AMERICAN YOUTH SOCCER ORGANIZATION
HACIENDA HEIGHTS REGION 23
REGIONAL GUIDELINES 2011-2012

The purpose of these guidelines is to regulate the affairs of Region 23. Regional Guidelines are subject to AYSO's Articles of Incorporation, National Bylaws, National Policy Statements, including the Standard Regional Guidelines, National Rules and Regulations, Section Rules and Regulations, and Area Guidelines (AYSO's "operating regulations"), To the extent that there may be any contradiction or conflict with our regional guidelines or where the following guidelines are silent the operating regulations shall prevail.

I. 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 as much soccer as possible. Therefore we require that every player in U5-U14 play at least ¾ of every game, and those in U16-U19 to play in ½ 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 - Kids win when they are built up, not when they are torn down! We train and encourage our coaches to make the extra effort to understand and offer positive help to our players, rather than negative criticism.

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

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.

II. DUTIES AND RESPONSIBILITIES OF THE REGION

The duties and responsibilities of the region shall be:

A. To operate and offer a quality youth soccer program to all youth from 4 through 18 years of age in a safe, fun, fair, positive environment that complies in letter and spirit with the Bylaws, policies, rules, regulations, and philosophies of AYSO;
B. To maintain good community relations and become involved in youth development and other community activities;
C. To register with the National Support & Training Center all participating players, coaches, referees, administrators, and other volunteers prior to the commencement of the season;
D. To assign players and coaches to assure proper balance of teams within each age division within the region or within a reasonable part thereof;
E. To obtain and maintain safe playing facilities;
F. To obtain and be accountable for uniforms, balls, goals and other equipment and to use such equipment in a safe manner;
G. To schedule practices and games;
H. To recruit and assign volunteer coaches and referees, and train them through clinics and audio/visual programs; and to require them to complete a volunteer form, and to verify the information obtained, before permitting the coach, referee or such volunteer to participate.
I. To disseminate information to the participants, their families and the community concerning the region and its programs;
J. To recognize volunteer efforts;
K. To hold periodic meetings of the regional board and disseminate to the participants, their families and the community appropriate information concerning the operation of the region by the board;
L. To make available to the participants and their families of the Region, these Regional Guidelines and the attachments hereto as well as the financial statements of the Region at least once a year.

M. To collect and disburse fees and other monies for the sound financial organization and operation of the region.
N. To keep and submit to the National Support & Training Center, as required, accurate financial records to insure continuation of the tax exempt status of AYSO, to participate in the National Accounting Program and to pay the National Support & Training Center prior to the start of the each season the national portion of its registration fees and all amounts due with respect to its purchases;
O. To elect or appoint, at a minimum, a regional commissioner, treasurer, registrar, risk manager/safety director, coach administrator, referee administrator, and child and volunteer protection advocate;
P. To comply with the Soccer Accident Insurance (SAI) plan and to submit insurance claims according to current procedures;
Q. To notify the National Support & Training Center immediately of any threatened or actual claim or lawsuit against the region, its participants, or AYSO;
R. To implement AYSO national programs available to the region at least once a season;
S. To assist in and encourage the growth and development of AYSO programs both within and outside of the region
T. To participate in area, section and national events and programs.

III. MANAGEMENT OF THE REGION

A. The regional commissioner, with the support and assistance of the regional board, shall conduct the business and affairs of the region.
B. Unless otherwise specifically provided by these guidelines, all decisions of the regional board shall be made by a majority decision of the board members voting on any such matter; provided, however, that the regional commissioner may veto any such decision if the effect of such decision would be to violate any of the national operating regulations. Such veto may be reviewed by the area director (the "AD") on request by a 1/3 vote of the board members voting on such matter. By a 2/3 vote of the entire regional board, any other issue may be put to the participating members of the region, subject to fair and reasonable voting procedures to be adopted by the regional board. Vote taken by email will be summarized in the next month's board minutes. Vote by email will only be considered if exact vote has been communicated to all board members.
C. The annual meeting shall be in January of each year; exact day and time to be determined. The regional board shall fix, at this 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. In addition, the regional commissioner, the regional secretary or 1/3 of the board members may call a special meeting of the regional board on three days' prior notice stating the purposes of such meeting, which notice may be given in writing, by telephone or in person. A majority of the "voting" board members shall constitute a quorum for the purpose of holding either a regular or special meeting. It shall be the policy of the region to hold at least one board meeting in each month. The regional board shall provide for the taking of minutes of the proceedings at each meeting and make them available to the members of the region. All regional board meetings shall be open to all participating members unless the regional board determines that it is necessary to hold an executive session. An "executive session" is permitted only to review personnel matters, disciplinary matters, or legal matters, and should not be used where a vote upon any issue involving the affairs of the region is taken.
D. Election of Regional Board
    1. The voting and nonvoting members of the regional board are to bring nominations to the board before the Annual General Meeting in January.
    2. The Regional Board shall be elected at the January Annual General Meeting. The voting board members will be approved by the majority of the voting and nonvoting members in attendance.
    3. The Regional Board members shall take office at the first regularly scheduled meeting after the Annual General Meeting in January.
    4. In the event a Board member resigns or is unable to perform his/her duties; the Regional Commissioner is empowered to appoint a replacement for the remainder of the year.
    5. Term of office is defined as one (1) calendar year with the exception of the Regional Commissioner, which is (3) years.
    6. Any board member may serve multiple terms so long as he/she is nominated and approved as above

7. It is the general policy that the regional commissioner will have served at least one year on the regional board before serving as regional commissioner
8. It is the general policy of the region that the regional commissioner not serve as a coach or assistant coach, nor hold any other board or staff position in the region, except with the approval of the regional board. The regional commissioner shall act in all other ways to avoid the appearance of a conflict of interest.
9. The Regional Commissioner reappointment/replacement should take place at least three months, preferably six months, before the expiration of the Regional Commissioner's term, or whenever there is a vacancy in the Regional Commissioner position due to death, resignation or removal, the Regional Board shall constitute a nominating commission.
10. Upon resignation of Regional Commissioner, the outgoing Regional Commissioner shall recommend a successor with advice of regional board and submit recommendation to the Area Director.

IV. OFFICERS

A. Regional Board

The Regional Board shall, at a minimum, consist of the Regional Commissioner, the Regional Treasurer, the Regional Safety Director, the Regional Registrar, the Regional Coach Administrator, Regional Child and Volunteer Protection Advocate, and the Regional Referee Administrator.

1. The Voting members will consist of the following:

   Assistant Regional Commissioner
   Regional Management Administrator
   Treasurer,
   Safety Director,
   Regional Referee Administrator,
   Regional Coach Administrator,
   Regional Registrar,
   Regional Child and Volunteer Protection Advocate,

2. The non-voting members of the regional board for Region 23 may also consist of
   a. Divisional Coordinators
      1) U16 & U19 boys and girls
      2) U14 boys and girls
      3) U12 boys and girls
      4) U10 boys and girls
      5) U8 boys and girls
      6) U6 boys and girls
      7) U5 boys and girls
   b. Secretary
   c. Spring Coordinator
   d. Tournament director
   e. Publicity coordinator
   f. Opening day/ Pictures
   g. Fundraising coordinator
   h. Uniform Coordinator
   i. Trophies/medals/pins coordinator
   j. Ratings Coordinator
   k. Director of Concessions
   l. Statistician/Scheduler
   m. Purchasing/Special project
   n. The board may create, designate, appoint, or elect such other voting board, or non-voting board with the approval of the Regional Commissioner.

B. Position descriptions for all positions may be found and downloaded from the AYSO national website AYSO.ORG or http//soccer.org/resources/forms/job descriptions.

C. A brief and general overview of the duties and responsibilities of the seven mandatory board positions follows
   1. Regional Commissioner: The AYSO volunteer position of Regional Commissioner is intended to have the responsibility and the authority to manage the day-to-day business of the Region, within the framework of the AYSO operating regulations.
   2. Regional Treasurer: The AYSO volunteer position of Regional treasurer is intended to have custody of all funds and securities, evidence of indebtedness and other valuable documents, and shall deposit funds and securities in the name and to the credit of the Region in a bank or depository.
   3. Regional Safety Director: The AYSO volunteer position of Regional risk management/safety director is intended to be responsible for all aspects of the Region's safety and oversee the equipment, nets, fields, and clean-up for fields of the Region.
   4. Regional Coach Administrator: The AYSO volunteer position of Regional Coach Administrator is intended to administer a quality coaching program within the Region.
   5. Regional Referee Administrator: The AYSO volunteer position of Regional Referee Administrator is intended to implement, monitor, and maintain the AYSO National Referee Program including program delivery, staff development, communication, and coordination at the Regional level.
   6. Regional Registrar: The AYSO volunteer position of Regional registrar is responsible for planning and implementation of the annual registration of all players and, if CVPA trained and certified, of volunteers
   7. Regional Child and Volunteer Protection Advocate (CVPA): The AYSO volunteer position of Regional child and volunteer protection advocate is responsible for planning and implementation of the annual registration of all volunteers and to oversee the child and volunteer protection program in the Region in accordance with the AYSO Safe Haven program.

V. INFORMATION ABOUT THE PROGRAM

A. Team Assignments
   1. U5 through U8: Team assignment of players shall be made by the divisional coordinator, with the oversight of the Regional Coach administrator and Regional Commissioner.
   2. U10 through U19: Team assignment of players shall be made by computer drafting based on the ratings given the players at the end of the previous season.
   3. Retention of players on any team shall be limited to the head coach's child(ren). Otherwise there shall be no automatic retention of players on any specific team or with any specific coach from the previous season. Every attempt shall be made to balance the skill level of teams within each division. Once teams are formed, no transfer of any player from one team to another may be made without the approval of the coaches of both teams involved, the age division coordinator, the regional commissioner and the parent or guardian of the player.

B. Registration Fees; Refunds

The registration fee for each player participant shall be fixed annually by the regional board. The regional board may by specific grant or scholarship, or by regional policy, waive such registration in whole or in part with respect to any participant if such fee would create a hardship for such participant or his or her family. Any player who withdraws from the program shall be entitled to a full refund of such registration fee based less costs that are non-recoverable by the region as follows:
   1. Prior to first practice – Full refund
   2. After 1st practice full fee less fee paid by the region to the AYSO national office, the cost of uniform, unless returned in new or like new condition and cost of any pictures taken.
   3. To get a refund, parent or guardian must request a refund in writing and mail any such request **with a self-addressed stamped envelope** to:
      AYSO Region 23
      PO BOX 5159
      Hacienda Heights, CA 91745
      Letter needs to contain player's name, and birth date, email (in order to acknowledge receipt of request).
   4. Refund requests postmarked before September 15 will be processed and mailed out the first week of October.

C. Late Registrations (after last scheduled registration event)

1. Before teams are formed: If coaches are needed preference is to be given to those willing to coach, otherwise in order of inquiry
2. After the teams are formed
   a. U5-U8: If needed, those willing to coach are given preference, otherwise in order of inquiry
   b. U10-U19: If needed those willing to coach are given preference.
   Placement on team may not occur until September 1st and will be done in a manner as to balance the teams, and not necessarily in the order of inquiry.
3. Who can register players after the last scheduled registration event
   The registrar is to be the primary contact for players wishing to register. In his/her absence the Regional Commissioner and Regional Management Administrator are the only ones who may register a player.

   If the RC or RMA registers a player
   a. Registration of player in eAYSO is to take place within 12 hours of acceptance of paperwork.
   b. Email notification is to be made immediately to the registrar that a player has been registered giving the Name, division, and ID# of the player along with date the player was entered in eAYSO.
   c. Money to be given to treasurer within 3 days
   d. Registration forms are to be given to the registrar within 3 days of his/her availability
      i. If the teams have not yet been formed, all copies of the forms are to be given to the registrar
      ii. If registration occurs after teams are formed and the player is to be immediately placed on a team, the "coach copy" will be given to the RMA to be then given to either the coach or divisional coordinator. The remaining copies are to be given to the registrar.

Placement on team (those who register late) may not occur until September 1st and will be done in a manner as to balance the teams, and not necessarily in the order of inquiry.

D. Eligibility

1. All boys and girls, between the ages of 4 and 18, based on their age as of July 31 of the year in which the season begins, shall be eligible to register for the program. .
2. No player may register without written consent of a parent or guardian (unless that player is of legal age) and the approval of the Regional Commissioner.
3. A player becomes an official team member only after payment of the required registration fee and acceptance of the registration form by the Regional Commissioner or his/her designated representative.
4. Players will only play in the age group they fall in with the following exceptions:
   a. Players whose birth date would otherwise place them in the U14 division who are attending high school may play in U14 or U16
   b. Advanced players who fit the following:
      1) Born in August
      2) Parent written request
      3) Written opinion by 2 coaches that player would be in the top 3 players of the team he/she would be on in the division he/she would move up to.
      4) Approval of Regional Board

E. Length of Season and Cancellation of Games

The season shall be of such duration as determined by the regional board, and as set forth in the regional calendar. Inclement weather or poor field conditions may necessitate from time to time the postponing or canceling of games. Any such postponement or cancellation will be made at the discretion of the regional commissioner or the regional risk management/safety director as early as practical before game time. Once the game begins, only the referee in charge of the particular soccer field may suspend or cancel the game, except that the regional commissioner or designate may suspend or cancel games due to inclement weather or other conditions that may warrant such action.

F. Attendance; Participation:

1. The following Practice Guidelines will be enforced:
   a. Divisions U10, U12, U14, U16 and U19 will have at least one and no more than two practices per week. Each practice will be no longer than 1 ½ hours.
   b. Divisions U5, U6 and U8 will have one practice per week.

1) In U8 each practice can be no longer than 1½ hours
2) In U5 & U6 each practice will be no longer than 1 hour.

c. Practices include any event other than league games in which soccer skills are taught, demonstrated or used.

2. Length of games is as follows:
   a. U5: 2-10 minute halves
   b. U6: 2-15 minute halves
   c. U8: 2-20 minute halves
   d. U10: 2-25 minute halves
   e. U12: 2-30 minute halves
   f. U14: 2-35 minute halves
   g. U16: 2-40 minute halves
   h. U19: 2-45 minute halves
3. U5 through U14: Every player shall be entitled to play at least ¾ of every game.
   a. For U-05 through U-08 there will be no goalkeeper
   b. For division U-10 different players are to play goalkeeper each quarter. During the semi-finals and finals a goalkeeper may play up to one-half of the game. There is no restriction as to how much time a player may play as goalkeeper for area playoffs, section playoffs or tournaments.
   c. For U12 & U14: There is no restriction as to how much time a player may play as goalkeeper. If a player plays ¾ of the game as goalkeeper, he/she may not be substituted out except for injury.
   d. For U5 through U14: If a player is late to a game, playtime may be reduced as follows:
      i. After the game has started to the end of the first quarter: ½ game:
      ii. After the start of the 2nd quarter to the end of the 3rd quarter: ¼ game
4. U16 & U19:
   Every player shall be entitled to play at least ½ of every game. There are no restrictions as to the amount of time a player plays as goalkeeper. If a player arrives after the game has started the player shall be entitled to play at least ½ of the remaining game time.
   Since U16 & U19 interplay with the other regions in the area, the Area 1U Guidelines and Rules of Competition will govern the fall season. They are available at the Area 1U website area1u.org and will be distributed to the coaches prior to the start of the season.
5. Each player is strongly urged to attend every team practice. Any player who misses practices regularly may have his/her playing time limited to one-half (but not less than one-half) of a game once the following procedures are followed:
   a. Coach contacts player about practices missed.
   b. Coach requests intervention from divisional coordinator.
   c. Divisional Coordinator contacts family to determine reason for missing practices regularly and informs parents, player, coach, regional coach administrator, and regional commissioner that playing time will be restricted to ½ of the game they are present for.
6. Season format for U10-U14 will be distributed to the coaches and posted on the website prior to the beginning of the season

G. Protests

No protest of games shall be permitted. However, coaches and spectators are encouraged to file with the regional referee administrator a written report within 48 hours after a game of any misapplication by a game referee of the Laws of the Game or rules and regulations. (Referee feedback forms will be available at the field.) This procedure shall not be used as a means of complaining about, or criticizing, any judgment call of a referee or assistant referee. If, after investigation by the regional referee administrator, it is found that a law, rule, or regulation was misapplied, such referee shall be so informed in order to ensure that no further misapplication occurs.

H. Conduct during Games

The highest standards of conduct and good sportsmanship must be maintained at all times by players, coaches, referees, spectators and all other participants. Offensive, insulting or abusive language is forbidden. The use of alcohol, tobacco products, or illegal drugs in the vicinity of the playing field during practices or games is strictly forbidden.

1. All participants must wear the official uniforms provided for all games and dress in them in a neat, clean manner. The use of shin guards is required at all practices and games.
2. Coaches are expected to be positive and set the best possible example for the participants. Excessive coaching from the sidelines shall not be permitted, and the function of the coach should be to provide encouragement and a positive direction. The coach may enter the field of play only with the consent of the referee and may coach only within 10 yards in each direction from the half-way line of the field (in no event in either of the penalty areas or from behind the goals).
3. Spectators at games must remain behind the spectator control line (three yards from the sideline) and between the penalty areas and their vocal efforts should be limited to positive compliments to the participants. Spectators are expected at all times to act positively around players and to demonstrate respect for opponents, officials, and all other volunteers. Under no circumstances should they attempt to coach or address remarks derogatory to players, coaches or the referee.
4. 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. Discipline shall be up to the referee at each game. The referee shall have the power and authority to caution and send off players and coaches (as well as spectators, in the case of outside interference) from the playing area, or terminate the match if necessary, if their conduct violates the Laws of the Game, these guidelines or otherwise interferes with the course of play. No appeal of disciplinary action taken by a referee shall be allowed.
6. A player or coach that is sent off for any reason will be suspended from all participation in the next scheduled played game by his/her team according to the following:
    a. If the send-off occurs in a "league" game, the suspension shall take place in the next scheduled league game played (see c. below if it is the final game the team plays in a league)
    b. If the send-off occurs midway through a tournament, the suspension will take place according to tournament rules.
    c. If the send-off occurs in the last game played by a team in a league, tournament, or other playoff, the suspension will take place in the next scheduled game played by the team whether it be another league, tournament or other playoff.
7. A player who is sent off or cautioned may be subject to additional disciplinary action (e.g., parent conferences, game suspensions, expulsions) at the discretion of the regional board upon thorough review of the incident following the procedures outlined in Section VIII. (Dispute Resolution). A coach, assistant coach or spectator who is sent off or cautioned may also be subject to similar or additional disciplinary action at the discretion of the regional board upon thorough review of the incident following the procedures outlined in Section VIII (Dispute Resolution).

I. Refreshments at Games

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

J. Parental Participation

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

J. Facilities

It shall be the responsibility of both teams for the first game each day to set up the goalposts and nets and both teams for the last game of each day to take down the goalposts and nets. Each field shall be lined under the direction of the regional commissioner and/or the director of playing fields, and each group of fields shall be provided with a first aid kit. No trash should be left at the facility except in designated containers.

No dogs (other than service animals) of any size on or off leash are allowed for practices or games at any field site. Parking shall be limited to those areas designated at the fields.

K. Equipment

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

1. Medical information bracelets should not be removed, but must be padded and taped to the player's skin.
2. Prescription eyeglasses may be worn, but must remain firmly on the wearer's head or restrained by a strap. Non-prescription eyeglasses and sunglasses are not permitted to be worn by a player during a game.
3. Hard casts (including padded casts), splints, helmets and hard padding are not permitted to be worn by a player during any game or practice. Players with permanent orthodontic braces are strongly encouraged to wear mouth guards.

VI. FINANCIAL, BANKING AND RELATED MATTERS

A. Budget; Financial Statement

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

B. Account Signatories

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

C. Transfer of Funds

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

D. Cash Handling Procedures

1. Funds withdrawn for "cash box change" must be deposited back into the regional bank account on the same day, or the first banking day thereafter.
2. All registration fees collected in cash and checks must be reconciled to the bank deposit slip and the AYSO registration forms.
3. All cash received is to be deposited into the regional bank account on the same day such cash is received, or the first banking day thereafter.
4. When handling a significant amount of cash monies, at least two regional volunteers should be present.

E. Receipt Procedures

1. A cash receipt book must be used to record all payments received on behalf of the region in cash. The original cash receipt for each transaction must be given to the payer, and the copy kept in the cash receipt book. All cash receipts must be signed or initialed by the volunteer completing the cash receipt form.
2. The cash receipt book must be reconciled to the bank deposit slip.
3. A volunteer accepting payment for registration fees should note upon an available portion of the player registration form:
   (a) the amount of the payment received;
   (b) whether such payment was made in cash or by check;
   (c) the check number (if paid by check);

(d) the date such payment was received if different from the date of the parent or guardian's signature on the player registration form;
(e) the names of any other family member players for whom the payment was received;
(f) the initials of the volunteer receiving such payment.

F. Immediate Deposit Procedures

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

G. Monthly Bank Reconciliation

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

H. Audits

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

VII. SUPPLEMENTAL PROGRAMS

A. Purpose

It is the intent of Region 23 to provide programs of play beyond that of the Primary (fall) season. Supplemental programs offer that opportunity for extended play. Teams from Region 23 will be allowed to enter tournaments and participate in leagues that are outside the primary program. The following guidelines govern these teams.

B. **Fall tournaments**

A tournament is an event that brings teams together for the purpose of playing soccer games outside of AYSO fall season play.

Any primary season team that wishes to enter a tournament or other organized event during the primary season shall obtain permission to do so from the Regional Commissioner. The team shall be formed in conformance with the guidelines of the event they propose to enter. All costs will be borne by the participants.

C. Spring Program

Spring Programs are considered secondary programs and as such must not take on more importance than the fall program. All costs will be borne by the participants. Any funds at the end of the spring will be either returned to the participants or donated to the teams representing the region in the Bi-annual AYSO National Games.

1. U5-U8
   d. Program is open to those who were eligible to play in the U5-U8 programs in the previous fall.
   e. Depending on the number of players that register, the teams may be co-ed with boys and girls on the same team.
2. U10-U19
   a. Selection of Coaches
      Those wishing to coach must submit to the Regional Commissioner or Spring Coordinator a spring coach application by a designated date, usually early November. A Spring Coach Selection Panel shall be formed by the Regional Commissioner and shall include a minimum of three members of the Regional Board. This panel shall use the following guidelines in selecting the coaches
      1. Coach Certification at or above the level required for the division.
      2. Referee Certification
      3. Coach conduct during the season
      4. Feedback from players and parents

   b. Player Eligibility.
      Only players in good standing who participated in a minimum of 50% of the primary season games played by the team to which the player was assigned will be deemed eligible. If injury or illness

prevented participation in the required number of games then the player must have participated in 50% of the games that were scheduled while the player was healthy enough to play.
In addition to the above, the Regional Commissioner or Regional Board may exclude a player form eligibility based on conduct on or off the field.

f. Maximum team size
U10-10
U12-12
U14-15
U16/U19-18

g. Team Formation
After the coaches have been selected for the secondary program the Spring Coordinator or Regional Commissioner will provide the coaches with a list of eligible players to choose from. It is possible in a given division for there to be only 1 team, or more than 1, with either the multiple teams being balanced, or with one being a tournament only team, and the remainder being balanced. In addition, once the coaches select their players, the roster must be approved by the Regional Commissioner. Players need to be contacted by 2 weeks after the conclusion of the Region's league playoffs or coach may lose the privilege of being a secondary season coach. A player who rejects the invitation to participate on a given team becomes ineligible to participate on any other secondary team for the remainder of the season.

1. One team in a division.
   a) Coach will provide a list of players, equal to the maximum roster size plus 2 (alternates) to the Regional Commissioner or Spring Coordinator for his/her approval.
   b) Once approval is given, and after the final league game played coach may contact his players. If a player rejects the invitation, the coach needs to inform the Regional Commissioner or Spring Coordinator. If the coach needs to contact additional players not on his/her original list, these players must be approved prior to contacting the player(s).
2. Two teams in a division but not balanced (A-B)
   a) Coach of "A" team has the first opportunity to select players from the list of approved players as outlined in Paragraph D above. This team will be eligible for tournaments only and will not be allowed to participate in league play.
   b) Coach of "B" team will then be given the "new" list of eligible players (without players on "A" team or those who rejected the invitation of the "A" coach.) This team will be allowed to participate in league play and attend tournaments.
3. Two balanced teams in a division:
   a) Coaches of the teams in the division will meet with the Regional Commissioner or Spring Coordinator. At this meeting they will review the list of eligible players selecting the number of players to field the two teams. Another list of 4-6 should also be selected in case players reject the invitation to play in the spring. In selecting players, the following should be taken into consideration.
      1) Player's rating, conduct on and off the field and attitude…
      2) Parental involvement in the region (referee, other volunteer)
   b) Once the list of players is agreed on, the Spring Coordinator, Regional Commissioner or his/her designee (but not the coaches) will contact the families to invite their child to participate in the spring program.
   c) If after all those on the agreed lists have been invited and there are not enough players to field the 2 teams, then either by phone, email or in person those involved in "a" need to agree on others to invite.
   d) Once there are enough players to field the two teams, the Regional Commissioner or Spring Coordinator will put the two teams together balancing them as best as possible, and will then distribute the rosters to the coaches. The balancing will be that of ratings, as well as volunteers.

e. Team Management

1. The coach is expected to hold the first team meeting within 1 week of receiving the approved roster from the Regional Commissioner or Spring Coordinator
2. Each team will be required to have at least a team manager/treasurer. This can be shared by more than one person.
   a) Collect team funds and deposit in a timely manner with the region treasurer.
   b) Assist the coach with league and/or league paperwork including check requests.
   c) Provide the participants with an accurate accounting of funds on a monthly basis, reconciling with the treasurer's account of the team's funds.
   d) Assist the coach in other management aspects of the team.

VIII. DISPUTE RESOLUTION

A. General Policy

1. It is the policy of the region to resolve all disputes involving persons involved in the region in an amicable way, if possible. Compromise should be emphasized whenever possible, and personality conflicts should be avoided.
2. If disciplinary action is found to be necessary, it is the region's policy to take only the minimum action necessary. All means available should be taken to avoid legal action.
3. It is the policy of the region to avoid punishing the players for the conduct of the parents except when there is no other solution (e.g., where a parent cannot or will not cease his or her disruptive behavior).
4. It is the policy of the region to avoid wiping out years of good memories of AYSO and good service to AYSO, and that suspension or removal procedures are to be used only as a last resort. Voluntary resignation is preferable to a suspension or removal procedure.
5. It is the policy of the region to avoid publicizing the suspension or removal proceedings beyond those persons who need to know, and to respect the privacy of the individuals involved. However, the regional commissioner or regional board should notify the area director, the section director, the National Support & Training Center or members of the AYSO Legal Commission of the pending proceedings pursuant to the operating regulations, and must comply with all applicable regulations and laws requiring suspension for abuse and similar events.

B. General Due Process Procedures

1. Disputes involving day-to-day activities of the region should first be addressed and resolved, if possible, by the appropriate board member in charge of the activity and/or then by the entire regional board, if necessary. For example disputes arising out of game conduct should first be addressed and resolved, if possible, by the regional referee administrator and/or then by a disinterested review board appointed by the regional commissioner and/or then by the entire regional board, if necessary.
2. If it is determined that a Participating Member or Playing Member of the Region (including the parent, guardian or other family member of a Playing Member) needs to be disciplined, or that his or her participation in the region should be limited or terminated, then the Regional Commissioner or the Regional Board shall give notice to such person of such action or proposed action, initially by telephone, FAX, in writing via email or in person.
3. Notice should always be followed by a written confirmation delivered via a method that provides proof of mailing and/or delivery, not necessarily proof of receipt or signature by the non-executive member. The U.S. Postal Service "Delivery Confirmation Receipt", any Overnight/Next-Day delivery confirmation, or "In Person" delivery by at least two volunteers will suffice.
4. Such notice shall specify the action to be taken and the reasons therefore. Such notice shall further notify such person that he or she, upon request, will be given a reasonable opportunity to explain why such action should not be taken. Such opportunity to respond may be in person at a hearing, by telephone or in writing.
5. The Regional Commissioner or Regional Board may appoint a disinterested hearing board or committee of neutral persons to consider such discipline. After such opportunity to respond has been given, the regional commissioner, regional board, hearing board or committee shall make its determination and announce it in writing to all persons concerned.

C. Suspension

1. The regional commissioner or regional board may suspend a person involved in the region from further involvement in the program if there is found to be an imminent danger to players or to the program by his or her continuing involvement.
2. Notice must be provided and a disciplinary review board proceeding held, if requested, according to the procedures described in Paragraph B above. A suspension is considered to be temporary in nature, and such suspension may be removed or set aside by a majority of the regional board at any time.

D. Removal

1. The regional commissioner or the regional board may remove Participating Member or Playing Member of the Region (including the parent, guardian or other family member of a Playing Member), whether or not suspended, from further involvement in the program.
2. Such removal may only be made upon prior notice and if requested, after a disciplinary review proceeding described in Paragraph B above has determined that removal is appropriate
3. Such removal is only permitted when there is found to be (a) a violation of the National Bylaws or of the rules, regulations, policies or philosophies of AYSO or (b) conduct which disrupts the region's or AYSO's activities or programs.

E. Disciplinary Review Procedures

1. Disciplinary review proceedings under these guidelines are intended to provide due process to the person whose conduct is the subject of the review proceeding.
2. If a disciplinary review panel is appointed, it should be comprised of an odd number so as to avoid ties during deliberations.
3. Any disciplinary review proceeding shall be held at a neutral location.
4. The procedures shall be communicated to and understood by all parties prior to the commencement of such review.
5. All interested parties are to be informed of the date, time, and location of the proceeding.
6. The person whose conduct will be subject to review at that proceeding is responsible for notifying any individuals who that person may want to speak at that proceeding.
7. If a disciplinary review panel is convened, neither the Regional Commissioner nor a person who has a direct interest in the outcome of the matter shall participate as a decision maker in any stage of the procedure.
    a. A person has a direct interest in the outcome of the matter if that person's conduct is in any way called into question by the events, or if that person is a witness to the events, has a familial relationship with any person involved in the matter, has a financial interest in the outcome, or whose judgment, for any reason, cannot be unbiased and neutral.
    b. In the event the Regional Commissioner has a direct interest in the outcome of the matter, any authority herein to be exercised by the Regional Commissioner shall be referred to the Area Director.
8. The disciplinary review board shall conduct the review as quickly and as fairly as possible, but may structure the proceedings as circumstances may require to keep them as positive as possible.
9. The members of the disciplinary board may ask such questions and request such documents or other items as may be necessary to obtain all pertinent facts, but should refrain form being overbearing with such examinations and requests.
10. It is strongly recommended that players and other minors not be asked to participate as witnesses or to offer "testimonials" either in person or in writing unless it is absolutely necessary in order to determine any pertinent fact of the matter.
11. The proceedings should be kept as confidential as may be necessary to protect all parties. The board shall listen to the facts of the situation from all interested parties. There is no right to make a record or recording of the live proceedings in any form (written, electronic, audio or visual). Any request by a party to use a court stenographer, or a mechanical or electronic device to record the proceedings should be denied.
12. Each "side" may be permitted or requested to make their presentations to the board outside the presence of the other if necessary to prevent undue acrimony or harm to the participants.

13. Parties do not have the right to involve attorneys or to cross-examine other parties or witnesses. Assistance of attorneys or any other persons whose help may be sought by an interested person may be permitted to help present facts within the discretion of the disciplinary review board if it believes that such participation will be helpful and positive.
14. Interested persons may request that the disciplinary review board obtain information from or ask questions of participating witnesses if they have a good faith belief that the requested information will reveal facts pertinent to the issues under review.
15. At the conclusion of the disciplinary review proceeding, the disciplinary review board shall adjourn to a private session where its decision will be reached. Under no circumstances shall the disciplinary review board deliberate in the presence of the parties involved in the dispute.
    a. The committee or disciplinary review board will then decide the issues raised pursuant to AYSO operating regulations and these Regional guidelines based on the information submitted, and by a majority vote determine the appropriate action to be taken.
    b. Such action may include that no action should be taken against the individual accused, or that a warning or caution be given, that a written reprimand be given, that further education or probation be required, or that such person should be suspended or removed from involvement in Regional activities.
16. In all cases, the Regional Commissioner makes the final determination of the action to be taken in the matter. If provided a recommendation from a neutral appointee or a neutral disciplinary review panel, the Regional Commissioner should not dismiss the recommendation(s) without careful consideration.
17. Where the disciplinary review board recommends removal or where otherwise determined appropriate, the individual in question should be given an opportunity to resign voluntarily (except in instances involving alleged acts of physical violence or alleged improper sexual behavior). All persons whose conduct was at issue before the disciplinary review board shall promptly be notified of such resignation or, in the absence of a resignation, of the disciplinary review board's decision. Such notice shall include notice of a right to appeal the decision to the next highest Executive Member within a reasonable period of time.

F. Review

1. Any disinterested party dissatisfied with the decision of the action taken by the Regional Commissioner may request a review of such decision by the Area Director unless it is determined by the Area director, or he/she is not disinterested, then by the Section director unless it is determined by the Section Director, or he/she is not disinterested, then by the National Board of Directors, as may be appropriate pursuant to the operating regulations relating to dispute resolution and due process.
2. The basis of any such review must be that the original determination was arbitrary and capricious, or that the procedure was not fair, including that the person or persons making such determination are found not to have been disinterested, or that the procedures described in these guidelines were not followed.
3. There shall only be one review of each matter.
4. Any determination made in accordance with this Article shall be final and binding on all concerned.

IX. CHANGES IN GUIDELINES

A. Approval of Guidelines

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

B. Change in Guidelines

Once adopted, these Guidelines may only be amended by the regional board by a 2/3 vote of the regional board members, with the approval of the Regional Commissioner, the Area Director and the Section Director, and then submitted to the National Support & Training Center.