



AYSO Standard Policies and Protocols





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AYSO Standard Policies and Protocols

Article One: Introduction and Purpose

Welcome to the heart of the American Youth Soccer Organization – its Region.

The AYSO Region is where “the beautiful game of soccer” meets the children of our cities, townships and counties and in the process educates and develops our Nation’s young people through AYSO’s six philosophies of Everyone Plays®, Balanced Teams, Open Registration, Positive Coaching, Good Sportsmanship and Player Development. (See AYSO National Bylaws, Section 1.01 and Article Two of these Standard Regional Policies and Protocols.)

These Standard Regional Policies & Protocols¹ (P&Ps) have been established as a Governing Document by the National Board of Directors (NBOD) pursuant to the authority granted in Article One, Section 1.03(a)(6) and (11) of the AYSO National Bylaws and in support of AYSO’s other Governing Documents (Articles of Incorporation, National Bylaws, National Policy Statements and National Rules & Regulations).² They are designed to inform the Regional Leadership (Regional Commissioner and Regional Board Members) about how an AYSO Region must be administered, and to assure a successful and rewarding experience by our AYSO volunteers, players and families.

Pursuant to Bylaw 1.04(I) and NPS 6.1, the Region has the responsibility to operate in accordance with these P&Ps unless the Region has obtained permission from the NBOD or its delegate to vary from these requirements, through the addendum process set forth in Article Ten of these P&Ps. Any such variation must also comply with any Rules & Regulations appropriately adopted by the Region’s Area Director and/or Section Director, pursuant to Bylaw 8.03. To the extent that there may be any contradiction or conflict between these P&Ps, including any approved Addendum thereto and other AYSO Governing Documents, the other AYSO Governing Documents will prevail.³

While these P&Ps are intended to advise AYSO’s local leaders about what is required to operate a Region, suggested “Best Practices” about how to operate a successful Region can be found within the AYSO Reference Book Chapter 8.

Finally, know that you are not alone; Your NBOD, Section and Area Directors and the AYSO National Office Staff stand ready to support you and all who you serve. So, if you have questions, just ask!

¹ These Standard Regional Policies & Protocols are abbreviated and referred to as the P&Ps.

² References to some of AYSO’s Governing Documents have been abbreviated for ease of use, as follows; AYSO National Bylaws = Bylaws; AYSO National Rules & Regulations = R&Rs; and AYSO National Policy Statements = NPS.

³ All of AYSO’s Governing Documents, including these P&Ps, are available on-line at www.ayso.org.



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.

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

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

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

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

(See Bylaw 1.01 and Reference Book, Chapter 5, AYSO Fundamentals.)

Article Three: Corporate Governance

AYSO is a single California corporation. Each Region is a part of that corporate entity and, as such, the assets and liabilities of the Region belong to the Corporation. Similarly, it is possible for the conduct of a Regional Board Member to impose legal obligations upon AYSO. Consequently, all material contracts in excess of one year duration, including proposed leases of fields or property must be reviewed and approved by the NBOD or its delegate and prior to their execution.

Since we are one corporation, no AYSO volunteer may file a lawsuit in the name of AYSO without the prior written approval of the National Office and any claim/lawsuit against an AYSO Region or Executive or Participating Member must be immediately reported to the National Office. Finally, AYSO takes great pride in its brand identity and in the trademarks, logos and other items of Intellectual Property it has developed over the years. (See NPS 1.1 for the requirements and proper use of trade name, trademark and logos.)

(See Bylaws 1.03, 1.04(p), and 9.02; NPS 1.1, 1.3, 3.5, 3.6, 3.11, 4.5, 5.3; and the Reference Book, Chapter 8.)

Article Four: Duties and Responsibilities of the Region

The obligations required of every AYSO Region are set out in AYSO's Governing Documents. The most significant of those are:

- A. To operate and offer quality youth soccer programs, which promote a safe, fair, fun and positive environment that complies in spirit and letter with the Bylaws, NPS, R&Rs, and Philosophies of the Organization. (See Reference Book, Chapter 5, AYSO Fundamentals.)



- B. To nominate a Regional Commissioner (hereinafter "RC") and to nominate and appoint, at a minimum, a Treasurer, Risk Manager/Safety Director, Coach Administrator, Referee Administrator, Registrar and Child And Volunteer Protection Advocate. (See Article Six, Paragraphs E and F.)
- C. To register all players, coaches, referees, administrators and other volunteers prior to the commencement of the season and, as applicable, throughout the season, in accordance with the registration procedures of the Organization;

Please note that the failure of a Region to properly register a player or volunteer on a timely basis presents significant risk management and insurance issues that could result in severe sanctions, including but not limited to, revocation of the Region's charter, removal of the RC, and/or holding the Region responsible for payments under the Soccer Accident Insurance program.

(See Bylaws 1.04(c) and 1.04(t) and NPS 3.7 for a discussion of the registration and application requirements and procedures for the registration of volunteers and players.)

- D. To comply with the Volunteer Protection Act of 1997 by ensuring that all volunteers: are trained and certified; are given a position description, preferably in writing; and know and perform their duties consistent with AYSO's Governing Documents. (See Reference Book, Chapter 9, Safe Haven, for a discussion of the Federal Volunteer Protection Act of 1997 and the requirements for a volunteer to obtain the legal protections it affords, and Chapter 15, for a listing of approved AYSO Position Descriptions.)
- E. To assign players and coaches to assure proper balance of teams within each age division within the Region or within a reasonable geographical part thereof; (See Bylaw 1.04(d).)
- F. To ensure the financial integrity of the Organization by complying with the obligations established by Bylaw 1.04(l) and (m), including, but not limited to, the timely payment of all National Player Registration Fees in accordance with the registration requirements and procedures of the Organization. (See Article Eight, Financial Banking and Related Matters, of these P&Ps.);
- G. To comply with the Soccer Accident Insurance (SAI) plan and to submit insurance claims according to current procedures; (See Bylaw 1.04(o) and www.AYSO.org, Volunteers/Insurance.)
- H. To educate and inform its members that AYSO is a mandated reporter in many states and that most states ask that any adult who knows or suspects child abuse or neglect, file a good faith report. (See Reference Book, Chapter 9, Safe Haven Guidelines, Child Abuse and Neglect for a partial listing of various state's child abuse reporting agencies. Please contact the Safe Haven Department of the AYSO National Office with any questions.);
- I. To contact the National Office if it believes that events in their community, even those not related to AYSO or youth sports, may create heightened sensitivity with respect to AYSO, its programs or its reputation; and
- J. To comply with the requirements set out with NPS 2.5 and all directions provided by the National Office whenever a Region is considering paying for services to be rendered. (See Paying for Services on the AYSO website at www.ayso.org and also Article Six, Paragraph G of these P&Ps.)

(See Bylaw 1.04.)

Article Five: Membership in the Region

- A. There are three categories of members in AYSO: Executive Members, Participating Members and Honorary Members:



- **EXECUTIVE MEMBERS:** Every RC of a Chartered Region is an Executive Member. While RCs of Pilot Regions generally have most of the rights and responsibilities of their peers in Chartered Regions, they are not Executive Members and, therefore, do not have the right to vote, including at the National Annual General Meeting or in connection with the nomination of an Area Director. (See Bylaws 1.05, 1.06, and 7.02.)
- **PARTICIPATING MEMBERS:** All properly registered and accepted players and volunteers (except for RCs) within the Region are Participating Members.
- **HONORARY MEMBERS:** An Honorary Member is someone who has rendered outstanding or extraordinary service to the Organization, as recognized by the NBOD.

(See Bylaws 3.03, 3.04 and 3.02, respectively and AYSO Hall Of Fame Nominations on the AYSO website, www.AYSO.org, for nominating procedures for National recognition and for establishing local "halls of fame".)

- B. The names, addresses and telephone number of all members of the Region, as well as the information contained in any 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. (See NPS 1.2.)

Article Six: Management of the Region

The management of an AYSO Region requires conduct consistent with AYSO's Governing Documents and discretionary decisions that a Region believes are necessary to operate a successful AYSO program in that Region's unique environment. In AYSO's Governing Documents, words such as "required", "shall" and "shall not" describe mandatory acts. Words such as "may", "could", and "might" refer to decisions or acts considered to be discretionary. (For a discussion of recommended/discretionary "Best Practices" in the management of a Region, please see the Reference Book, Chapter 8.)

The following is a list of some of the more significant Regional Board management obligations.

A. Regional Commissioner and Regional Board Member Composition

1. Upon creation of the Region by the NBOD, the RC shall appoint the initial Regional Board to serve until the first scheduled Regional Board meeting, at which time nominations for board positions will take place, subject to appointment by the RC.
2. The Regional Board shall, at a minimum, consist of the RC, the Regional Treasurer, Regional Risk Manager/Safety Director, Regional Coach Administrator, Regional Referee Administrator, Regional Registrar and Regional Child and Volunteer Protection Advocate, all of whom are voting members. With the approval of the Regional Board, one person may serve in more than one position with the exception of the RC who cannot also serve as Regional Treasurer. In any case, where a Regional Board Member serves in more than one voting position, there is only one vote per person, not one vote per position. (See Bylaw 1.04 (n).)
3. The RC, in consultation with the Regional Board, may create such other voting or non-voting Board Members or other staff positions, as deemed desirable. Unless specifically noted to be a non-voting Board Member, as required pursuant to the Addendum procedures set out within Article Ten of these P&Ps, all Regional Board Members will be deemed to be voting Board Members. The duties and responsibilities of these other positions shall be approved by the RC.



4. All members of the Regional Board understand that they owe a duty of loyalty to AYSO and by accepting appointment to the Regional Board agree to be bound by AYSO's Governing Documents.
5. All voting Regional Board Members must have reached the age of majority (adults), as defined by the State in which they reside, whereas youth volunteers may serve as non-voting Regional Board Members. (See NPS 2.15.)
6. Regional Board Members serve a one year terms, or until the next annual meeting of the Regional Board.
7. Any Regional Board Member, other than the RC, may be suspended, limited in activities or removed, in accordance with the Dispute Resolution procedures approved by the NBOD. (See Article Nine of these P&Ps, Dispute Resolution and Due Process for non-executive members.)

B. Duties and Responsibilities of Mandatory Regional Board Positions

A brief overview of the duties and responsibilities of the seven mandatory Regional Board positions follows:

1. Regional Commissioner ("RC")

- a) The RC, with the support and assistance of the Regional Board, shall have the responsibility and authority to conduct the day-to-day business affairs of the Region; guide the development of its future; and assure its compliance with AYSO's Governing Documents. (See Bylaw 7.03.)
- b) The RC's initial term of service shall be as appointed by the NBOD and the RC may serve multiple terms so long as he or she is nominated by the Regional Board and approved by the Area Director and/or Section Director and appointed by the NBOD. It is the responsibility of the RC to ensure that his/her term of appointment does not expire. If the term does expire, all eAYSO access rights previously granted to the RC will be revoked and the RC will no longer have the rights and privileges of an Executive Member including, but not limited to, the right to vote at an NAGM or in connection with the nomination of an Area Director. These limitations will remain in place until such time as the RC's application for reappointment, if any, is approved by the NBOD. (See Bylaw 7.05 and NPS 4.6; see also Policy for Access Rights.)
- c) The RC, in concert with the Regional Treasurer, shall insure that all fees collected and monies disbursed are done so in a fiscally responsible manner as described in Bylaw 1.04(m). (See Reference Book, Chapter 15, RC Job Description.)
- d) The RC, or his or her delegated Member of the Regional Board, shall preside at all Regional Board meetings. (See Reference Book, Chapter 15, RC Job Description)
- e) The RC shall maintain close liaison with the Area and Section Directors. (See Bylaw 7.03.)
- f) The RC shall act in all ways to avoid even the appearance of a conflict of interest. (See NPS, Article Five "Standards of Conduct and Conflict of Interest".)
- g) The RC may be suspended by the Area Director or the Section Director and suspended or removed by the NBOD in accordance with the Bylaws. (See Bylaw 7.03.)

2. Regional Treasurer

The AYSO volunteer position of Regional Treasurer shall have custody of all funds and securities, evidence of indebtedness and other valuable documents, and shall deposit funds and securities in the name and to the credit of the Region in a bank or depository. The

Treasurer shall comply with AYSO's Governing Documents, including but not be limited to the following obligations: the preparation and maintenance of the Region's financial statements and their dissemination to the Region's participants and the National Office, the timely payment of all National Player Registration Fees, the full participation of the Region in the National Accounting Program, including NAP Online, the AYSO Policy on the Reimbursement of Expenses Incurred by the Region's Members, proper bank account maintenance and, AYSO's Player Refund Policy. (See Bylaws 1.04(l) and (m); NPS 3.1, 3.2, 3.9 and 3.10; and the AYSO Treasurer Manual, Accounts Receivable Section.)

3. Regional Risk Manager/Safety Director

The AYSO volunteer position of Regional Risk Manager/Safety Director shall be responsible for the overall aspects of the Region's safety including the safe condition of the Region's equipment, goals and fields and for ensuring that the Region's players, volunteers and parents are aware of AYSO's Soccer Accident Insurance (SAI), and AYSO's Incident Report Procedures. This position, together with the RC, is also responsible for implementing and monitoring AYSO's Severe Weather and Concussion Awareness Policies. (See Bylaws 1.04(e), (f), and (o), as well as NPS 2.10, 2.13, and 2.14.)

4. Regional Coach Administrator ("RCA")

The AYSO volunteer position of RCA is responsible for implementing, monitoring and maintaining the AYSO National Coaching Program at all age levels within the Region, including program delivery, volunteer training and certification (including assisting the CVPA with Safe Haven), as well as staff development, communication and coordination. (See Bylaw 1.04(q) and the Reference Book Chapter 5, AYSO Fundamentals (Programs), and Chapter 10, National Coaching Program.)

5. Regional Referee Administrator ("RRA")

The AYSO volunteer position of RRA is responsible for implementing, monitoring and maintaining the AYSO National Referee Program at all age levels within the Region, including the program delivery, volunteer training and certification (including assisting the CVPA with Safe Haven), as well as staff development, communication and coordination. (See Bylaw 1.04(q) and the Reference Book Chapter 5, AYSO Fundamentals (Programs), and Chapter 11, National Referee Program.)

6. Regional Registrar

The AYSO volunteer position of Regional Registrar is responsible for the planning and implementation of the annual registration of all players. The Regional Registrar shall comply with AYSO's Governing Documents, including but not being limited to: the registration of all players prior to the commencement of the season and, as applicable, throughout the season, in accordance with the registration and application requirements and procedures of the Organization. (See Bylaw 1.04(c).)

7. Regional Child & Volunteer Protection Advocate ("CVPA")

The AYSO volunteer position of Regional CVPA is responsible for overseeing the Safe Haven Program within the Region. This includes working with the RC, RCA and RRA to provide Safe Haven training and certification of all coaches, referees and other volunteers in the Region. The CVPA is also responsible for the screening and registration of all regional volunteers prior to the commencement of the season and, as applicable throughout the season, in accordance with the registration and application requirements and procedures of the Organization. Finally, the CVPA, together with the RC, is also responsible for the implementation and monitoring of AYSO's Code of Conduct Policy against Harassment, Abuse, or Violence. (See Bylaw 1.04(c), NPS 2.12 and 3.7, together with Reference Book, Chapter 9, AYSO Safe Haven.)



C. Meetings

As established within Bylaw 1.04(k), and consistent with the principles of established corporate governance, every Region shall hold an annual and thereafter periodic meetings of the Regional Board, conducting these meetings in an open and transparent fashion, excepting for any necessary executive sessions, and maintaining minutes thereof, which minutes are to be reasonably made available to the Regional Board, the Region's Participating Members, and the National Office.

For a listing of recommended "Best Practices" in the administration of the Region's Board meetings, the limitations of when executive sessions are permissible, the requirements of a quorum and the general responsibilities of Regional Board Members, see the Reference Book, Chapter 8.

D. Voting and Veto Powers

Unless otherwise specifically provided by these P&Ps, decisions of the Regional Board must be made by a majority decision of the voting Regional Board Members deciding on any such matter; provided, however, that the RC may veto any such decision if (a) the effect of such decision would be to violate any of AYSO's Governing Documents or applicable law or (b) in the RC's discretion, as guided by application of his or her fiduciary obligations, would not be in the best interests of the Region or the Organization.

E. Regional Commissioner Initial Appointment/Reappointment/Replacement

1. When a new Pilot Region is formed, the NBOD appoints the initial RC based upon information provided by the applicable Area and Section Directors and the National Office. (See Bylaw 1.05.)
2. Once the Initial RC is appointed, a Regional nominating committee shall be established by (i) the RC, in consultation with the Regional Board, at least three months, and preferably six months, before the expiration of the RC's term or the end of an RC's term due to planned resignation, or (ii) the Regional Board, whenever there is a vacancy in the RC position due to the RC's death, unexpected resignation or removal.
 - a) The nominating committee will be comprised of a reasonable number of both Regional Board Members and Regional Participating Members who are not players or Members of the Regional Board.
 - b) The nominating committee shall submit its list of one or more names of individuals who they have determined to be qualified as candidates for the position of RC to the Regional Board. The voting members of the Regional Board shall, by a majority vote, nominate an RC and forward such nomination to the Area and Section Director, whose territory includes the Region. If both the Area Director and Section Director approve of the nomination of the person as Regional Commissioner, then the nomination will be forwarded to the National Board of Directors for election. (See Bylaw 7.03)
 - c) In the absence of a nomination by the Regional Board, it is the responsibility and authority of the Region's Area Director to work with the Region to ensure that an RC is nominated.
 - d) The NBOD has full discretion whether or not to appoint a nominee or to appoint a nominee for a term of three years or for a shorter period as it deems appropriate, after taking into account any input provided by the Area Director and/or Section Director.
 - e) In the event of a vacancy in the position of RC, the Region's Area Director or other NBOD designee will step in and become the acting RC and work with the Regional Board to continue the operations of the Region until such time as a nominee for RC has been



appointed by the NBOD. If there is no appointed RC, then the Region will not be represented at any vote for an Area Director or have a vote at an NAGM. (See Executive Member Selection Protocol under Best Practices in the Reference Book.)

F. Regional Board Member Selection and Appointment

1. At least one month prior to the annual meeting of the Region, or from time to time as may be needed, the RC shall appoint a nominating committee of not less than three individuals, consisting of Regional Board Members, one of whom shall serve as the Chair of the committee, and a reasonable number of Participating Members, who are not Members of the Regional Board.
2. The nominating committee shall publicize to the Participating Members of the Region the Regional Board positions to be voted upon, recruit candidates and accept the names of interested candidates for consideration.
3. Regional Board Members need not be parents of players in the Region.
4. At the annual meeting or from time to time as may be needed, the nominating committee shall present to the outgoing Regional Board a list of qualified candidates. By majority vote of the outgoing Regional Board Members present and voting, the final list of recommended nominees shall be presented to the RC for approval and appointment.
5. The RC may choose not to appoint a nominee to a Regional Board position, even though recommended, if the RC deems there is sufficient reason not to make the appointment. In such case, the RC shall ask the nominating committee to recommend additional candidates for approval and appointment. This inclusive and democratic process should be followed any time there are Regional Board positions to be filled, with the only exception being the appointment of the inaugural Regional Board.
6. An emergency or unplanned vacancy on the Regional Board before the expiration of the term, except that of RC, may be filled by a replacement candidate nominated by a majority vote of the voting Regional Board Members and approved and appointed by the RC. The person filling such vacancy shall serve until the next annual meeting.

G. Voluntary Service and Conflict of Interest

1. No Regional Board Member shall receive monetary or other compensation for his/her services to the Region related to their volunteer position. Nothing in this paragraph prohibits any Regional Board or staff member, or Regional participant, from being reimbursed for his or her appropriate out-of-pocket expenses incurred on behalf of the Region and in accordance with the expense reimbursement procedures set out within the Reference Book, Regional Operations, Financial Matters and NPS 3.1.
2. Consistent with NPS 5, no Regional Board Member may use his/her position to benefit him/herself directly or indirectly in any way, such as a supplier of equipment, materials or services to the Region except as permitted by NPS 2.5 and Article Four, Paragraph J of these P&Ps (Paying Volunteers) and the procedures established within NPS 5.3 (Conflict of Interest Policy).
3. The Region may not reduce or eliminate a player fee based upon volunteer work done by a participant's parents or guardians. This rule does not impact the Region's ability to set early registration discounts available to all participants, to create volunteer recognition programs, to provide scholarship programs and provide other programs available in the Region's program. No fee distinction shall be made based upon parental or player participation in Regional fundraising activities.



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

(See NPS 5.)

Article Seven: Program Vision and Administration

A. Representative Visionary Requirements

The AYSO Mission of "Developing and delivering quality youth soccer programs which promote a fun, family environment" is best accomplished by assuring quality educational programs, implementing well-structured administrative systems, having an integral volunteer network focusing on AYSO's development; and guaranteeing a strong financial position. The following is a partial listing of acts necessary to best achieve these goals:

1. Regions must implement the Safe Haven, Coaching, Referee, and Management Programs, with a focus on providing volunteer training opportunities throughout the year. (See Bylaws 1.04(h) and (q).)
2. Regions must, at a minimum, implement AYSO's Standard Primary Program on an annual basis and, to the best of their ability, participate year-round in the other various National Programs available and indicate which programs are available within their Policies and Protocols which may include but not limited to: VIP, EXTRA™, Kids Zone™, Jamboree (U5), U-16/U-19, Soccerfest, Tournaments, and NAASA - AYSO Adult, together with attending leadership events such as RC Training, Nationally-supported Section events (Section Conferences/Meetings, AYSO EXPOS, etc.) and the National Annual General Meeting (NAGM). (See Bylaw 1.04(q) and (s).)
3. Player and volunteer recruitment, development and retention must be a focus of the Region. (See Bylaw 1.04(h) and (r).)
4. To assure that the Region enjoys a vibrant future, the RC and Regional Board are expected to develop reasonable fundraising and sponsorship opportunities. (See Bylaw 1.04(m).)
5. The creation of both a short-term and long-range Strategic Plan for the future development of the Region is critically necessary and, once created, must be periodically reviewed and updated with the Area Director providing approval. (See Bylaw 1.04(r).)

(See Reference Book, Chapter 5, AYSO Fundamentals, Mission Statement Comments.)

B. Operational Expectations

A number of concrete steps is required to meet the previously stated visionary goals. The following is a partial list of many most often achieved by successful Regions:

1. The Regional Board shall establish and communicate annually the registration fee for each player, as well as have a documented refund policy. (See Bylaw 3.06 and NPS 3.10.)
2. Teams must be formed as established in Articles II and III of the R&Rs, assuring proper balance of teams within each age division within the Region or within a reasonable part thereof. (See Bylaw 1.04(d).)
3. The only team member(s) a head coach may specify to be on his/her team is his/her own child or children. Otherwise, there shall be no automatic retention of players on any specific team or with any specific coach from the previous season. (See R&Rs Article II, Paragraph G and Bylaw 1.04(d).)



4. Every player on every team must play at least one-half of every game; (See R&Rs Article I, Paragraph C.1.)⁴
5. Regions shall provide all necessary equipment (including goals, nets and corner flags) and, for all players, provide matching team uniforms, consisting of jerseys (with approved AYSO Logo), shorts and socks. (See Bylaw 1.04(f) and R&Rs, Article VI, Paragraph A.) Any variances shall be outlined as an addendum to the Region's Standard Policies and Protocols.
6. The highest standards of conduct and good sportsmanship, consistent with the AYSO philosophies, must be maintained at all times by player, volunteers and spectators. (See NPS 2.12 (AYSO's Code of Conduct Policy against Harassment, Abuse, or Violence).)
7. Offensive, insulting or abusive language, the consumption of alcoholic beverages, the use of tobacco products, or smoking or simulating smoking or the use of tobacco products, at Regional-sponsored events whenever children are present, is forbidden. (See, in part, R&Rs Article I, Paragraph E.1 (d) and (e).)

C. Best Practices and "How-To's"

To assist the Region in meeting its responsibilities and in achieving the greatest successes possible, proven "Best Practices" and "How-To's" can be found in the AYSO Reference Book, Chapter 8.

Article Eight: Financial Banking and Related Matters

Consistent with the obligations established within Bylaw 1.04(l) and (m), every AYSO RC and Regional Board Member agree as a condition of the assumption of their Regional Board membership to comply with and assure proper oversight of the following financial obligations:

- A. All Regions must use the National Accounting Program (NAP) and NAP Online and must adhere to the financial policies and procedures described in the Treasurer's Manual, unless otherwise authorized by the National Office.
- B. An annual budget must be adopted that provides the basis for setting player registration fees, submitted to the National Office, and made available to the participants of the Region and AD no later than June 1, which is 30 days prior to the end of the Organization's fiscal year; (See Treasurer Manual.)
- C. Annual budgets must be prepared, submitted to the RC, the Regional Board, the Area Director and/or Section Director and the AYSO National Office and made available to the participating members of the Region; (See Bylaw 1.04(l), NPS 3.2 and the Treasurer Manual.)
- D. Ensure the financial integrity of the Organization by complying with the obligations established by Bylaw 1.04(l) and (m), including, the timely payment of all national player registration fees prior to the commencement of the season and, as applicable throughout the season, in accordance with the registration requirements and procedures of the Organization.;
- E. Any suspected financial irregularity/fraud or misuse of funds must be immediately reported to the Area Director, Section Director, and Finance Department of the National Office;
- F. Regional financial records must be maintained for seven (7) years;

⁴ Through the Addendum process described in Article 10, Regions will have the opportunity to select the so-called "three-quarter rule" for their Regions, whereby no player will play an entire game unless all other players on the team will play at least "three quarters" of the game. This option is frequently used in Regions throughout AYSO.



- G. The use of regional credit cards, ATM/debit cards, deposit-only cards, electronic transfer of funds and online banking are prohibited. However, view-only online account management is permitted;
- H. All checking/savings accounts must have a minimum of three (3) signatories (the RC, Treasurer and Area Director, when reasonable), and any other Regional Board Member; and none can be members of the same family or household;
- I. All checks must be signed by two (2) account signatories, one of whom should be the RC or Treasurer. At no time can a signatory sign for or authorize a check made payable to the signatory.
- J. Pre-signed checks and blank checks cannot be used;
- K. Only one (1) checking account and two (2) savings accounts/CDs are permitted, unless previously authorized for Tournaments and/or Cultural Events;
- L. Payments to independent contractors (vendors) must be reported to the National Office for the potential issuance of 1099 forms;
- M. Fundraising in various states may trigger the obligation to pay sales or other various taxes. Whenever fundraising is considered, the National Office must be contacted to determine if a tax applies;
- N. Tournaments must be self-sustaining as Regional funds cannot be used. Similarly, Regional funds cannot be used to subsidize traveling AYSO teams, but can be used to cover many Regional operating expenses for hosting Cultural Exchanges;
- O. Please consult the AYSO Treasurer Manual for a discussion of additional requirements and "Best Practices" for the following: cash handling protocols, submission of monthly financial reports, use of PayPal, coding of income and expenses, audits of Region finances, reconciliation of registered players to player registration fees received, refund policies for dropped players, requirements of Regional Auditors, volunteer reimbursement, attendance at Nationally-supported Section events and the NAGM, land ownership and leaseholds, AYSO Supply Center purchases and other similar subjects.

(See Bylaw 1.04(l) and (m), together with the AYSO Treasurer Manual and the Treasurer's Position Description contained in the Reference Book, Chapter 15.)

Article Nine: Dispute Resolution and Due Process

The successful resolution of disputes involving the day-to-day activities of our AYSO volunteers is one of the most important goals in achieving a harmonious and healthy Region. As such, guiding principles such as "compromise," "suspension or removal as the last resort," the "recognition of valuable service" and "finding a fair and just resolution" are the cornerstones of AYSO's approach in dealing with such situations.

While the concepts of Dispute Resolution and Due Process apply to both Executive Members (RCs) and Participating Members, there are differences between the procedures and protocols. As a result, the following discussion only applies to the Region's Participating Members. (See Article five of the P&P's for the definitions of Executive and participating Members.)

When a Participating Member's conduct, or that of a parent or guardian, even if not a Participating Member, has risen to the potential need of "limiting, suspending or removing/terminating" that person's participation in AYSO, the Region must follow the Due Process protocols adopted by the AYSO NBOD, as authorized within National Bylaw 3.07(d). While these procedures and protocols are set out in their entirety in the Reference Book, Chapter 8, Due Process, the following are several of the more significant provisions:



- A. When disciplinary action is found to be necessary, only the minimum action necessary should be taken. In that spirit, when possible, the Member should be allowed to resign and disputes should not be publicized to respect their individual privacy,
- B. Regions must avoid punishing a player for the conduct of the parents, except when there is no other solution,
- C. There are required means by which Notice of the contemplated action must be given,
- D. The RC is ultimately responsible for determining which of several alternative Due Process procedures will be used,
- E. If the gravity of a person's conduct presents an imminent danger to any participant or to the program, the RC may immediately suspend the person(s) involved,
- F. The RC has the ultimate authority to remove a Participating Member, a parent or guardian, as well as those not entitled to Due Process, such as other family members and spectators, from further involvement in the program,
- G. A precise Due Process procedure has been established for holding a "Disciplinary Review Panel",
- H. A onetime Appeal Process has also been established to verify that the original determination was not arbitrary or capricious, that the original procedure was fair, and that the established procedures for Due Process were followed.

If questions arise, please do not hesitate to contact your Area Director, your Section Director and the National Office.

Article Ten: Regional Amendments to Standard Regional Policies and Protocols

A. Adoption of AYSO Standard Regional Policies & Protocols

These AYSO Standard Policies & Protocols (P&Ps) shall be deemed adopted by the Region, unless and until amended as set forth below. (See NPS, Article Six.)

B. Amendment to the AYSO Standard Regional Policies & Procedures

Should a Region desire to amend these P&Ps, it may only be accomplished with the following steps:

1. A two-thirds (2/3) vote of the Regional Board Members,
2. The recommendation of the RC,
3. Copies of the signed Standard P&Ps Addendum Form, with the recommended change(s), sent by the RC to the Area Director, Section Director and the AYSO National Office,
4. Approval by the NBOD or its delegate.

C. Publication of P&Ps and Addendums

The Region must make these P&Ps, along with any Regional addendums, if they exist, available upon request to the members of the Region pursuant to Bylaws 1.04(i) and (l).



AYSO Standard Regional Policies & Protocols - Attachments

A. SR P&Ps Addendum Form

This form, available on the AYSO website, www.AYSO.org at the following link, SR P&Ps Addendum Form, is intended to capture all appropriate changes to the SR P&Ps that the Region determines is best for its members and community. This could include, for example, "having $\frac{3}{4}$ play before any player played the full game".

**AYSO Standard Regional Policies & Protocols – Addendum****(Please check or fill in the appropriate box.)**

<u>Article</u>	<u>Paragraph</u>	<u>Change</u>
6	A.3.	List of non-voting Regional Board positions.
6	E. 2.(d)	Requested length of term for Regional Commissioner, if not 3 years: <input type="radio"/> 2 years <input type="radio"/> 1 year
7		Minimum playing time for each player, if not one-half: <input type="checkbox"/> No player plays a full game until all players play three-fourths.

Additional Addendum Items

<u>Article</u>	<u>Paragraph</u>	<u>Change</u>

S	A	R	Submitted by RC Name	RC Signature
Copy of Form Sent to			Area Director Name	Section Director Name
			Date Sent to Area Director	Date Sent to Section Director
			Date Sent to National Office	
For National Office Use Only			Approved by	Title/Team
			Approval Date	

AYSO SR P&Ps Addendum Form v0.01 13MAR2014

**B. Additional Region Policies and Guidelines**

Regions with additional Region specific policies and guidelines, not covered in the AYSO Standard Policies and Protocols, are required to submit these policies and guidelines for review and approval by the Area Director, Section Director and NBOD or its delegate. The following Addendum B Cover Sheet must be used to itemize each local policy and guideline approved by a two-thirds vote of the Regional Board and be accompanied by a full copy of these Regional policies and guidelines. Examples of Region specific policies and guidelines may include a Registration Fee Refund Policy, Player Sponsorship Guidelines, All-Star Team or Secondary Play Selection Criteria, etc.

The signed and approved SR Addendum and Addendum B including a complete copy of any Regional policies and guidelines, must be forwarded to the National Office upon approval.

**Addendum B – Additional Regional Policies and Guidelines**

#	Policy or Guideline
1.0	Player Registration – Registration Fee Refund Policy

Please send the complete Policies and Protocols document via email to protocoldocs@ayso.org.

Make sure:

- The entire document (20 pages) is submitted, even if no modifications are made. If all 20 pages are not submitted, it will be referred back to the Section Director.
- A refund policy is provided.
- Copies of all policies listed on Addendum B are provided.

Electronic signatures on the PDF form are acceptable.

Addendum A Voting rights of Board Members

1. Regional Board Positions – Voting
 - 1.1. Regional Commissioner
 - 1.2. Safety Director
 - 1.3. CVPA
 - 1.4. Treasurer
 - 1.5. Registrar
 - 1.6. Referee Administrator
 - 1.7. Assistant Referee Administrator
 - 1.8. Director referee instruction
 - 1.9. Director referee assessment
 - 1.10. Referee Scheduler
 - 1.11. Coach Administrator
 - 1.12. Assistant Coach Administrator
 - 1.13. Game coordinator
 - 1.14. Practice coordinator
 - 1.15. Rating coordinator
 - 1.16. Executive ARC
 - 1.17. Assistant Regional Commissioner(s)
 - 1.18. Head Director of Players
 - 1.19. Director of Players - Boys Competitive
 - 1.20. Director of Players - Girls Competitive
 - 1.21. Director of Players – Boys Non-Competitive
 - 1.22. Director of Players – Girls Non-Competitive
 - 1.23. Head Team manager
 - 1.24. Field Director
 - 1.25. VIP Director
 - 1.26. Webmaster
 - 1.27. CSC Tournament Director
 - 1.28. CC Tournament Director
 - 1.29. Spring Director
 - 1.30. Challenge Program Coordinator
 - 1.31. Extra Program Coordinator
 - 1.32. Tournament Team Director
 - 1.33. U5 Director
 - 1.34. Division Coordinator BU06
 - 1.35. Division Coordinator BU07
 - 1.36. Division Coordinator BU08
 - 1.37. Division Coordinator BU10
 - 1.38. Division Coordinator BU12

- 1.39. Division Coordinator BU14
- 1.40. Division Coordinator BU19
- 1.41. Division Coordinator GU06
- 1.42. Division Coordinator GU07
- 1.43. Division Coordinator GU08
- 1.44. Division Coordinator GU10
- 1.45. Division Coordinator GU12
- 1.46. Division Coordinator GU14
- 1.47. Division Coordinator GU19
- 2. Regional Board Positions – Non-Voting
 - 2.1. Secretary
 - 2.2. Uniform Director
 - 2.3. Awards Director
 - 2.4. CSC Registrar
 - 2.5. CC Registrar
 - 2.6. Management administrator
 - 2.7. Assistant treasurer
 - 2.8. Referee coordinator
 - 2.9. Statistician
 - 2.10. Auditor
 - 2.11. Game coordinator
 - 2.12. Practice coordinator
 - 2.13. Information
 - 2.14. PVRPD liaison

Addendum B Additional Regional Policies and Procedures

1. Fee Schedule (2016) Fall

- 1.1. Regular Fee (U5 thru U19) \$ 160
- 1.2. Regular Fee (VIP) \$ 0
- 1.3. Discounted Fee (April 1 – June 1) \$ 110
- 1.4. Family Discount (April 1 – June 1) \$ 100 (second child in family)
- 1.5. Family Discount (April 1 – June 1) \$ 90 (third child in family)
- 1.6. Family Discount (April 1 – June 1) \$ 80 (fourth child in family)
- 1.7. Family Discount (April 1 – June 1) \$ 0 (additional child in family)
- 1.8. Military Families receive early rate discount at all times.
- 1.9. Scholarship Program - Scholarship applications shall be reviewed and approved by the RC.
- 1.10. Refund Policy
 - 1.10.1. The refund amount shall be based on the date the request to withdraw from the program is received by the Registrar. Upon receipt of the withdrawn player's registration form, the Treasurer shall issue a refund.
 - 1.10.2. Any player who withdraws from the program shall be entitled to a full refund if the request is received before August 1st.
 - 1.10.3. Any player who withdraws from the program after August 1st and no later than the start of the second game of the season will receive 50% refund and must return their uniform to be eligible. No refund after second game of the season.
 - 1.10.4. Any player who withdraws due to permanent change of station (PCS) by a military family shall be entitled to a full refund regardless of when the request was received.

2. Meetings

- 2.1. 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.
- 2.2. It shall be the policy of the Region to hold at least one board meeting in each month. 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.
- 2.3. All Regional Board meetings shall be open to all participating members unless the Regional Board determines that it is necessary to hold a private session.
- 2.4. The Regional Commissioner or 1/3 of the board members may call a special meeting of the Regional Board with three days' prior notice stating the purposes of such meeting, which notice may be given in writing (e-mail shall be acceptable), by telephone or in person.
- 2.5. A majority of the board members shall constitute a quorum for the purpose of holding either a regular or special meeting.

2.6. Decisions between Board Meetings

2.6.1. In the event that a decision on an issue is necessary between scheduled Regional Board meetings, the RC shall either call an Executive Board Meeting or poll the Executive Board or Regional Board by e-mail.

2.6.2. The RC shall keep a written record of the poll.

2.6.3. The decision reached by the Executive Board shall have the same effect as if it were voted on at a regular Board Meeting.

2.6.4. Such decisions shall be reported to the Regional Board at the next scheduled meeting.

3. Expenditure Authorization: For unbudgeted expenditures requiring authorization between General Board Meetings, the RC is authorized to approve expenditures up to and including \$750. The Executive Board is authorized to approve expenditures up to and including \$1500. Any expenditures approved in this manner will be reported to the General Board at the next scheduled meeting.

4. Duties and Responsibilities of Additional Regional Board Positions

4.1. Regional Commissioner (RC) Additional Duties and Responsibilities

4.1.1. Regional Commissioner shall serve a three year term.

4.2. Assistant Regional Commissioner(s) (ARC)

4.2.1. The ARC shall assist the RC and serve as the acting RC in the absence of the RC.

4.3. Head Director of Players (HDOP)

4.3.1. The Head Director of Players shall be responsible for the operation of the Core Competitive and Non-competitive programs. HDOP, with the Director of Players (DOP) for competitive and non-competitive programs, shall manage and assist the Division Coordinators for each division. The HDOP shall coordinate with the Registrar, CVAP and Regional Coach Administrator to coordinate the Fall Core Program.

4.4. Director of Players (DOP)

4.4.1. The Director of Players shall be responsible for the operation of the Competitive and Non-competitive programs.

4.4.2. When required, the Director of Players shall adjust the divisional responsibilities so that a Division Coordinator is not responsible for a division in which a family member is a playing member. The Regional Board can vote to allow a Director of Players to be responsible for a division in which a family member is a Playing Member.

4.4.3. The Director of Players shall be responsible for team formation based on team balance.

4.4.4. The Director of Players shall maintain team rosters in an approved spreadsheet and provide this information to the Executive Board and the applicable Division Coordinator.

- 4.4.5. The Director of Players shall work with the Registrar to place late registrations on teams, track players requesting refunds and maintain a player wait list.
- 4.4.6. The Director of Players with the Coaching Staff shall schedule and conduct ratings meetings for the U8 and older divisions and provide the updated ratings to the Registrar for incorporation into the eAYSO player database.
- 4.4.7. The Director of Players shall disseminate information to the Division Coordinator of interest to the coaches.
- 4.4.8. The Director of Players shall schedule and conduct ratings meetings for the appropriate divisions and provide the updated ratings to the Registrar for incorporation into the eAYSO player database.
- 4.5. Division Coordinator
 - 4.5.1. The Division Coordinator shall be responsible for the administration and operation of a division of play within the Region.
 - 4.5.2. The Division Coordinator shall recruit the coaches and provide guidance and support to the coaches. The Division Coordinator shall resolve minor problems, issues and disputes within the division and refer non-minor problems, issues, and disputes to the applicable Director of Players.
 - 4.5.3. The Division Coordinator shall assist the Director of Players to ensure all Coaches and Assistant Coaches are currently registered, certified, and has age-specific training.
 - 4.5.4. The Division Coordinator shall assist the Uniform Director in the distribution of uniforms to teams.
 - 4.5.5. In the applicable divisions, the Division Coordinator shall coordinate the collection of player ratings.
- 4.6. Secretary
 - 4.6.1. The Secretary shall be responsible for taking minutes of all Regular and Executive Board meetings and posting them on our Regional website within 14 days after the meeting for approval at the next Regular Board meeting. Secretary shall not be a voting member of the Executive Board, but shall be a voting member of the Regional Board.
 - 4.6.2. The Secretary shall provide a copy of the minutes to the Area Director.
 - 4.6.3. The Secretary shall record changes to these Policies and Procedures when approved and maintain an accurate set of all such changes so a new edition of the Policies and Procedures may be published.
 - 4.6.4. The Secretary shall maintain an archive of the Region's administrative documents, manuals, board meeting minutes, and other materials as requested by the RC.
- 4.7. EXTRA Program Coordinator (EPC)

- 4.7.1. The EPC shall be responsible for the operation of the EXTRA program.
- 4.7.2. The EXTRA divisions shall be U09 and older and shall be approved by the Region 68.
- 4.7.3. The EPC shall recruit and oversee the applicable EXTRA Coaches.
- 4.7.4. The EPC shall be responsible for team formation in accordance with the EXTRA program Policies and Procedures.
- 4.7.5. The EPC shall maintain team rosters in an approved spreadsheet and provide this information to the Executive Board.
- 4.7.6. The EPC shall work with the Registrar to register teams, track players requesting refunds and maintain a player wait list.
- 4.7.7. The EPC shall work with the CVPA to ensure all coaches and assistant coaches are currently registered, certified, and have age-specific training.
- 4.7.8. The EPC shall disseminate information to the EXTRA coaches.
- 4.7.9. The EPC shall schedule and conduct skill assessment sessions for the players.
- 4.7.10. The EPC shall hold ratings meetings for the EXTRA players.
- 4.8. Regional Auditor
 - 4.8.1. The Regional Auditor shall be responsible for auditing the books and records quarterly.
 - 4.8.2. The Regional Auditor shall not have signature authority nor reside at the same residence as someone who has signature authority.
- 4.9. Equipment Director
 - 4.9.1. The Equipment Director shall be responsible for the purchasing and distribution of uniforms and coach supplies (soccer balls, first aid kits, etc.).
 - 4.9.2. The Equipment Director shall be responsible for purchasing and maintaining equipment, including goals, goal nets, and corner flags as may be needed by the Region.
 - 4.9.3. The Equipment Director shall submit a budget for uniforms and equipment to the Treasurer by March 31st for the upcoming year (July 1 through June 30).
- 4.10. Field Director
 - 4.10.1. The Field Director shall be responsible for the interface with the responsible organization to ensure the fields are properly maintained.
 - 4.10.2. The Field Director shall be responsible for the layout and marking of fields before the start of the season and the weekly painting of the fields during the season.
 - 4.10.3. The Field Director shall be responsible for the proper care and maintenance of all field equipment (vehicles, paint machines, etc.).
 - 4.10.4. The Field Director shall be responsible for the field equipment distribution and pick up, field painting, field monitor assignments and

preseason work day activities and tracking points and forwarding the tally to the Statistician.

4.11. Awards Director

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

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

4.12. Head Team Manager

4.12.1. The Head Team Manager shall be responsible for the dissemination of information to the Team Managers and conduct Team Manager meetings prior to the start of the season.

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

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

4.12.4. The Head Team Manager shall coordinate the distribution of pictures to the Playing Members.

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

4.13. Tournament Director(s)

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

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

4.13.3. The Tournament Director shall have the training requirements specified by the National Tournament Commission.

4.14. Tournament Team Director

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

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

4.15. Spring League Director

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

- 4.15.2. The Spring League Director shall recruit a staff consisting of, as a minimum, a Registrar, CVPA, Safety Director, Director of Player(s), and Division Coordinators to assist in the management of the spring season.
- 4.15.3. The Spring League Director shall be responsible for player registration, coach recruitment, team formation, uniforms, fields, game and referee schedules, and any other activities necessary to conduct a secondary season soccer program.
- 4.16. Webmaster
 - 4.16.1. Maintains the regional website home page.
 - 4.16.2. Works with departmental heads on online digital advertising.
 - 4.16.3. Oversees and maintains and updates region website on a timely basis on all upcoming events and activities.
 - 4.16.4. Trains and manages departmental heads on maintaining and updating their own specific web page responsibilities.
 - 4.16.5. Stays up to date and current on all aspects on the websites technical platform.
 - 4.16.6. Manages passwords and admin privileges of all users to the website.
- 4.17. PVR&PD Liaison
 - 4.17.1. The PVR&PD Liaison shall be responsible for representing the Region on the Youth Sports Commission and representing the Region at PVR&PD monthly meetings.
 - 4.17.2. The PVR&PD Liaison shall communicate with PVR&PD management as directed by the RC.
- 4.18. Regional Coach Administrator (RCA) Staff
 - 4.18.1. Assistant RCA
 - 4.18.1.1. The Assistant RCA(s) shall assist the RCA in the training and supervising of all Coaches in the Region and serve as the acting RCA in the absence of the RCA.
 - 4.18.1.2. When there is more than one Assistant RCA, the RCA shall designate an Executive Assistant RCA to serve as the acting RCA in the absence of the RCA.
 - 4.18.2. Practice Field Scheduler
 - 4.18.2.1. The Practice Field Scheduler shall be responsible for scheduling all practice fields for the Region.
 - 4.18.2.2. The Practice Field Scheduler shall coordinate practice fields and practice field lights through the PVR&PD Sports Supervisor to ensure appropriate reservations are in place for field and light use.
 - 4.18.3. Game Scheduler

- 4.18.3.1. The Game Scheduler shall be responsible for scheduling games during the regular season, playoffs, and championship day.
 - 4.18.3.2. The Game Scheduler shall receive team numbers for coaches of multiple teams from the Directors of Players and shall make an effort to minimize overlapping game times for these coaches.
- 4.18.4. Statistician
 - 4.18.4.1. The Statistician shall be responsible for maintaining standings for the Region.
 - 4.18.4.2. The Statistician shall update game standings and parent participation points for the competitive divisions on a weekly basis and post the standings on the website and at the fields on Saturday.
- 4.19. VIP Coordinator
 - 4.19.1. The VIP Program Coordinator, if any, shall serve as a liaison between the Regional Commissioner and the parents or guardians of children eligible to play in the Region's or Area's VIP program for special children with physical or mental disabilities or challenges.
 - 4.19.2. The VIP Program Coordinator's responsibilities shall include the supervision of the division of the VIP players into balanced teams, and the arranging and scheduling of practices and games for such VIP play.
- 4.20. Regional Referee Administrator (RRA) Staff
 - 4.20.1. Assistant RRA
 - 4.20.1.1. The Assistant RRA(s) shall assist the RRA in the recruitment, training and supervising of all Referees in the Region.
 - 4.20.1.2. The Assistant RRA(s) shall be responsible for the scheduling of all Referees, Assistant Referees and Youth Referees using the Region's referee scheduling software.
 - 4.20.1.3. When there is more than one Assistant RRA, the RRA shall designate an Executive Assistant RRA to serve as the acting RRA in the absence of the RRA.
 - 4.20.2. Director of the Player Referee Organization (PRO) Program
 - 4.20.2.1. The Director of the PRO Program shall be responsible for the recruitment, retention, training, and supervising of all Youth Referees in the Region.
 - 4.20.2.2. The Director of the PRO Program shall recommend to the RRA those Youth Referees whose skill level merits consideration for badge upgrade training.
 - 4.20.2.3. The Director of the PRO Program shall recommend Youth Referees for summer referee camps.
 - 4.20.3. Director of Referee Assessment

- 4.20.3.1. The Director of Referee Assessment shall be responsible for the assessment and mentoring of all Referees.
- 4.20.3.2. The minimum requirements for this position shall be Intermediate Referee and successful completion of the Referee Assessor course.
- 4.20.4. Director of Referee Instruction
 - 4.20.4.1. The Director of Referee Instruction shall arrange for and/or facilitate training programs where needed, register such programs with the NSTC and disseminate information about such programs to all referee candidates.
 - 4.20.4.2. The Director of Referee Instruction shall ensure the timely and accurate recording of completion of referee training courses administered by the Region.
- 4.21. Regional Designated Officials
 - 4.21.1. The Coach
 - 4.21.1.1. The Coach shall be responsible for providing guidance and instructional training to the assigned team and conduct practices in accordance with Regional Policies and Procedures.
 - 4.21.1.2. The Coach must be at least 18 years of age.
 - 4.21.1.3. The Coach shall have a signed copy of each player's registration form at all team functions.
 - 4.21.1.4. The Coach shall be responsible for player safety and shall inspect the practice field before each practice for dangerous conditions.
 - 4.21.1.5. The Coach shall ensure that at least two adults, one of the same gender as the players, are present at all team functions.
 - 4.21.1.6. The Coach shall complete the lineup card, make substitutions in accordance with Regional Policies and Procedures, and be responsible for the behavior of the sideline during and immediately before and after games.
 - 4.21.1.7. In the U8 and older divisions, the Coach shall provide a completed Player Evaluation Form to the Division Coordinator at least seven days prior to the division's Ratings Meeting.
 - 4.21.1.8. The Coach shall not coach more than one team in a season unless authorized by the RCA and RC.
 - 4.21.1.9. The Coach shall be a registered volunteer in the Region, Safe Haven certified, and age-appropriate trained.
 - 4.21.2. Assistant Coach
 - 4.21.2.1. The Assistant Coach shall assist the Coach in carrying out the coaching and management requirements of the team.
 - 4.21.2.2. The Coach shall select the Assistant Coach after the players have been assigned to the team.

- 4.21.2.3. The Assistant Coach shall assume the responsibilities of the Coach in the Coach's absence, including having signed copies of each player's registration form at all team functions.
- 4.21.2.4. The Assistant Coach shall be a registered volunteer in the Region, Safe Haven certified, and age-appropriate trained.
- 4.21.3. Team Parent
 - 4.21.3.1. The Team Parent shall assist the Coach by organizing the parents in the following duties: coordinating parent participation assignments, scheduling snacks, ordering the banner, disseminating information, and any other duties deemed necessary by the Coach.
 - 4.21.3.2. The Team Parent shall be a registered volunteer in the Region and Safe Haven certified.
- 4.21.4. Referee
 - 4.21.4.1. The Referee shall be part of the FIFA-approved ("diagonal") system of officiating games consisting of a Referee and two Assistant Referees.
 - 4.21.4.2. The Referee shall assume "full charge" of games they are officiating the moment they enter the designated field of play.
 - 4.21.4.3. The Referee shall have authority over players, coaches, other officials, spectators, and any other person or element affecting the game.
 - 4.21.4.4. Referees shall have the authority to caution or send off players, substitutes, and coaches according to the Laws of the Game.
 - 4.21.4.5. This authority shall extend after the game until all participants have exited the vicinity of the field.
 - 4.21.4.6. The Referee shall submit an Incident Report to the RRA for any caution or send-off. In the competitive divisions, a Referee shall not officiate a game in any division in which a family member is a Playing Member without prior approval by the RRA.
 - 4.21.4.7. A Referee shall not coach or support a team while in uniform.
 - 4.21.4.8. A Referee is not in uniform if wearing a "civilian" shirt.
- 4.21.5. Assistant Referee
 - 4.21.5.1. The Assistant Referee shall be part of the FIFA-approved ("diagonal") system of officiating games consisting of a Referee and two Assistant Referees.
 - 4.21.5.2. In the competitive divisions, an Assistant Referee shall not officiate a game in any division in which a family member is a Playing Member without prior approval by the RRA.

- 4.21.5.3. An Assistant Referee shall not coach or support a team while in uniform. An Assistant Referee is not in uniform if wearing a “civilian” shirt.
- 4.21.6. Youth Referee
 - 4.21.6.1. The Youth Referee shall be a Referee or Assistant Referee who is at least 12 years old and under the age of 18.
 - 4.21.6.2. A Youth Referee must have a medical release form signed by a parent or guardian in their possession any time they participate in a game. A Youth Referee must be older than the players in the game they are officiating.
- 4.22. Executive Board
 - 4.22.1. The Executive Board shall provide guidance to Regional Commissioner and the Regional Board regarding the business of the Region. The Executive Board shall discuss personnel issues and review motions/proposals intended to be proposed to the Regional board.
 - 4.22.2. The region shall have an executive comprised of the following positions:
 - 4.22.2.1. Regional Commissioner – Elected
 - 4.22.2.2. Treasurer – Elected
 - 4.22.2.3. Child Volunteer Protection Advocate – Elected
 - 4.22.2.4. Safety Director – Elected
 - 4.22.2.5. Registrar – Elected
 - 4.22.2.6. Regional Referee Administrator – Elected
 - 4.22.2.7. Regional Coach Administrator – Elected
 - 4.22.2.8. Assistant Regional Commissioner(s) – Appointed
 - 4.22.2.9. Head Director of Players – Appointed
 - 4.22.2.10. Directors of Players – Appointed
 - 4.22.2.11. Any position appointed by the Regional Commissioner
 - 4.22.3. During the secondary season the following positions shall be part of the Executive Board.
 - 4.22.3.1. Spring League Director
 - 4.22.3.2. Tournament Director(s)
 - 4.22.3.3. Tournament Team Director
- 5. Program Information
 - 5.1. Every player shall be entitled to play at least three-quarters of every game, except in the U5, U6, and U16/19 division. U5 and U6 players shall be entitled to play at least two-thirds of every game and U16/19 players shall be entitled to play at least half of every game.
 - 5.2. It is also the policy of the Region to have no player in the U10, U12 and U14 divisions play more than two quarters per game as goalkeeper during the regular

season. Goalkeeper restrictions shall be waived during pool play and on Championship Day.

5.3. The Regional Board may waive registration fees in whole or in part with respect to any participant if such a fee would create a hardship for such participant or his/her family.

5.4. Division Assignment

5.4.1. Players shall be assigned to a division based upon their gender and age as of July 31 of the current year.

5.4.2. A player whose age places them in the U5, U6 or U7 divisions shall be allowed to play up one age division per parent request.

5.4.3. This will only be honored if the child participates in a skills assessment, the coaching staff rates the player at or above the midpoint for players one year older than the player requesting to “play up a division,” and the RC approves the request.

5.4.4. Player whose age places them in the U5, U6 or U7 divisions shall play at their age division. The region shall not allow players to play down in a lower age division.

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

5.5. Game Policies

5.5.1. The length of the season shall be ten (10) games plus a Championship Day in the U10, U12 and U14 divisions. Inclement weather or poor field conditions may necessitate from time to time the postponing or cancelling of games.

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

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

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

5.5.5. Offensive, insulting or abusive language is forbidden.

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

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

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

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

- 5.5.10. Excessive coaching from the sidelines shall not be permitted, and the function of the coach shall be to provide encouragement and a positive direction.
- 5.5.11. 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.
- 5.5.12. Spectators at games must provide adequate space for the Assistant Referees to perform their duties (three yards from sideline if space between fields allow) and between the penalty areas.
- 5.5.13. Spectators are expected at all times to act positively around players and to demonstrate respect for opponents, officials, and all other volunteers.
- 5.5.14. Referee Polices
- 5.5.15. Under no circumstances should spectators attempt to coach or address derogatory remarks to players, coaches or referees.
- 5.5.16. 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.
- 5.5.17. The Referee shall have the power and authority to caution and send off players.
- 5.5.18. The Referee shall also have the authority to warn and send off coaches if their conduct violates the Laws of the Game and Kid's Zone (Put Kid's Zone in P&P). The Referee shall not restart the match until the offending person leaves the vicinity playing area. If the offending person refuses to leave the playing area, the Referee shall suspend the match; final outcome of the game will be determined by the Executive Board. No appeal of disciplinary action taken by a Referee shall be allowed.
- 5.5.19. Harassment of Referees, particularly Youth Referees, shall not be tolerated.
- 5.5.20. Any actions, verbal or otherwise, deemed as harassing behavior towards a Referee shall result in actions being taken against the offending individual
- 5.5.21. These actions may be taken whether the offense was brought to the attention of the Coach during the game (Caution or Send Off) or brought to the attention of the RRA after the completion of the game.
- 5.5.22. A player who is sent off for violation of the Laws of the Game shall be suspended for the duration of that game and shall not participate in the team's next scheduled game. A player who is cautioned or sent off may be subject to additional disciplinary action (e.g., parent conferences, additional game suspensions, expulsion) at the discretion of the Executive Board upon

thorough review of the incident following the procedures outlined in ARTICLE NINE ("Dispute Resolution").

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

5.5.24. It is the policy of the Region that each team shall try to avoid a "run-up", that is, winning by more than five goals. Although scores are not kept in non-competitive divisions, similar actions shall be taken by the coach if the game is being dominated by one team.

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

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

5.6. Game Protests. ***No protest of games shall be permitted.***

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

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

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

5.6.4. Incident Reports

5.6.5. Any person may submit a written incident report, regarding the statements or actions of anyone interacting, in a negative way, with the AYSO program.

5.6.6. The report shall be as specific as possible and shall be signed and dated, with the reporter's phone number indicated.

5.6.7. The report shall be submitted to the Safety Director (SD).

5.7. Championship Day

5.7.1. The playoff format shall consist of pool play followed by single elimination play on Championship Day.

5.7.2. The composition of playoff pools will be determined based on the number of teams in a division and will be posted on the website prior to the start of the season.

5.7.3. Seeding for pool play will be based on regular season record.

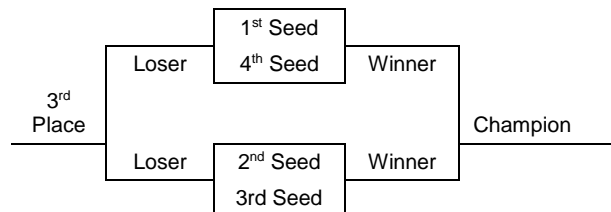
5.7.4. The pool play point system, tiebreaker criteria, and Championship Day format are posted below.

5.7.5. Pool Play Point System

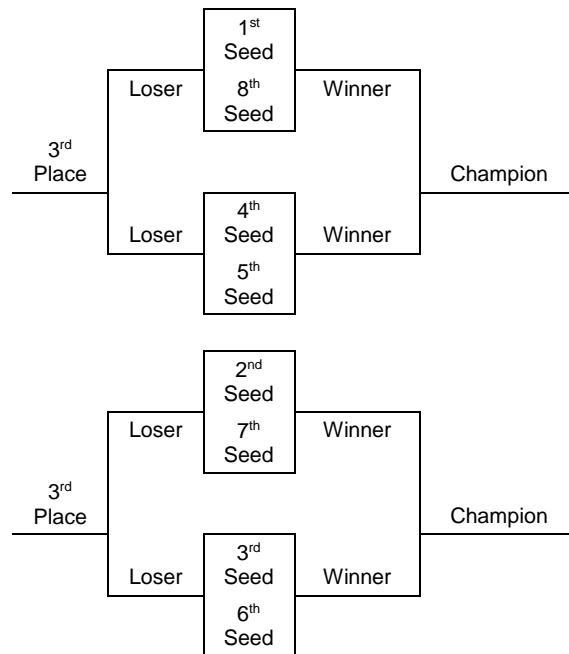
- 5.7.5.1. Win 6 pts
- 5.7.5.2. Tie 3 pts
- 5.7.5.3. Loss 0 pts
- 5.7.5.4. Shutout 1 pt
- 5.7.5.5. Goals Scored 1 pt per goal (max 3 per match)
- 5.7.5.6. Yellow Card -1/2 pt (2 yellows, same individual = -2 pt)
- 5.7.5.7. Red Card -2 pts
- 5.7.6. It is the policy of the Region that each team shall try to avoid a “run-up”, that is, winning by more than five goals. Disregard of this policy will result in a post-game Caution (1 pt deduction).
- 5.8. Tiebreaker Criteria (Advancement to Championship Day)
 - 5.8.1. Head-to-Head competition in pool play
 - 5.8.2. Most referee/painter points
 - 5.8.3. Most Parent Participation points
 - 5.8.4. Most wins in pool play
 - 5.8.5. Most ties in pool play
 - 5.8.6. Fewest goals allowed in pool play
 - 5.8.7. Kicks from the mark
- 5.9. Championship Day Format
 - 5.9.1. Team will advance and be seeded for Championship Day based on pool play standing.
 - 5.9.2. First-place teams in each pool, plus the number of “wild card” teams needed to complete the bracket shall advance, assuming the team meets the minimum Parent Participation level.
 - 5.9.3. If the first-place team in a pool does not meet this level, the spot becomes a “wild card” spot. Tiebreaker Criteria above will be used as necessary for seeding.

Championship Day Format

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



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



6. Parent Participation Requirements

6.1. Overview:

6.1.1. As an all-volunteer organization with over 2,500 playing members, Region 68 depends on every family participating in some manner and to some level. Each family that has a player in the region shall be expected to volunteer a minimal amount of time to help the region operate.

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

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

6.1.3.1. **Equipment Distribution** – Volunteer helps distribute painters, goals, nets, corner flags and other miscellaneous equipment from storage containers to all fields. A golf cart and trailer is used to assist. Shift starts one hour before first game time of day and lasts about 45 minutes. Job requires the volunteer to be able to lift 40 lbs.

6.1.3.2. **Equipment Pick-up** – Volunteer helps pick up goals, nets, and corner flags from all fields and put them back into storage containers. A golf cart and trailer is used to assist. Shift starts after the last game of

day is played and lasts about 45 minutes. Job requires the volunteer to be able to lift 40 lbs.

6.1.3.3. **Field Painter** – Approximately 1-hour shift on Friday afternoon or Saturday morning. Job requires the volunteer to be able to walk 3 to 4 miles pushing a painter (similar to pushing a lawn mower).

6.1.3.4. **Field Work Day** – A 3- to 4-hour shift on a Saturday before Labor Day. Volunteer helps measure and layout fields, paint lines, and sort through and set up goals.

6.1.3.5. **Field Monitor** – A 2-hour shift on Saturday. Job requires the volunteer to monitor 4-5 fields from a central location and radio in requirements to the Information Booth.

6.1.3.6. **Competitive and Non- Competitive Information Booths.** A 2-hour shift on Saturday. The assignment requires the Board Members to be a resource and supply general information and directions to the general membership on game days. Board Members shall earn no more than one point per assignment per week.

6.2. Parent Participation Points (PP)

6.2.1. Teams in competitive divisions are awarded Parent Participation (PP) points for completing their team's assignments on the assigned days (only).

6.2.2. Make-ups points cannot be scheduled.

6.2.3. It is the responsibility of the Coach and the Team Parent to make sure assignments are completed on the assigned dates and the team receives proper credit for assignments completed.

6.2.4. Any discrepancies in PP points are to be resolved with the Statistician within three weeks of the assignment date.

6.2.5. Teams in competitive divisions are awarded Referee Points for each game refereed in a competitive division.

6.2.6. The RRA may allow referees to earn points doing U8 and younger games if all competitive games are fully staffed.

6.2.7. Youth referee's in the PRO program will be allowed to sign up for U8 games for referee points regardless of the competitive games being full or not.

6.2.8. A team can only earn one youth point per weekend from a U8 game, requiring an adult referee to referee a competitive match to earn the 2nd team point.

6.2.9. A team may earn no more than two (2) referee points per day.

6.2.10. A referee must be trained, certified, and currently registered before earning referee points.

6.2.11. It is the responsibility of the Coach and the Referee to make sure the team receives proper credit for games refereed, not the referee staff.

6.2.12. Any discrepancies in referee points are to be resolved with the Statistician within three weeks of the assignment date.

6.2.13. Teams in competitive divisions must earn a combined total to meet the minimum PP and referee points (listed below), including at least five (5) referee points during weeks 8, 9 and 10 to be eligible to compete on Championship Day.

6.2.14. Teams in non-competitive divisions must complete their one assignment in order to receive year end awards (trophies).

6.2.15. For Non-Competitive games, it is the responsibility of the home team to provide the referee; however, the away team may offer to referee. It is up to the home team to make the final determination.

6.3. Parent Participation and Referee Requirements

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

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

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

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

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

Volunteer Requirements by Age Group

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

7. Awards

- 7.1. Players in the non-competitive divisions may be given participation awards (trophies or medals as determined by the Regional Board), so long as the team fulfills its parent participation requirements.
- 7.2. Players and coaches of competitive teams participating on Championship Day shall receive trophies or medals indicating their final playoff position.
- 7.3. Special awards for players in the U19 division, coaches, and volunteer families
- 7.4. The following awards are presented at the end of season Player recognition ceremony:
 - 7.4.1. Sharon Waite Award: Given in memory of Sharon Waite, mother and AYSO soccer volunteer. This award is given to a 17- or 18-year-old girl who has demonstrated the AYSO philosophies of good sportsmanship, positive attitude and fair play.
 - 7.4.2. George Grub Award: Given in memory of George Grub, father and supporter of AYSO soccer. This award is given to a 17- or 18-year-old boy who has demonstrated the AYSO philosophies of good sportsmanship, positive attitude and fair play.
 - 7.4.3. AYSO Most Valuable Player: Given to all AYSO high school seniors with 10 or more years of AYSO playing experience
- 7.5. The following awards are presented at the end of season volunteer recognition ceremony

- 7.5.1. Ed Pike Award: Given in memory of Ed Pike, former RC and coach. This award is given to a coach with at least 10 years of experience who has exhibited the AYSO philosophies in an exemplary manner.
- 7.5.2. Ken Aston Award: Given in memory of Ken Aston, a Referee and supporter of AYSO soccer. This award is given to a Referee who has exhibited the AYSO philosophies in an exemplary manner and has made lasting contributions to R68.
- 7.5.3. Ramon Padron / Steve Arthur Award: Given in memory of Ramon Padron, a coach and supporter of AYSO soccer and Steve Arthur a coach, referee and support of AYSO. This award is given to a volunteer family that represents the AYSO spirit of giving
- 7.5.4. David Winters Award: Given in memory of David Winters, a coach and supporter of AYSO soccer. This award is given to a volunteer that represents the AYSO spirit of giving.
- 8. Select Programs:
 - 8.1. Challenge Program
 - 8.1.1. TBD
 - 8.2. Extra Program
 - 8.2.1. TBD
- 9. Secondary Season
 - 9.1. Postseason Competition (Competitive Divisions)
 - 9.1.1. Postseason competition is defined as an extension of the fall season for League Championship teams and All-star teams participating in Area W, Section 10, and Tri-Section playoffs.
 - 9.1.2. The season ends for a postseason team when the team is eliminated from AYSO postseason playoffs.
 - 9.1.3. The Region shall pay the entry fees associated with postseason teams playing in the Area W, Section 10, and Tri-Section playoffs.
 - 9.1.4. Postseason teams may choose to compete in other tournaments, but they will be expected by the Region to manage monies and recruit Referees for these tournaments in compliance with "Tournament Team Operating Policy".
 - 9.1.5. Players who choose not to compete in these tournaments shall not be excluded from consideration for postseason teams.
 - 9.1.6. League Championship teams may not add a player to or replace a player from their regular season roster.
 - 9.1.7. Postseason teams shall also abide by the tournament rules associated with each AYSO advancement tournament.

- 9.1.8. The number of teams competing in postseason play shall be determined by Area W based on the number of Region 68 players registered in a division.
- 9.1.9. If a player is a member of both a League Championship team and an All-star team or Tournament Team, the player's commitment to the League Championship team shall take preference at all times.
- 9.1.10. If a player is a member of both an All-star team and a Tournament Team, the player's commitment to the All-star team shall take precedence at all times.
- 9.1.11. A player or coach who receives a Red card or two Yellow cards during postseason play may be removed from further postseason participation by vote of the Executive Board.

9.2. All-star Competition

- 9.2.1. The number of All-Star teams shall be determined by Area W based on the number of Region 68 players registered in a division and what Region 68 is able to supply based on the competitive skills of the players.
- 9.2.2. The number of players on an All-star team shall be nine (9) in U10, twelve (12) in U12 and fourteen (14) in U14.
- 9.2.3. Playing time and replacement of players shall be determined by the tournament rules associated with each AYSO advancement tournament
- 9.2.4. To be eligible for All-star consideration, a player must participate in at least $\frac{3}{4}$ of their league team's games, except for games missed due to illness or injury and documented by a note from a physician.
- 9.2.5. If a player plays "up" a division in the primary season, that player must play "up" during All-star play.
- 9.2.6. Selection to the All-star team will be determined by the All-star Coach via recommendations from League coaches and observation during the primary season.
- 9.2.7. If more than one All-Star team is required in a division, a draft shall be held with the appointed coaches and the Director of Players - Competitive.
- 9.2.8. Tournament Team Competition
- 9.2.9. Prior to the start of pool play competition, the Executive Committee shall determine the number of tournament teams that can be supported by the Region and the number of teams per division and age group.
- 9.2.10. Tournament team competition provides an affordable, year-round soccer opportunity. Tournament teams are "select" teams; that is, the coach can select any player who participated in at least 50% of the games in their division in the primary season.
- 9.2.11. As such, the level of play is higher than in the AYSO primary season, often as high as or higher than the All-star level.

9.2.12. Tournament teams recruit players, manage finances, and schedule activities individually, subject to the Region 68 policies listed in APPENDIX K "Tournament team Operating Policy".

9.2.13. It will be a requirement for the team to have a good management team in place that is familiar with the Tournament Team Policies.

9.2.14. If a registered player is unable to participate in primary season play due to a medical condition, verified with a doctor's note, they may be eligible for tournament team play with a release to participate in athletics.

9.2.15. All Star / Tournament Coach Selection Process

9.2.15.1. Any coach wishing to coach in All-Star or Tournament Play must submit an application to the Tournament Teams Director no later than October 1.

9.2.15.2. To be eligible to coach or assistant coach an All-star or Tournament team, a coach must be currently registered, Safe Haven certified, and have age-appropriate training.

9.2.15.3. A coach who has received a sendoff during the primary season must be approved by the RC, RCA and RRA before they can be considered for selection as an All-star coach.

9.2.15.4. Coaches shall be selected based on a range of criteria

9.2.15.5. Be a current registered volunteer

9.2.15.6. Be an age specific trained coach as specified in our Region Policies and Procedures

9.2.15.7. Be certified with MT02 Safe Haven (Referee Safe Haven does not certify the coach)

9.2.15.8. Be in good standing with the Region by demonstrating competency in coaching skills and team management

9.2.15.9. Be considered by the Tournament Teams Support Staff and Executive Committee and be approved by the Regional board

9.2.15.10. Returning coaches must re-apply and will be evaluated each membership year

9.2.15.11. Being an active participant in the Region's standard primary program as the Region determines adequate may be a consideration if coaches meet all the requirements above.

9.3. Spring League

9.3.1. Spring League is a secondary season program conducted on Sundays in February, March and April.

9.3.2. Spring League shall follow the same format as the regular season with the following exceptions: the Region shall only provide a Spring League tee shirt and socks, all divisions shall be noncompetitive (no standings kept),

practices shall be limited to one hour per week, and age divisions may be combined or not offered as determined by the Regional Board.

9.3.3. Spring League shall have a separate registration fee determined by the Regional Board. Spring League is an optional program that shall only be offered if there are enough volunteers to staff the program.

9.4. Very Important Player (VIP) Program

9.4.1. The Very Important Player (VIP) Program provides a quality soccer experience for children and adults whose physical or mental disabilities make it difficult for them to successfully participate on mainstream teams. VIP teams may include players who are blind or visually impaired, amputees or with conditions that impair mobility, mentally or emotionally challenged, autistic, Down syndrome, cerebral palsy, and any other condition that makes playing on a VIP team best for the player.

9.4.2. Depending on the number of registered VIP players, their gender, and age, teams may be coed, gender-based, or age-based.

9.4.3. The size of the playing field and length of game shall be determined by the age and number of players.

9.4.4. Score shall not be kept and every effort shall be made so that every player has the opportunity to score in every game.

9.4.5. Facilities

9.4.6. 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.

9.4.7. Each field shall be lined under the direction of the Field Director on Saturday morning or Friday afternoon.

9.4.8. Each Coach shall be provided with a first aid kit.

9.4.9. No trash should be left at the facility except in designated containers.

9.4.10. Parking shall be limited to designated areas at the fields.

9.4.11. For safety reasons, no pets shall be allowed at the facility while games or practice sessions are in progress.

10 Rules of Play - Summary

Division	U5, U6	U7	U8
Number of Players on Team	6	8	8
Number of Players on Field*	4 v 4	6 v 6	6 v 6
Goal Keeper	No Keeper All Season		

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

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

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

Throw In	No change from normal FIFA rules	
Goal Kick	No change from normal FIFA rules	
Corner Kick	FIFA rules, except 8 yds away	No change from normal FIFA rules