior approval from the Regional Commissioner.
- (n) Head coaches will recruit assistant coaches who must complete an Assistant All-Star Coach Appointment Request to the Regional Commissioner or Assistant Regional Commissioners. Appointment is subject to approval by the Executive Board.

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 attached hereto as Appendices K and L.

2. Account Signatories

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

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 bank account.

4. Cash Handling Procedures

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

- (a) Funds withdrawn for "cash box change" must be deposited back into the Regional bank account on the same day or the first banking day thereafter.
- (b) All registration fees collected in cash and checks must be reconciled to the bank deposit slip and the AYSO registration forms.
- (c) Arrangements should be made to have the cash received deposited into the Regional bank account on the same day such cash is received, or the first banking day thereafter.
- (d) When handling a significant amount of cash monies, at least two Regional volunteers should be present.

5. Receipt Procedures

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

- (a) A cash receipt book must be used to record all cash payments received on behalf of the Region, except for checks paid to the snack bar for food items. The original receipt for each cash transaction must be given to the payer, and the copy kept in the cash receipt book. All receipts must be signed or initialed by the volunteer completing the receipt form.
- (b) The receipt book must be reconciled to the bank deposit slip.
- (c) A volunteer accepting payment for registration fees should note upon an available portion of the player registration form: (i) the amount of the payment received; (ii) whether such payment was made in cash or by check; (iii) the check number (if paid by check); (iv) the date such payment was received if different from the date of the parent or guardian's signature on the player registration form; (v) the names of any other family member players for whom the payment was received; and (vi) the initials of the volunteer receiving such payment.

6. Immediate Accounting to Regional Treasurer

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

- (a) No one should sign a Regional check in blank or which contains any item to be filled in later.
- (b) No one should sign a Regional check without verifying the expense by examining the invoice or request for reimbursement.
- (c) Regional debit and/or credit card accounts are expressly forbidden. Members may make authorized purchases using a personal credit card and submit receipts for reimbursement to the Region.
- (d) 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.
- (e) 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.
- (f) 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.
- (g) All bank withdrawal transactions and Regional checks shall be noted with the appropriate National Accounting Program (NAP) code denoting the purpose for such transaction

7. Immediate Deposit Procedures

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

- (a) All fees collected on behalf of the Region for registration, sponsorships, fundraising, donations or for any other purposes shall be deposited immediately after being reconciled with the appropriate cash receipt book, registration form, and/or bank deposit slips.
- (b) Under no circumstances may any person accept on behalf of the Region any post-dated check or agree to hold any check for deposit on a later day.

8. Monthly Bank Reconciliations

- (a) All Region accounts shall be reconciled by the Regional Treasurer and his/her reconciliation shall be verified by another Board Member who is not authorized to sign on the accounts.
- (b) The reconciled statement(s) and copy of bank statement must be presented to each board member at their regularly scheduled meeting.

9. 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.

10. Audits

The Regional Auditor will audit the Region's accounts annually. The Regional at all times shall cooperate with, and respond to, inquiries by the Area auditor and Section auditor.

ARTICLE NINE

DISPUTE RESOLUTION

1. General Policy

- (a) It is the policy of the Region to resolve all disputes involving persons involved in the Region in an amicable way. Compromise should be emphasized whenever possible, and personality conflicts should be avoided.
- (b) 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.
- (c) 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).
- (d) 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.
- (e) It is the policy of the Region to avoid publicizing the suspension or removal proceedings beyond those persons who need to know, and to respect the privacy of the individuals involved. However, the Regional Commissioner or Regional Board should notify the Area Director, the Section Director, the National Support Center or members of the AYSO Legal Commission of the pending proceedings pursuant to the operating regulations, and must comply with all applicable regulations and laws requiring suspension, abuse and similar events.

2. General Due Process Procedures

- (a) 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.
- (b) If it is determined that a Participating Member or Playing Member of the Region (including the parent, guardian or other family member of a Playing Member) needs to be disciplined, or that his or her participation in the Region should be limited or terminated, by way of suspension or removal, then the Regional Commissioner or designee shall give notice to such person of such action or proposed action, initially by telephone, FAX, in writing via email or in person.
- (c) Notice should always be followed by a written confirmation of the initial communication, delivered via a method which provides proof of mailing and/or delivery, not necessarily proof of receipt or signature by the non-executive member. The U.S. Postal Service "Delivery Confirmation Receipt", any Overnight/Next-Day delivery confirmation, or "In-Person" delivery by at least two volunteers will suffice.

The written confirmation shall specify the action to be taken and the reasons therefore. 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, by telephone or in writing.

- (d) The Regional Commissioner **may** decide to conduct the review alone. If the Regional Commissioner was a witness to the incident or is otherwise involved in the matter, a neutral designee should be appointed to conduct the review. After such opportunity to respond has been given, the Regional Commissioner shall make a final determination and announce it in writing to the persons concerned.
- (e) Alternatively, the Regional Commissioner may choose to appoint a disinterested panel of neutral persons to review the matter. If a disciplinary review panel is appointed, the person appointed to chair that panel shall provide a written recommendation to the Regional Commissioner based upon a review of the information presented to the panel, after which the Regional Commissioner shall make a final determination and announce it in writing to the persons concerned

3. Immediate Suspension

- (a) If the gravity of the incident or preliminary information collected about the matter presents imminent danger to participants or the program, the Regional Commissioner may immediately suspend the person(s) involved.
- (b) In such a case of immediate suspension, notice must be provided to the person(s) being suspended and a disciplinary review provided, if requested, according to the procedures described in Paragraph Two of this Article Nine above. However, a suspension may be imposed before a disciplinary review is conducted. A suspension is considered to be temporary in nature, and any such suspension may be removed or set aside by the Regional Commissioner should all the facts remove the original cause for concern.

4. Removal

- (a) The Regional Commissioner may remove a Participating Member or Playing Member of the Region (including the parent, guardian or other family member of a Playing Member) (whether or not suspended) from further involvement in the program.
- (b) Such removal may only be made upon prior notice and, if requested, after a disciplinary review proceeding described in Paragraph Two of this Article Nine above has been conducted.
- (c) Such removal is only permitted when there is found to be (i) a violation of the National Bylaws or of the rules, regulations, policies or philosophies of AYSO or (ii) conduct which disrupts the Region's or AYSO's activities or programs.

5. Hearing Procedures

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

At the hearing the Committee or Hearing Board shall listen to the facts of the situation from all interested parties, and then adjourn to a private session where the decision will be reached. Under no circumstances shall the Committee or Hearing Board deliberate in the presence of the parties involved in the dispute. The Committee or Hearing Board will then decide the issues raised

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

6. Disciplinary Review Procedures

- (a) Disciplinary review proceedings under these guidelines are intended to provide due process to the person whose conduct is the subject of the review proceeding.
- (b) If a disciplinary review panel is appointed, it should be comprised of an odd number so as to avoid ties during deliberations.
- (c) Any disciplinary review proceeding shall be held at a neutral location.
- (d) The procedures shall be communicated to all parties prior to the commencement of such a review proceeding.
- (e) All interested parties are to be informed of the date, time, and location of the proceeding.
- (f) The person whose conduct will be subject to review at that proceeding is responsible for notifying any individuals who that person may want to speak at that proceeding.
- (g) If a disciplinary review panel is convened, neither the Regional Commissioner nor a person who has a direct interest in the outcome of the matter shall participate as a decision maker in any stage of the review proceeding.
- (h) 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.
- (i) The review shall be conducted as quickly and as fairly as possible, but the proceedings may be structured as circumstances may require to keep them as positive as possible.
- (j) The person(s) conducting the review may ask such questions and request such documents or other items as may be necessary to obtain all pertinent facts, but should refrain from being overbearing with such examinations and requests.
- (k) It is strongly recommended that players and other minors not be asked to participate as witnesses or to offer "testimonials" either in person or in writing unless it is absolutely necessary in order to determine any pertinent fact of the matter.
- (l) The proceedings should be kept as confidential as may be necessary to protect all parties. The person(s) conducting the review shall listen to the facts of the situation from all interested parties. There is no right to make a record or recording of the live proceedings in any form (written, electronic, audio or visual). Any request by a party to use a court stenographer, or a mechanical or electronic device to record the proceedings should be denied.
- (m) Each "side" should make their presentations to the person(s) conducting the review outside the presence of the other to prevent undue acrimony or harm to the participants.

- (n) Parties do not have the right to involve attorneys or to cross-examine other parties or witnesses. Assistance of attorneys or any other persons whose help may be sought by an interested person may be permitted to help present facts within the discretion of the person(s) conducting the disciplinary review if it is believed that such participation will be helpful and positive.
- (o) Interested persons may request that the person(s) conducting the disciplinary review obtain information from or ask questions of others who are providing information if there is a good faith belief that the requested information will reveal facts pertinent to the issues under review.
- (p) At the conclusion of the disciplinary review proceeding, the person(s) conducting the review shall deliberate in private to determine the recommendation. Under no circumstances shall any such deliberation take place in the presence of the parties involved in the dispute.
 - 1) The person(s) conducting the disciplinary review will then decide the issues raised pursuant to AYSO operating regulations and these Regional Guidelines based on the information submitted, and determine the appropriate action to be taken.
 - 2) In the event the review proceedings are conducted by a neutral appointee of the Regional Commissioner or by a neutral disciplinary review panel, the deliberations should result in a recommendation of action which is presented to the Regional Commissioner. In the case of a disciplinary review panel, the recommendation is determined by a majority vote.
 - 3) Such recommendation 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.
 - 4) In all cases, the Regional Commissioner makes the final determination of the action to be taken in the matter. If provided a recommendation from a neutral appointee or a neutral disciplinary review panel, the Regional Commissioner should not dismiss the recommendation(s) without careful consideration.
- (q) Where the final determination results in removal or where otherwise determined appropriate, the individual in question should be given an opportunity to resign voluntarily (except in instances involving alleged acts of physical violence or alleged improper sexual behavior). All persons whose conduct was at issue in the matter shall promptly be notified of such resignation or, in the absence of a resignation, of the disciplinary action taken. Such notice shall include notice of a right to appeal the decision to the next highest Executive Member within a reasonable period of time.

7. Appeal

- (a) If the party is dissatisfied with the decision or action taken by the Regional Commissioner, he/she may request a review of such decision by the Area Director, unless it is determined by the Area Director, or, he/she is not disinterested, then by the Section Director unless it is determined by the Section Director, or, he/she is not disinterested, then by the National Board of Directors, as may be appropriate pursuant to the operating regulations relating to dispute resolution and due process.
- (b) The basis of any such appeal must be that the original determination was arbitrary and capricious, or that the procedure was not fair, including that the person or persons making such determination are found not to have been disinterested, or that the procedures described in these guidelines were not followed.

(c) There shall only be one appeal of each matter

(d) Any determination made in accordance with this Article shall be final and binding on all concerned.

ARTICLE TEN

CHANGES IN GUIDELINES

1. Approval of Guidelines

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

2. 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.

APPENDICES

- APPENDIX A Registration Fee Schedule
- APPENDIX B Refund Request Form
- APPENDIX C Probation Terms
- APPENDIX D Coach's Code of Conduct
- APPENDIX E Referee's Code of Conduct
- APPENDIX F Parent's Code of Conduct
- APPENDIX G Player's Code of Conduct
- APPENDIX H Sponsorship Form
- APPENDIX I All-Star Coach Application
- APPENDIX J Assistant All-Star Coach Appointment Request
- APPENDIX K 2011 Budget
- APPENDIX L 2010 Statement of Income & Expense
- APPENDIX M Short Sided Play
- APPENDIX N Division Guidelines U6, U8, U10, U12, U14, U16 & U19
- APPENDIX O Coach Selection, Training Requirements, Responsibilities
- APPENDIX P Returned Check and Other Unpaid Debt Policy
- APPENDIX Q Graduating Senior Scholarship Program
- APPENDIX R Travel Reimbursement Policy

APPENDIX A

Registration Fee Schedule

1. The Regional Board of Directors sets the registration fee annually. For the 20110 season the registration fee for U19 through U6 is \$95.00 per player. VIP registration is \$40.00 per player, except in those cases where sponsors have designated player scholarships.
2. Early registration is offered for U19 through U6. The early registration fee on May 22 for U19 through U6 is \$85.00 per player. At the June registration event, the fee increases to \$90.00. For the July registration event, the standard fee of \$95.00 applies.
3. Late registration is for any player registered after July 11. The fee at this time is \$110.00.
4. The Region may accept payment plans for those families unable to pay the full fee at once. Initial payment of at least 25% of the current registration fee will secure a payment plan. Subsequent payments must be made at each of the following registration dates, with ALL registration fees are received by August 15, 2011. NOTE: It is the parent or guardian's responsibility to ensure all payments are made. No reminder will be made, and those players with payment plans outstanding at the time of team formation may not be assigned to teams or be eligible for the draft.

APPENDIX B



Treasurer Use Only	
Date Received _____	
Check request approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Check number issued _____	

REGION 665

Player Withdrawal & Refund Request

Players who withdraw from AYSO Region 665 may receive a refund if the following conditions are met and procedures are followed:

1. A player who withdraws from the program **PRIOR** to participating in ANY game, practice or team function may be entitled to a refund of their registration fee, less a \$20.00 processing fee, provided that a parent or guardian submits a written request on this form, submits it to the treasurer via mail by September 10, 2011 and has not received a team uniform or returned an issued uniform in an unused condition.

2. A player who withdraws from the program after participating in a practice or team function, but **PRIOR** to participating in a game may be entitled to a partial refund (registration fee paid less a \$20.00 processing fee and AYSO National fees, including insurance) provided that a parent or guardian submits a written request on this form, submits it to the treasurer via mail by **September 10, 2011** and has not received a team uniform or returned an issued uniform in an unused condition.

3. **All refunds will be processed on or about September 15, 2011.** Late requests or those not sent via mail to the Region's post office box will not be considered or acknowledged.

Complete the following information: (please print)

Player Name: _____ Date of Birth: _____

Parent Name: _____ Telephone: _____

Address: _____

Division: _____ Coach Name: _____ Team #: _____

Reason for withdrawal: _____

I hereby request that my above-named child be removed from the program, and a refund be issued. I understand that failure to meet the conditions and procedures is grounds for denial of my request. I further understand that processing of this request will not occur until on or about September 15, 2011.

Parent / Guardian Signature _____ Date of request _____

Mail completed form to: AYSO Region 665 – Attn: Treasurer, PMB 223, 12127 Mall Blvd St. A 377, Victorville, CA 92392

➡ **Include a self-addressed, stamped envelope with your completed Player Withdrawal & Refund Request.** ⬅

<p>Region Use Only</p> <p>Coach _____</p> <p>Attended Practice Y / N Attended Games Y / N</p> <p>Attended Event Y / N Given Uniform Y / N</p> <p>Returned Uniform Y / N Unused Uniform Y / N</p>	<p>Registrar Use Only Date received _____</p> <p>Registration form pulled from team on _____</p> <p>Withdrawal entered into eAYSO on _____</p> <p>Other comments _____</p>
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APPENDIX C

Probation Terms

The Regional Board of Directors has elected to enforce an automatic probation for any player, coach or spectator who receives a red card or send-off (ejection) before, during or after any game. All ejections shall be enforced as follows:

- (a) Any player who is ejected from a game by the referee, whether shown the red card or not, shall, in addition to not participating for the remainder of the game, be suspended automatically for the next game for which that player would be eligible.
- (b) Any coach who is ejected from a game by the referee shall, in addition to being required to leave the field and being barred from coaching or observing the remainder of the game, be suspended automatically for the next game in which that coach's team is participating and for all practices of the team occurring prior to that game. If the coach is suspended as a result of ejection in the last game of the season, the suspension may apply to the coach with respect to the next team to which he or she may be assigned.
- (c) Any spectator who is required to leave the field of play by the referee shall, in addition to being required to leave the field and being barred from observing the remainder of the game, be suspended automatically for the next game.
- (d) Furthermore, the individual shall be placed on probation for the remainder of the current season, including any post-season play. Further ejections received by the same individual may be reviewed by the Executive Board and subject to additional disciplinary action.

APPENDIX D

Coach's Code of Conduct

Enthusiastically support and practice the *"Everyone Plays," "Good Sportsmanship" and "Positive Coaching"* philosophies of AYSO.

Be reasonable in your demands on a young player's time, energy, enthusiasm and performance on the field.

Impress on your players that they must abide by the Laws of the Game at all times.

Develop team respect for the ability of opponents and for the judgement of referees and opposing coaches.

Ensure that your players' soccer experience is one of fun and enjoyment (winning is only part of it). Players should never be yelled at or ridiculed for making mistakes or losing a game.

Set a good example and be generous with your praise when it is deserved. Children need a coach they can respect.

Keep informed of sound principles of coaching, growth and child development.

Check your equipment and playing facilities. They should meet safety standards and be appropriate for the age and ability of your players.

Follow the advice of a physician when determining when and injured child is ready to play again.

APPENDIX E

Referee's Code of Conduct

Always remember that the game is for the players. Player safety and fair play come first.

Study and learn the laws of the Game and understand the "spirit" of the Laws. Help fellow referees do the same.

Encourage and enforce the AYSO Philosophies of "Everyone Plays," "Positive Coaching" and "Good Sportsmanship."

Respect other referees' decisions and do not publicly criticize another official.

Wear the proper uniform and keep it in good condition.

Maintain good physical condition so you can keep up with the action.

Stay calm when confronted with emotional reactions from players, coaches and parents.

Honor accepted game assignments. In an emergency, find a replacement.

Support good sportsmanship with a kind word to players, coaches and parents of both teams when deserved.

Always be fair and impartial, avoiding conflicts of interest. Decisions based on personal bias are dishonest and unacceptable.

APPENDIX F

Parent's Code of Conduct

PARENT'S CODE

As a parent, you play a special role in contributing to the needs and development of youngsters.

Through your encouragement and good example, you can help assure that all the boys and girls learn good sportsmanship and self-discipline. In AYSO, young people learn to work together, to sacrifice for the good of the team, to enjoy winning and deal appropriately with defeat - all while becoming physically fit and healthy. *Best of all, they have fun.*

SUPPORT YOUR CHILD

Supporting your child by giving encouragement and showing interest in their team is very important.

Help your child work toward skill improvement and good sportsmanship in every game. Teach your child that hard work and an honest effort are often more important than victory - *that way your child will always be a winner despite the outcome of the game!*

ALWAYS BE POSITIVE

Parents serve as role models for their children. Become aware of this and work to be a positive role model.

Applaud good plays by your child's team *as well* as good plays by the opposing team.

Support all efforts to remove verbal and physical abuse from youth sports activities.

REMEMBER: YOUR CHILD WANTS TO HAVE FUN

Remember that your *child* is the one playing soccer, not you. It's very important to let children establish their own goals - to play the game for themselves. Take care not to impose your own standards and goals on them. Don't put too heavy a burden on your child to win games. Surveys reveal that **72% of children would rather play for a losing team than ride the bench for a winning team.** Children play for the fun of playing.

REINFORCE POSITIVE BEHAVIOR

Positive reinforcement is the best way to help your child achieve their goals and their natural fear of failure.

Nobody likes to make mistakes. If your child does make one, remember it's all part of learning, so encourage your child's efforts and point out the good things your child accomplished.

DON'T BE A SIDELINE COACH OR REFEREE

Coaches and referees are usually parents just like you. They volunteer their time to help make your child's youth soccer experience a positive one. They need your support too. That means refraining from coaching or refereeing from the sidelines. As a volunteer organization, there's usually always an opportunity for you to take your interest in coaching or refereeing to the next level and become one yourself!

APPENDIX G

Player's Code of Conduct

Play for the fun of it, not just to please your parents or coach.

Play by the Laws of the Game.

Never argue with or complain about referees' calls or decisions.

Control your temper. Most of all resist the temptation to retaliate when you feel you have been wronged.

Concentrate on playing soccer with your best efforts. Work equally hard for your team as for yourself.

Be a good sport by cheering all good plays, whether it's your team or your opponent's.

Treat all players as you would like to be treated.

Remember that the goals of the game are to have fun, improve your skills and feel good. Don't be a showoff or a ball hog.

Cooperate with your coaches, teammates, opponents and the referees.

APPENDIX H

Sponsor Letter



AMERICAN YOUTH SOCCER ORGANIZATION
 a nonprofit corporation dedicated to youth soccer
everyone plays[®]

AYSO Region 665
 Proudly serving the communities of Victorville,
 Apple Valley, Hesperia, Phelan and Adelanto

At Region 665, we take pride in providing the children of the High Desert a safe and fun environment for learning and playing the game of soccer. AYSO is a non-profit organization that relies on support from the community in order to offer a comprehensive youth soccer program. As a sponsor, you can take pride in the fact that your contribution is helping your community develop its best asset: our children.

In addition to funding easily identifiable costs, such as uniforms, goals and team photographs, donations from our neighbors enable us to provide each of our volunteer coaches and referees training and support, helps to purchase other field equipment, aids in paying light fees and helps keep player registration fees low.

As AYSO is a nonprofit 501(c)(3) corporation, you may deduct your donation to the extent the law allows. Our TIN is 95-6205398. We have set the following sponsorship levels:

REGION SPONSORS

Platinum Sponsor – With your sponsorship of \$500.00 or more, you will receive a TEAM PLAQUE, your name on the TEAM BANNER, your name advertised in our fall season bi-weekly REGION NEWSLETTER and your name advertised on the REGION WEBSITE, with a possible link to your company’s website.

Gold Sponsor – With your sponsorship of \$250.00 to \$499.99, you will receive a TEAM PLAQUE, your name on the TEAM BANNER and your name advertised in our fall season bi-weekly REGION NEWSLETTER.

Silver Sponsor – With your sponsorship of \$100.00 to \$249.99, you will receive a TEAM PLAQUE and your name on a TEAM BANNER.

Bronze Sponsor – With your sponsorship of up to \$100.00, you will receive a CERTIFICATE OF APPRECIATION.

PLAYER SPONSORS

Player Scholarship Sponsor – With your sponsorship in increments of \$85.00, you can sponsor one or more players whose families are experiencing a financial hardship and cannot afford the cost of registration. You will receive your name in our fall season bi-weekly REGION NEWSLETTER for scholarships for up to five (5) children. For scholarships for six (6) or more children, you will receive your name in our REGION NEWSLETTER and your name advertised on the REGION WEBSITE, with a possible link to your company’s website.

YES! I want to help AYSO develop children through soccer. Please consider me a sponsor; enclosed is my donation for:

- Platinum Sponsor - \$500.00 and above
- Gold Sponsor - \$250.00 - \$499.99
- Silver Sponsor - \$100.00 - \$249.99
- Bronze Sponsor – amounts up to \$100.00
- Player Scholarship Sponsor - \$85.00 x _____ players = \$_____ (total donation)

Name of Sponsor _____

Mailing address _____

Telephone / Email _____

Team number and name _____

Coach’s name _____

Player referring sponsor _____

Please mail this completed form to:

Sponsorship Coordinator
AYSO Region 665
12127 Mall Blvd St. A 377
Victorville, CA 92392



Region use only:

Date received: _____ Team parent notified: _____ Editor notified: _____ Webmaster _____



APPENDIX I

Region Use Only
Date Received _____
Received by _____

REGION 665

All-Star Coach Application

Region 665 customarily forms fourteen (14) All-Star teams each year. Coaching one of these teams can be one of the most rewarding and challenging coaching experiences in AYSO. All-Star teams are composed of the most talented, sporting and dedicated players in the region, and requires a coach who is equally as dedicated to developing a successful team as positively impacting the players' soccer experience.

Interested coaches must complete this application and return **October 2, 2011**. **Weekly reporting of observed games and standout players is required of potential All Star coaches.** It is important that ALL interested coaches apply, as the Region may not be able to form all teams if too few coaches are applying for the positions. Late applications may not be considered.

Minimum Eligibility Requirements: <ul style="list-style-type: none"> ▪ Coach certification includes division of All Star team ▪ Safe-Haven certified ▪ Served as coach or assistant coach in same division ▪ Met team's referee commitments for current season ▪ No disciplinary action taken during current season 	Select Division in which applying: <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center;">U10</td> <td style="text-align: center;">U12</td> <td style="text-align: center;">U14</td> <td style="text-align: center;">U16</td> <td style="text-align: center;">U19</td> </tr> <tr> <td style="padding: 2px;">Boys</td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">Girls</td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> </tr> </table>		U10	U12	U14	U16	U19	Boys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Girls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	U10	U12	U14	U16	U19														
Boys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														
Girls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														

Name _____ Telephone #: _____

Address _____

Current team coaching (ex. BU12-07) _____ Coach Assistant Coach

TRAINING/CERTIFICATION					
Dates of Coach Certification(s):	Advanced	Intermediate	Youth	U12	U10
AYSO Safe Haven Certification Date: _____					
Dates of Referee Certification(s):	National	Advanced	Intermediate	Regional	U8
Other Training or Certifications you consider relevant to your application to coach an All-Star Team: _____					
EXPERIENCE					
Years AYSO Coaching Experience: _____			Years Other Coaching Experience: _____		
Divisions Coached: _____			Divisions Officiated: _____		
# of Cautions Received:	_____	# of Send-Offs Received:	_____	Highest division refereed:	_____
Any additional information you feel would be helpful for the Board to consider: _____					

It is understood that Region 665's Board of Directors look forward to the All-Star coach and players returning to our program next year. If the All-Star coach elects to leave and recruit some or all of these players to a program other than AYSO Region 665, it will exempt this coach from any further participation in Region 665's All-Star or tournament programs.

In addition to the above statement, I have read and understood all AYSO and Region 665 rules and regulations, and, if selected, I agree to follow these rules throughout the All-Star season.

Signature Date



APPENDIX J

Region Use Only
Date Received _____
Received by _____

REGION 665

Assistant All-Star Coach Appointment Request

The Executive Board of Region 665 appoints Assistant All-Star Coaches to teams based on referrals from All-Star Coaches and the proposed assistant coach's qualifications. Please complete the following information and return this form to the Regional Commissioner, Assistant Regional Commissioner or Regional Coach Administrator no later than December 13, 2011.

Minimum Eligibility Requirements:

- ❖ Coach certification
- ❖ Safe-Haven certification

Name _____ Telephone #: _____

Address _____

All-Star team for which appointment is desired _____

TRAINING/CERTIFICATION					
Dates of Coach Certification(s):	Advanced	Intermediate	Youth	U12	U10
AYSO Safe Haven Certification Date: _____					
Dates of Referee Certification(s):	National	Advanced	Intermediate	Regional	U8
Other Training or Certifications you consider relevant to your appointment request: _____					
EXPERIENCE					
Years AYSO Coaching Experience: _____			Years Other Coaching Experience: _____		
Divisions Coached: _____			Divisions Officiated: _____		
Sportsmanship Points Earned: _____		# of Cautions Received: _____		# of Send-Offs Received: _____	
Any additional information you feel would be helpful for the Board to consider: _____					

It is understood that Region 665's Board of Directors look forward to the All-Star coach and players returning to our program next year. If the Assistant All-Star coach elects to leave and recruit some or all of these players to a program other than AYSO Region 665, it will exempt this coach from any further participation in Region 665's All-Star or tournament programs.

In addition to the above statement, I have read and understood all AYSO and Region 665 rules and regulations, and, if selected, I agree to follow these rules throughout the All-Star season.

Signature Date

APPENDIX K

Annual Budget

AYSO Annual Budget

Section 10	Area D	Region 665	Other _____
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For the 12 month period beginning: July 1, 2011 Ending: June 30, 2012

Date of last financial statement distributed to members: 03/31/11

Estimated Revenues:	Budget	Per Player	Last Season Actual
4005 Registration Fees (see bottom right)	116,500.00	89.62	97,023.25
4006 Registration Fee Refunds	0.00	0.00	(2,308.00)
4007 Early Registration Discount	0.00	0.00	
4008 Multi-Child Discount	0.00	0.00	
4009 Late Registration Fees	0.00	0.00	
4010 Merchandise Revenue	0.00	0.00	
4015 Training Registration Fees	0.00	0.00	
4020 Tourn/Natl Games/Player Camp Refunds	0.00	0.00	
4021 Tournament/National Games/Player Camp	87,600.00	67.38	54,775.00
4022 Tournament-Referee Commitment Fees	32,160.00	24.74	19,260.00
4023 Tournament - Referee Commitment Refund	(32,160.00)	(24.74)	(18,320.00)
4024 Tournament - Concessions	6,260.00	4.82	1,087.00
4025 Tournament - Vendors	4,000.00	3.08	
4031 Cultural Exchange	12,000.00	9.23	18,918.45
4040 Fund Raising Receipts: Concessions	1,000.00	0.77	
4041 Fund Raising Receipts: Other	22,000.00	16.92	22,098.72
4310 Sponsors/Contributions/Donations	3,250.00	2.50	4,099.52
9105 Interest Income	60.00	0.05	60.54
4959 Other Income (Describe)		0.00	0.00
Total Estimated Revenue (R):	252,670.00	194.36	196,694.48

Estimated Expenditures:	Budget	Per Player	Last Season Actual
5101 Uniforms: Players	28,000.00	21.54	26,634.40
5102 Uniforms: Coaches	500.00	0.38	126.07
5103 Uniforms: Referees	7,500.00	5.77	6,415.62
5104 Uniforms: Other	2,500.00	1.92	1,162.11
5111 Field Expenses	10,000.00	7.69	2,512.93
5115 Park Fees	17,000.00	13.08	14,029.30
5146 Equipmt Purchases & Storage Exp	8,000.00	6.15	7,887.46
5150 Trainer Payments		0.00	
5155 Payments to Playing Circuit		0.00	
5200 Natl Games-start up seed money	0.00	0.00	
5205 Natl Games-Business Expenses	0.00	0.00	
5208 Tourn/Natl Games: Opening ceremonies	0.00	0.00	
5209 Tourn/Natl Games: Banners & Signs	0.00	0.00	80.00
5210 Tourn/Natl Games: Traffic Control	0.00	0.00	768.00
5211 Tourn/Natl Games: Entertainment	0.00	0.00	
5212 Tourn/Natl Games: ID Cards	0.00	0.00	
5213 Tourn/Natl Games: Insurance	0.00	0.00	
5220 Tourn: Incentives, Trophies, Awards	22,800.00	17.54	13,540.17
5221 Tournament: Coaches	4,000.00	3.08	1,995.48
5222 Tournament: Referees	10,500.00	8.08	2,936.40
5223 Tournament: Other	1,000.00	0.77	8,670.91
5224 Tournament: Water/Food	4,500.00	3.46	2,186.95
5225 Tournament: Concession Expenses	0.00	0.00	0.00
5226 Tournament: Medical Personnel	3,200.00	2.46	1,600.00
5227 Tournament Planning Meetings	1,000.00	0.77	453.18

Estimated Expenditures:		Budget	Per Player	Last Season Actual
5228	Tournament/National Games: Entry Fees	0.00	0.00	0.00
5229	Tournament/Player Camp Expenses	0.00	0.00	0.00
5235	Merchandise Expense	0.00	0.00	0.00
5239	Cultural Exchange Expenses	3,500.00	2.69	3,250.00
5241	Playoff Expenses	0.00	0.00	0.00
5255	Ads/Newsletter/Yearbook/Pictures	10,000.00	7.69	9,570.82
5261	Fund-raising Expenses: Concessions	5,000.00	3.85	1,190.40
5262	Fund-raising: Other	18,000.00	13.85	11,923.62
5274	Awards & Volunteer Recognition	9,000.00	6.92	8,695.47
5275	Donations	500.00	0.38	140.00
5431	Clinic Training Expenses: Player	500.00	0.38	0.00
5432	Clinic Training Expenses: Coaches	2,500.00	1.92	3,000.00
5433	Clinic Training Expenses: Referees	2,500.00	1.92	3,330.21
5434	Clinic Training Expenses: Other	500.00	0.38	0.00
5701	Payments to AYSO: Inter-regional	25,000.00	19.23	28,792.50
5702	Payments to AYSO: NSTC	500.00	0.38	0.00
5703	Payments to AYSO: Registration Fees	19,500.00	15.00	19,370.75
5704	Payments to AYSO: Supply Center	5,500.00	4.23	5,205.94
5710	Payments to Affiliates	0.00	0.00	0.00
5715	Payments to Referees (Playing Circuit)	0.00	0.00	0.00
5801	Fixed Assets (over \$1,000)	1,000.00	0.77	1,160.00
7401	Travel: Other	100.00	0.08	0.00
7430	Conferences / Meetings	3,500.00	2.69	3,645.76
7431	Section / NAGM	2,000.00	1.54	1,642.05
7435	Travel Mileage	100.00	0.08	0.00
7515	Phone / Internet / Website	3,800.00	2.92	3,670.59
7535	Postage	500.00	0.38	312.00
7625	Office Supplies	4,000.00	3.08	4,550.92
7695	Miscellaneous Supplies	500.00	0.38	25.95
8305	Bank Fees	1,000.00	6.67	1,071.96
8595	Other Expenses		0.00	
	Contingency		0.00	
	Total Estimated Expenditures (E):	239,500.00	190.13	201,547.92

Estimated Cash Increase (Decrease): (R-E)	13,170.00
Estimated Bank Balance on June 30:	3,000.00
Estimated Ending Cash Balance:	16,170.00

Please comment if the cash reserve is less than \$5 or more than \$12 per player.

Comments: _____

Treasurer's Name & Signature: Karen Williams Date: 4/3/2011

Executive Member's Name & Signature: Jerry Rael Date: 4/3/2011

DUE DATES: Region: 30 days prior to end of fiscal year - June 1 Area discretionary account: July 1 Section discretionary account: July 1 Tournament: 6 months prior to event Camp: 60 days prior to camp Cultural Exchange: 3 months prior to travel	PLEASE COMPLETE THIS SECTION: <u>Registration fees</u>																															
	Players Fee	<table border="1"> <tr><td>650.00</td><td>x</td><td>85.00</td><td>=</td><td>55,250.00</td></tr> <tr><td>400.00</td><td>x</td><td>90.00</td><td>=</td><td>36,000.00</td></tr> <tr><td>150.00</td><td>x</td><td>95.00</td><td>=</td><td>14,250.00</td></tr> <tr><td>100.00</td><td>x</td><td>110.00</td><td>=</td><td>11,000.00</td></tr> <tr><td colspan="4"></td><td>Total</td></tr> <tr><td colspan="4"></td><td>116,500.00</td></tr> </table>		650.00	x	85.00	=	55,250.00	400.00	x	90.00	=	36,000.00	150.00	x	95.00	=	14,250.00	100.00	x	110.00	=	11,000.00					Total				
650.00	x	85.00	=	55,250.00																												
400.00	x	90.00	=	36,000.00																												
150.00	x	95.00	=	14,250.00																												
100.00	x	110.00	=	11,000.00																												
				Total																												
				116,500.00																												

- * Mail or fax (310-643-5310) to AYSO National Support Center * 12501 S. Isis Avenue * Hawthorne CA 90250
- * A copy should be submitted to your Area Director
- * Source online: <http://soccer.org> > Top menu "AYSO Business" > dropdown "Finance"

APPENDIX L

Income & Expense

4/1/2010 through 3/31/2011

	AYSO			Total
	AYSO CEX Acct	AYSO General Acct	Tournament Acct	
Income Categories				
4000 Registration Income : 4005 Registration Fees		97,023.25		97,023.25
4000 Registration Income : 4006 Registration Fee Refunds		(1,208.00)	(1,100.00)	(2,308.00)
4020 Tournament Income : 4021 Tournament/Player Camp			54,775.00	54,775.00
4020 Tournament Income : 4022 Referee Commitment Fees			19,260.00	19,260.00
4020 Tournament Income : 4023 Referee Commitment Refunds			(18,320.00)	(18,320.00)
4020 Tournament Income : 4024 Tournament Concessions			1,087.00	1,087.00
4031 Cultural Exchange	18,768.45		150.00	18,918.45
4041 Fund Raising Receipts - Other		18,072.29	4,026.43	22,098.72
4310 Sponsors/Contributions/Donations		336.00	3,763.52	4,099.52
9105 Interest Income	6.54	36.62	17.38	60.54
Total Income Categories	18,774.99	114,260.16	63,659.33	196,694.48
Expense Categories				
5100 Uniforms : 5101 Uniforms - Players	3,668.84	22,965.56		26,634.40
5100 Uniforms : 5102 Uniforms - Coaches		126.07		126.07
5100 Uniforms : 5103 Uniforms - Referees		6,415.62		6,415.62
5100 Uniforms : 5104 Uniforms - Other		839.11	323.00	1,162.11
5110 Fields : 5111 Field Expenses		1,632.93	880.00	2,512.93
5110 Fields : 5115 Park Fees		12,308.00	1,721.30	14,029.30
5146 Equipment purchased & storage expenses		7,887.46		7,887.46
5200 Tournament : 5209 Banners & Signs			80.00	80.00
5200 Tournament : 5210 Traffic control			768.00	768.00
5200 Tournament : 5220 Tourn/Player Incentives, Trophies, Awards			20,799.35	20,799.35
5200 Tournament : 5223 Tournament - Other			5,712.61	5,712.61
5200 Tournament : 5224 Tournament - Water, Food		419.36	2,186.95	2,606.31
5200 Tournament : 5226 Tournament - Medical Personnel			1,600.00	1,600.00
5200 Tournament : 5227 Tournament Planning Meetings			453.18	453.18
5239 Cultural Exchange Expenses	3,150.00		100.00	3,250.00
5255 Ads/Newsletter/Yearbook/Pictures		9,570.82		9,570.82
5261 Fund-raising expenses - Concessions		1,190.40		1,190.40
5262 Fundraising - Other	496.45	11,427.17		11,923.62
5274 Awards & volunteer Recognition	500.00	8,195.47		8,695.47
5275 Donations		140.00		140.00
5432 Clinic Training Expenses - Coaches		3,000.00		3,000.00
5433 Clinic Training Expenses - Referees		3,330.21		3,330.21
5701 Payments to AYSO - Inter-regional	15,365.00	(2,507.59)	15,935.09	28,792.50
5703 - Payments to AYSO - Registration Fees			19,370.75	19,370.75
5704 Payments to AYSO - Supply Center		5,205.94		5,205.94
5801 Fixed assets (over \$1,000)		1,160.00		1,160.00
7430 Conferences / Meetings		3,645.76		3,645.76
7431 Section/NAGM		1,642.05		1,642.05
7515 Phone/Internet/Website		3,670.59		3,670.59
7535 Postage		312.00		312.00
7625 Office Supplies		4,050.92	500.00	4,550.92
7695 Miscellaneous Supplies		25.95		25.95
8305 Bank Fees	14.00	1,057.96		1,071.96
Total Expense Categories	23,194.29	127,082.51	51,059.48	201,336.28
Grand Total	(4,419.30)	(12,822.35)	12,599.85	(4,641.80)

APPENDIX M

Short Sided Play

The Region supports the value of smaller teams, playing on smaller fields, with emphasis on developing basic skills. Soccer experts around the world support this concept and the Region is striving to meet the recommendations provided by the National Support and Training Center and National Director of Coaching.

Under 12 Boys and Girls

Program shall be aligned with requirements for participating in Area D and Section 10 Playoffs. Team roster shall be a maximum of twelve (12) players. Play shall be 9v9 with a minimum of (seven) 7 players necessary for a game to be played.

Under 10 Boys and Girls

Program shall be aligned with requirements for participating in Area D and Section 10 Playoffs. Team roster shall be a maximum of nine (9) players. Play shall be 7v7 with a minimum of (five) 5 players necessary for a game to be played.

Under 8 Boys and Girls

Team rosters shall be a maximum of (eight) 8 players. Play shall be 6v6 with a minimum of (five) 5 players necessary for a game to be played.

Under 6 Boys and Girls

Team rosters shall be a maximum of (six) 6 players. Play shall be 4v4 with no minimum number of players necessary for a game to be played. To encourage the development of basic defensive techniques, games will be played without the position of goalkeeper and no stationary player shall be within the penalty area.

APPENDIX N

U6 Guidelines

1. The game consists of two (2) fourteen (14) minute halves. The quarter breaks will be every seven (7) minutes. The halftime will be five (5) minutes in length. Quarter breaks are one (1) minute in length and are for substitutions only. If parents would like to meet their player at the touchline to give them a drink, it is acceptable. Players are not to leave the field unless they are being substituted for. Halftime is when you will have the opportunity to talk with your team and for your team to rest.
2. The game is played with four (4) players per side. There is no goalkeeper. Players may play defense, but they must not be waiting in the penalty area. It is perfectly acceptable for players to move into the penalty area when the ball is there. Teams may have up to six (6) players on the roster.
3. A game (lineup) card must be completed for each game and given to the referee, if one is assigned. If no referee is assigned, the acting referees (see item 9) will complete the card. The game card will be marked indicating team substitutions. Remember EVERY player must play one half of each game unless sick or injured. If a player did not play half a game, the reason must be noted. The game card must be turned in to the referee tent at the conclusion of the game. Game cards will be reviewed by Region staff on a weekly basis. Please see attached an example of a properly completed game card
4. Coaches will be allowed on their side (defensive) of the field for the duration of the season, unless a referee has been assigned to the field. In this case, coaches will remain on the sideline.
5. Do not set the ball for players for corner kicks, etc.; the players need to learn the restarts.
6. **At no time is it permissible for a team to play with more players than the other team.** If a team is short players, the opposing team must play short also or loan a player to the other team.
7. There are no penalty kicks. Any direct or indirect kicks will be taken from outside the penalty area. If a foul is committed by a defending team inside their goal area, the ball will be placed outside the goal line at the point nearest the foul.
8. Players will be given a second chance to throw-in the ball if a foul is committed on the first attempt.
9. If there is no referee at game time, each team will referee one half of each game. A parent, assistant coach, spectator, etc. can referee the game.
10. Youth referees may be assigned to U6 matches. **At NO time is it acceptable for coaches, spectators, etc. to challenge these young people.** While the Region does not maintain standings in the U6 division, youth referees are encouraged to mark game cards for goals, as well as substitutions. Refereeing is a learning process for our youth referees, and keeping track of the game helps them to become more skilled at the task of officiating.
11. U6 teams may have two (2) team functions per week, including games, but practices may not exceed one-half (½) hour.
12. At no time shall the spectators for opposing teams occupy the same side of the field. The home team, and its spectators shall occupy the north or west side of the field. The visiting team, and its spectators shall occupy the south or east side of the field.

APPENDIX N, Con't.

U8 Guidelines

1. The game consists of two (2) twenty (20) minute halves. The quarter breaks will be every ten (10) minutes. The halftime will be five (5) minutes in length. Quarter breaks are one (1) minute in length and are for substitutions only. If parents would like to meet their player at the touchline to give them a drink, it is acceptable. Players are not to leave the field unless they are being substituted. Halftime is when teams have the opportunity to talk and rest.
2. The game is played with six (6) players per side, including the goalkeeper. Teams may have up to eight (8) players on the roster.
3. A game (lineup) card must be completed for each game and given to the referee, if one is assigned. If no referee is assigned, the acting referees (see item 9) will complete the card. The game card will be marked indicating team substitutions. Remember EVERY player must play one half of each game unless sick or injured. If a player did not play half a game, the reason must be noted. The game card must be turned in to the referee tent at the conclusion of the game. Game cards will be reviewed by Region staff on a weekly basis. Please see attached an example of a properly completed game card.
4. Coaches will be allowed on their side (defensive) of the field for the first two (2) games ONLY. After the first two games, the coach will remain in the coaches' area near the center of the field.
5. Do not set the ball for players for corner kicks, etc.; the players need to learn the restarts.
6. **At no time is it permissible for a team to play with more players than the other team.** If a team is short players, the opposing team must play short also or loan a player to the other team.
7. There are no penalty kicks. Any direct or indirect kicks will be taken from outside the penalty area. If a foul is committed by a defending team inside their goal area, the ball will be placed outside the goal line at the point nearest the foul.
8. Players will be given a second chance to throw-in the ball if a foul is committed on the first attempt.
9. If there is no referee at game time, each team will referee one half of each game. A parent, assistant coach, spectator, etc. can referee the game.
10. Youth referees may be assigned to U8 matches. **At NO time is it acceptable for coaches, spectators, etc. to challenge these young people.** While the Region does not maintain standings in the U8 division, youth referees are encouraged to mark game cards for goals, as well as substitutions. Refereeing is a learning process for our youth referees, and keeping track of the game helps them to become more skilled at the task of officiating.
11. U8 teams may have two (2) team functions per week, including games, but practices may not exceed one (1) hour.
12. At no time shall the spectators for opposing teams occupy the same side of the field. The home team, and its spectators shall occupy the north or west side of the field. The visiting team, and its spectators shall occupy the south or east side of the field.

APPENDIX N, con't.

U10 Guidelines

1. The game consists of two (2) twenty-five (25) minute halves. The quarter breaks will be approximately every twelve and one-half (12 ½) minutes. Quarter breaks are for substitutions only, and the clock is not stopped. If parents would like to meet their player at the touchline to give them a drink, it is acceptable. Players are not to leave the field unless they are being substituted. Halftime is when teams have the opportunity to talk and rest.
2. The game is played with seven (7) players per side, including the goalkeeper. Teams may have up to nine (9) players on the roster.
3. A game (lineup) card must be completed for each game and given to the referee. Remember EVERY player must play one half of each game unless sick or injured. If a player did not play half a game, the reason must be noted. Game cards will be reviewed by Region staff on a weekly basis. Please see attached an example of a properly completed game card.
4. Coaches will remain in the coaches' area near the center of the field.
5. If there are no assistant referees at game time, each team will provide one "club" referee to assist the referee. The club referee will be responsible for indicating possession for throw-ins and determining offsides.
6. Youth referees may be assigned to U10 matches. **At NO time is it acceptable for coaches, spectators, etc. to challenge these young people.**
7. U10 teams may have three (3) team functions per week, including games, but practices may not exceed one and one-half (1-½) hours.
8. At no time shall the spectators for opposing teams occupy the same side of the field. The home team, and its spectators shall occupy the north or west side of the field. The visiting team, and its spectators shall occupy the south or east side of the field.
9. All other play conforms to FIFA Laws of the Game.

APPENDIX N, con't.

U12 Guidelines

1. The game consists of two (2) thirty (30) minute halves. The quarter breaks will be every fifteen (15) minutes. Quarter breaks are for substitutions only, and the clock is not stopped. If parents would like to meet their player at the touchline to give them a drink, it is acceptable. Players are not to leave the field unless they are being substituted. Halftime is when teams have the opportunity to talk and rest.
2. The game is played with nine (9) players per side, including the goalkeeper. Teams may have up to twelve (12) players on the roster.
3. A game (lineup) card must be completed for each game and given to the referee. Remember EVERY player must play one half of each game unless sick or injured. If a player did not play half a game, the reason must be noted. Game cards will be reviewed by Region staff on a weekly basis. Please see attached an example of a properly completed game card.
4. Coaches will remain in the coaches' area near the center of the field.
5. If there are no assistant referees at game time, each team will provide one "club" referee to assist the referee. The club referee will be responsible for indicating possession for throw-ins and determining offsides.
6. Youth referees may be assigned to U12 matches. **At NO time is it acceptable for coaches, spectators, etc. to challenge these young people.**
7. U12 teams may have three (3) team functions per week, including games, but practices may not exceed two hours.
8. At no time shall the spectators for opposing teams occupy the same side of the field. The home team, and its spectators shall occupy the north or west side of the field. The visiting team, and its spectators shall occupy the south or east side of the field.
9. All other play conforms to FIFA Laws of the Game.

APPENDIX N, con't.

U14 Guidelines

1. The game consists of two (2) thirty-five (35) minute halves. The quarter breaks will be approximately every seventeen and one-half (17 ½) minutes. Quarter breaks are for substitutions only, and the clock is not stopped. If parents would like to meet their player at the touchline to give them a drink, it is acceptable. Players are not to leave the field unless they are being substituted. Halftime is when teams have the opportunity to talk and rest.
2. The game is played with eleven (11) players per side, including the goalkeeper. Teams may have up to fourteen (14) players on the roster.
3. A game (lineup) card must be completed for each game and given to the referee. Remember EVERY player must play one half of each game unless sick or injured. If a player did not play half a game, the reason must be noted. Game cards will be reviewed by Region staff on a weekly basis. Please see attached an example of a properly completed game card.
4. Coaches will remain in the coaches' area near the center of the field.
5. If there are no assistant referees at game time, each team will provide one "club" referee to assist the referee. The club referee will be responsible for indicating possession for throw-ins and determining offsides.
6. Youth referees may be assigned to assist the referee on U14 matches. **At NO time is it acceptable for coaches, spectators, etc. to challenge these young people.**
7. U14 teams may have three (3) team functions per week, including games, but practices may not exceed two hours.
8. At no time shall the spectators for opposing teams occupy the same side of the field. The home team, and its spectators shall occupy the north or west side of the field. The visiting team, and its spectators shall occupy the south or east side of the field.
9. All other play conforms to FIFA Laws of the Game.

APPENDIX N, con't.

U16 Guidelines

1. The game consists of two (2) forty (40) minute halves. Players are not to leave the field unless they are being substituted. Halftime is when teams have the opportunity to talk and rest.
2. The game is played with eleven (11) players per side, including the goalkeeper. Teams may have up to eighteen (18) players on the roster.
3. An area game (lineup) card must be completed for each game and given to the referee. Remember EVERY player must play one half of each game unless sick or injured. If a player did not play half a game, the reason must be noted. Game cards to submitted to the Area U16 Director.
4. Coaches will remain in the coaches' area near the center of the field.
5. If there are no assistant referees at game time, each team will provide one "club" referee to assistant the referee. The club referee will be responsible for indicating possession for throw-ins and determining offsides.
6. Youth referees may be assigned to assist the referee on U16 matches. **At NO time is it acceptable for coaches, spectators, etc. to challenge these young people.**
7. U16 teams may have three (3) team functions per week, including games, but practices may not exceed two hours.
8. At no time shall the spectators for opposing teams occupy the same side of the field. The home team, and its spectators shall occupy the north or west side of the field. The visiting team, and its spectators shall occupy the south or east side of the field.
9. U16 teams will play inter-Area teams, and travel will be required within Area 10D.
10. U16 teams will be subject to the rules and regulations of Area 10D.
11. All other play conforms to FIFA Laws of the Game.

APPENDIX N, con't.


U19 Guidelines

1. The game consists of two (2) forty-five (45) minute halves. Players are not to leave the field unless they are being substituted. Halftime is when teams have the opportunity to talk and rest.
2. The game is played with eleven (11) players per side, including the goalkeeper. Teams may have up to twenty (20) players on the roster.
3. An area game (lineup) card must be completed for each game and given to the referee. Remember EVERY player must play one half of each game unless sick or injured. If a player did not play half a game, the reason must be noted. Game cards to submitted to the Area U19 Director.
4. Coaches will remain in the coaches' area near the center of the field.
5. If there are no assistant referees at game time, each team will provide one "club" referee to assistant the referee. The club referee will be responsible for indicating possession for throw-ins and determining offsides.
6. Youth referees may be assigned to assist the referee on U19 matches. **At NO time is it acceptable for coaches, spectators, etc. to challenge these young people.**
7. U19 teams may have three (3) team functions per week, including games, but practices may not exceed two hours.
8. At no time shall the spectators for opposing teams occupy the same side of the field. The home team, and its spectators shall occupy the north or west side of the field. The visiting team, and its spectators shall occupy the south or east side of the field.
9. U19 teams will play inter-Area teams, and travel will be required within Area 10D.
10. U19 teams will be subject to the rules and regulations of Area 10D.
11. All other play conforms to FIFA Laws of the Game.

APPENDIX N, con't.

Proper Completion of a Game Card

Coach - How to Complete a Game Card



REGION 665 DIV U14B TEAM# 3
 TEAM NAME Adrenaline
 TEAM COLORS Orange
 COACH'S NAME Roger Cowan
 ASSISTANT COACH'S NAME Ralph McDonald

No.	PRINT PLAYERS NAME*	Goals Scored	Qtrs. Played			
			1	2	3	4
2	Kurt Nichols <i>Absent - Sick</i>					
3	Matthew Johnson					
4	Ramon Sanchez					
5	Johnny Jacobsen					
6	Roger Cowan Jr					
7	Mason Powell <i>C</i>					
8	Justin Nelson <i>Absent - Trip</i>					
9	Winston Peters					
10	Dennis McDonald					
11	Morgan Thomas <i>GK</i>					
12	Andrew Jones					
13	Timmy Jones					
14	Blake Houston <i>C</i>					
15	Rusty Cowan					
16	Spenser Graves					

*Indicate: GK - goalkeeper; C - Captain; A - Alternate Captain.
 All players on roster must be listed; indicate reason for absence.

Date 11/15/03 Time 12:00 Field 3

Halftime Score _____ In Favor Of _____
 Final Score _____ Winning Team _____
 Referee must sign reverse side. _____ Losing Team _____

Team information is printed at the top of the Game Card

Each player on the team is listed on the card in jersey number order.

If a player is absent, indicate so next to their name, along with the reason for absence.

A "C" is marked next to the team captains. Most teams have two captains per game, and rotate the privilege amongst the players.

Writing "GK" next to the player's name shows the goalkeeper for the first quarter.

Insert game date, time & field information.

The game card should be completed prior to the game and given to the referee or assistant referee upon request. The referee or AR will complete the game card throughout the game and submit it to the referee station after the game.

APPENDIX O

Coach Selection, Training Requirements, Responsibilities

These requirements shall be relevant to any person noted as head coach, assistant coach, or otherwise working directly with players in a coaching or training capacity.

Selection Procedure

Coach Administrator and Chief Division Coordinator shall prepare a list of potential coaches for review by the Coach Appointment Committee, members of which are appointed by the Regional Commissioner. A list of approved coaches will be presented to the Region Board for approval. The Coach Administrator and Regional Commissioner shall review a request to coach two or more teams. An applicant's experience, training and support of Region 665 and AYSO shall be considered. No one under the age of 18 shall be designated as a head coach; however, assistant coaches may be under the age of 18.

Training Requirements

All coaches shall be required to meet requirements of AYSO Safe Haven Program. They shall attend coaching courses, prior to conducting any practice, as follows:

1. Annual Region 665 Coach Meeting / Orientation prior to start of each season.
2. Coaches with no prior AYSO coaching experience: U6, U8, U10 course for those Divisions; Youth Coach course for older Divisions.
3. Coaches with 1-3 year's experience: U8, U10 or Youth Coach course.
4. Coaches with 3+ year's experience: U10, Youth Coach, Intermediate Coach, Advanced Coach course or Regional Referee clinic.

Responsibilities

1. All Coaches shall attend all scheduled coaches' meetings and provide all requested information to the Region.
2. All U19 – U10 coaches shall attend and participate in scheduled All-Star drafts.
3. Become familiar with documentation provided in Coach packet, especially AYSO National Rules and Regulations and these Regional Guidelines.

APPENDIX P

Returned Check and Other Unpaid Debt Policy

1. It is the policy of Region 665 to actively pursue reimbursement of all deposited checks returned for non-payment against its accounts, whatever the reason. As a non-profit organization, Region 665 cannot afford to suffer any losses, especially by non-payment of any checks remitted to the Region for payment of registration fees, fundraising efforts, All-Star jackets or any other purpose.
2. When making restitution, persons whose checks have been returned for any reason are expected to reimburse the Region for the bank's returned check fee (currently \$7.00 at American Security Bank, but subject to change per bank policy) PLUS an additional \$20.00 handling fee. The full amount of the original check, plus the \$25.00 fee, is to be made by cash or money order, unless prior arrangements have been made through the Regional Commissioner or Treasurer.
3. Players, whose parents or guardians have outstanding returned checks, or any other unpaid debt to the Region, are subject to forfeiture of play-off, post-season and/or All-Star eligibility. Additionally, all other items normally included in a player's registration fee (i.e. photograph package, medals, trophies) may be withheld until all debts are paid.
4. Individuals who have previously had checks returned to the Region and have not cleared the items or the accompanying fee, will be denied the opportunity to make any payments by check, and must make all payments to the Region by cash or money order.
5. A list of checks that have been returned unpaid and have not been subsequently cleared by payment of cash, money order, or other approved means will be maintained by the Treasurer and consulted by Board Members prior to accepting checks for payment.
6. The Region reserves the right to refuse payment by check from individuals who have repeatedly had checks returned, even if the items have been reimbursed by approved means.

APPENDIX Q

Graduating Senior Scholarship Program

Region 665 will award four scholarships to graduating seniors from local high schools who plan to further their education at a college, university, school of nursing or trade school. The candidates must have been registered with AYSO Region 665 a minimum of one year, either as a player, volunteer or combination of both.

1. Two young men and two young women will be selected to each receive a \$250.00 scholarship.
2. Applicants must complete an official AYSO Region 665 Graduating Senior Scholarship Application and submit it, along with other required documents as stated in the application, to the Scholarship Committee of Region 665, PMB 233, 13680 Bear Valley Rd. Ste. E-4, Victorville, CA 92392 by April 15, 2011.
3. The Regional Commissioner will appoint a minimum of three board members to review all applications for eligibility. Those applications meeting the minimum eligibility requirements will be submitted to the Scholarship Committee for review. Any applications not meeting the minimum requirements will be given to the Regional Commissioner separately, along with specific reasons for ineligibility, and not be considered by the committee.
4. The Scholarship Committee, consisting of a minimum of five board members as appointed by the Regional Commissioner, will review the applications of all qualified applicants and vote on two young men and two young women to each receive a \$250 scholarship. The vote and selected applicants will be recorded and signed by all committee members, and subsequently be submitted to the Regional Commissioner. The runners-up in each category will also be recorded, signed and submitted to the Regional Commissioner, along with all applications reviewed by the committee. The names of the runners-up will not be disclosed to the public.
5. Children of board members, current or former, are eligible for scholarships. In the event that a child of a board member is applying for a scholarship, that board member will not participate in any part of the selection process that includes his/her child.
6. Minimum requirements for scholarship applicants include, but may not be limited to, a 2.0 GPA, an affiliation with AYSO Region 665 and a plan to pursue higher education at an accredited school.
7. Payment of scholarship awards will be made, if possible, at the senior awards banquet of each scholarship winner.
8. All decisions of the Scholarship Committee are final and not subject to dispute.

APPENDIX R

Travel Reimbursement Policy

From time to time Region 665 sends representatives to various meetings or events (i.e. NAGM, Section Meetings, and Community Events) where the registration fee, or other fees, are paid for by the Region. In the event that a board member or other member of the Region agrees to attend such an event on behalf of the Region, and subsequently fails to attend, the Region expects immediate reimbursement for all fees paid by the Region. If a replacement attendee can be found and accepts the reserved spot, no reimbursement is expected.