



AYSO Standard Regional Guidelines





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AYSO Standard Regional Guidelines

Article One: Purpose

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

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

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

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

Article Two: Mission

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

Everyone Plays - Our Region's goal is for kids to play soccer—so we mandate that every player on every team must play at least half of every game.

Balanced Teams - Each year we form new teams as evenly balanced as possible—because it is fair and more fun when teams of equal ability play.

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

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

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



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

Article Three: Duties and Responsibilities of the Region

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

1. To operate and offer a quality youth soccer program to all youth from 4 through 18 years of age in a safe, fun, fair, positive environment that complies in letter and spirit with the Bylaws, policies, rules, regulations, and philosophies of AYSO;
2. To maintain good community relations and become involved in youth development and other community activities;
3. To register in the AYSO online registration system or with the National Office all participating players, coaches, referees, administrators, and other volunteers prior to the commencement of the membership year or, if registered during the membership year, within 30 days following such registration;
4. To assign players and coaches to assure proper balance of teams within each age division within the Region or within a reasonable part thereof;
5. To obtain and maintain safe playing facilities;
6. To obtain and be accountable for uniforms, balls, goals and other equipment and to use such equipment in a safe manner;
7. To schedule practices and games;
8. To recruit and assign volunteers including coaches and referees, and train them through clinics and audio/visual programs;
9. To disseminate information to the participants, their families and the community concerning the Region and its programs;
10. To recognize volunteer efforts;
11. To hold periodic meetings of the Regional Board and disseminate to the participants, their families and the community appropriate information concerning the operation of the Region by the Board;
12. To comply with AYSO policies and procedures relating to financial matters; including:
 - a. to publish for the Region and for the files at the National Office, and make available to the participants and their families at least annually, financial statements of the Region and guidelines for the operation of the Region approved by the Area Director and Section Director, or in the absence of such guidelines, operate the Region in accordance with the Standard Regional Guidelines as are in effect from time to time;
 - b. to collect and disburse fees and other monies ensuring the sound financial organization and operation of the Region, to keep and submit to the National Office as required, accurate financial records to insure continuation of the tax exempt status of AYSO;
 - c. to participate in the National Accounting Program; and,



- d. to pay the National Office the national player fee and all amounts due with respect to the Region's purchases from the National Office within the payment guidelines established by the national treasurer.
- 13. To elect or appoint, at a minimum, a Regional Commissioner, Treasurer, Risk Manager/Safety director, Coach Administrator, Referee Administrator, Registrar and Child and Volunteer Protection Advocate;
- 14. To comply with the Soccer Accident Insurance (SAI) plan and to submit insurance claims according to current procedures;
- 15. To notify the National Office immediately of any potential or actual financial irregularities or losses or any threatened or actual claim or lawsuit against the Region, its participants, or AYSO;
- 16. To implement AYSO's national programs available to the Region at least once a season;
- 17. To cooperate with neighboring Regions, and Area, Section and development personnel, to promote growth, development and cooperation throughout AYSO;
- 18. To participate in Area, Section and national events and programs; and
- 19. To cooperate in policies and procedures developed by the Board or the National Office with respect to requiring each coach, referee, and other designated volunteers to complete a volunteer form, and with respect to verifying the information obtained, before permitting the coach, referee or such volunteer to participate.

Article Four: Membership in the Region

- 1. There shall be three kinds of members in the Region:
 - (a) **EXECUTIVE MEMBERS:** If the Region is a Charter Region, or at such time as the AYSO National Board of Directors approves the Region's conversion from Pilot to Charter status, the duly nominated and approved Regional Commissioner shall be the Region's executive member as long as the individual holds that position. Pursuant to AYSO National Bylaws Section 3.03, the Regional Commissioner may not hold more than one position within the AYSO Organization which is an executive membership position and such memberships shall not be transferable.
 - (b) **PARTICIPATING MEMBERS:**
 - 1) All youth who exhibit a sincere interest in soccer and who have become registered as a participating player pursuant to the Rules & Regulations of the Organization.
 - 2) All Region volunteers, other than executive members, who become registered with the Organization, including all Regional administrators, coaches, and referees.
 - (c) **HONORARY MEMBERS:** those other persons to whom the Regional Board grants membership to recognize a contribution of value to the Region or to express its gratitude.
- 2. No one will be considered a participating member or a playing member unless and until an application is submitted to the Region using the appropriate forms prescribed by AYSO and the application is accepted and entered into the AYSO business system by the Region.



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

Article Five: Management of the Region

1. REGIONAL COMMISSIONER

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

- (a) The Regional Commissioner shall serve a term of three years, subject to the terms of approval set forth by the National Board of Directors (see paragraph 6). The Regional Commissioner may serve multiple terms so long as he or she is nominated and appointed as indicated below.
- (b) It is the general policy of the Region that the Regional Commissioner will have normally served at least one year on the Regional Board before serving as Regional Commissioner.
- (c) It is the general policy of the Region that the Regional Commissioner not serve as a coach or assistant coach, nor hold any other board or staff position in the Region, except with the approval of the Regional Board. Where the Regional Commissioner or other board member also serves in another volunteer capacity, the Regional Board shall, at a minimum, adopt special procedures to insure that decisions affecting the Regional Commissioner acting in such other capacity are made by other, disinterested board members.
- (d) The Regional Commissioner shall act in all other ways to avoid the appearance of a conflict of interest.
- (e) The Regional Commissioner may be suspended by the Area Director or the Section Director and suspended or removed by the National Board of Directors in accordance with Sections 3.07 and 7.03 of the National Bylaws.

2. REGIONAL BOARD

Upon the creation of the Region the Regional Commissioner shall appoint the initial Regional Board to serve until the next scheduled board meeting, at which time nominations and voting for board positions will take place.

- (a) The Regional Board shall be comprised as described in Article Six.
- (b) Regional Board members shall serve a one year term or until the next annual meeting.
- (c) Any board member (except the Regional Commissioner) may be removed in accordance with Article Nine, paragraph 4, of these guidelines.

3. MEETINGS

The Regional Board shall fix, at its initial meeting each year ("annual meeting"), the time, date and place of each regular meeting of the Regional Board and send notice of such annual meeting to all participants in the program.

- (a) It shall be the policy of the Region to hold at least one board meeting in each month during the primary season and at least one every two months during the remainder of the year. The



Regional Board shall provide for the taking of minutes of the proceedings at each meeting and make them available to the members of the Region.

- (b) All Regional Board meetings shall be open to all participating members unless the Regional Board determines that it is necessary to hold an executive session.
- (c) An "executive session" is permitted only to review personnel matters, disciplinary matters, or legal matters, and should not be used where a vote upon any issue involving the affairs of the Region is taken.
- (d) The Regional Commissioner or 1/3 of the board members may call a special meeting of the Regional Board on three days' prior notice stating the purposes of such meeting, which notice may be given in writing, by telephone or in person.
- (e) A majority of the board members shall constitute a quorum for the purpose of holding either a regular or special meeting.

4. VOTING; VETO POWERS

Unless otherwise specifically provided by these guidelines, all decisions of the Regional Board shall be made by a majority decision of the board members voting on any such matter; provided, however, that the Regional Commissioner may veto any such decision if the effect of such decision would be to violate any of the national operating regulations.

- (a) Such veto may be reviewed by the Area Director (the "AD") on request by a 1/3 vote of the board members voting on such matter.
- (b) By a 2/3 vote of the entire Regional Board, any other issue may be put to the participating members of the Region, subject to fair and reasonable voting procedures to be adopted by the Regional Board.

5. REGIONAL BOARD NOMINATION PROCEDURES

- (a) At least one month prior to the annual meeting, the Regional Commissioner shall appoint a nominating commission of not less than three in number consisting of board members and a reasonable number of persons who are not members of the board.
- (b) The nominating commission shall publicize to the participating members of the Region the Regional Board positions to be voted upon, recruit candidates and accept the names of candidates from other participating members of the Region.
- (c) Regional Board members need not be parents of players in the Region.
- (d) At the annual meeting, the nominating commission shall present to the outgoing board a slate of candidates it deems worthy of consideration. By majority vote of the outgoing board members present and voting, the final list of board nominees shall be presented to the Regional Commissioner for appointment.
- (e) The Regional Commissioner may choose not to appoint an individual to a board position, even though recommended and approved, if the Regional Commissioner deems there is sufficient reason not to make the appointment. In such case, the Regional Commissioner shall ask the nominating commission to recommend additional candidates for approval and appointment. This inclusive and democratic process should be followed any time there are board positions to be filled, with the only exception being the appointment of the inaugural Regional Board (see paragraph 2 of this Article Five.).



- (f) An emergent or unplanned vacancy on the Regional Board before the expiration of the term, except that of Regional Commissioner, may be filled by an interim candidate nominated by a majority vote of the then remaining board members.
- (g) The person filling such vacancy shall serve until the next annual meeting and until his/her successor has been duly appointed.

6. REGIONAL COMMISSIONER REAPPOINTMENT/ REPLACEMENT

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

- (a) Such nominating commission may be the same nominating commission appointed pursuant to the preceding paragraph.
- (b) The nominating commission shall submit its recommendations of one or more candidates for the position of Regional Commissioner to the Regional Board. The Regional Board shall, by a majority vote, nominate a Regional Commissioner and forward such nomination to the Region's Area Director as directed by National Bylaw Section 7.03.
- (c) In the absence of a Regional Board, or in the absence of a nomination by a majority of the Regional Board, the Regional Commissioner will be nominated by the Region's Area Director. A nominee for Regional Commissioner is subject to approval of the Area Director, Section Director and National Board of Directors and is effective only upon approval of the National Board of Directors. The National Board of Directors has full discretion to approve or disapprove a nominee for a term of three years or for a shorter period as it sees fit.
- (d) In the event of a vacancy in the position of Regional Commissioner other than at the expiration of the regular term, the Regional Board, including (if available) the outgoing Regional Commissioner, shall recommend an interim Regional Commissioner and submit such recommendation to the Area Director. The interim successor shall remain in office until the completion of the election procedures described in this paragraph.

7. VOLUNTARY SERVICE

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

Article Six: Officers

- 1. The Regional Board shall, at a minimum, consist of the Regional Commissioner, the Regional Treasurer, the Regional Risk Management/Safety Director, the Regional Coach Administrator, the Regional Referee Administrator, the Registrar and the Regional Child and Volunteer Protection Advocate.
 - (a) The Regional Board may create, designate, appoint, or elect such other voting board, or non-voting staff, positions including one or more Assistant Regional Commissioners, a Regional Secretary, a Regional Coach Trainer, a Regional Director of Referee Instruction, a Regional Director of Referee Assessment, Age Division Coordinators, a Director of Playing Fields, a Team Parent Coordinator, a Director of Public Relations, a Statistician/Scheduler, a Director of Purchasing, a Director of Volunteer Recruitment and Development, a Regional Auditor, and such other positions as the Regional Board may from time to time deem desirable.



- (b) In addition, there may be such members-at-large as the board shall create.
 - (c) All members of a Regional Board understand and agree that they are fiduciaries of and owe a duty of loyalty to AYSO, and agree to be bound by its Bylaws, Policies, *Rules & Regulations*.
2. Position descriptions for all positions may be found and downloaded from the AYSO Website, at <http://www.ayso.org>. or may be obtained by calling the Supply Center to order the complete list. For specific position description requests, please call the Safe Haven Office at the National Office. Every volunteer should have a copy of their position description, and current copies should be kept in the Region for succession planning purposes.
 3. A brief and general overview of the duties and responsibilities of the seven mandatory board positions follows.
 - **Regional Commissioner:**
The AYSO volunteer position of Regional Commissioner is intended to have the responsibility and the authority to manage the day-to-day business of the Region, within the framework of the AYSO operating regulations.
 - **Regional Treasurer:**
The AYSO volunteer position of Regional Treasurer is intended to have custody of all funds and securities, evidence of indebtedness and other valuable documents, and shall deposit funds and securities in the name and to the credit of the Region in a bank or depository.
 - **Regional Risk Management/Safety Director:**
The AYSO volunteer position of Regional Risk Management/Safety Director is intended to be responsible for all aspects of the Region's safety and oversee the equipment, nets, fields, and clean-up for fields of the Region.
 - **Regional Coach Administrator:**
The AYSO volunteer position of Regional Coach Administrator is intended to administer a quality coaching program within the Region.
 - **Regional Referee Administrator:**
The AYSO volunteer position of Regional Referee Administrator is intended to implement, monitor, and maintain the AYSO National Referee Program including program delivery, staff development, communication, and coordination at the Regional level.
 - **Regional Registrar:**
The AYSO volunteer position of Regional Registrar is responsible for planning and implementation of the annual registration of all players and, if CVPA trained and certified, of volunteers.
 - **Regional Child and Volunteer Protection Advocate (CVPA):**
The AYSO volunteer position of Regional Child and Volunteer Protection Advocate is responsible for planning and implementation of the annual registration of all volunteers and to oversee the child and volunteer protection program in the Region in accordance with the AYSO Safe Haven program.



Article Seven: Information about the Program

1. Team Assignments

- (a) Teams shall be formed as set forth in the *National Rules & Regulations*, Articles II and III.
- (b) Team assignments of players shall be made by those persons delegated such task by the Regional Board.
- (c) Retention of players on any team shall be limited to the head coach's child(ren). Otherwise there shall be no automatic retention of players on any specific team or with any specific coach from the previous season.
- (d) Every attempt shall be made to balance the skill level of teams within each division.
- (e) Once teams are formed, no transfer of any player from one team to another may be made without the approval of the coaches of both teams involved, the age division coordinator (if any), the Regional Commissioner and the parent or guardian of the player, unless the player is 18 years of age at the time.
- (f) In the case where teams are involved in inter-Regional play, no transfer of any player from one team to another after such teams are formed may be made without the additional approval of the Area Director and, if affecting Section play, the Section Director.

2. Registration Fees; Refunds

- (a) The registration fee for each player participant shall be fixed annually by the Regional Board. The fee for the current year is set forth in Appendix D to these guidelines.
- (b) The Regional Board may by specific grant or scholarship, or by Regional policy, waive such registration in whole or in part with respect to any participant if such fee would create a hardship for such participant or his or her family.
- ~~(c) Any player who withdraws from the program shall be entitled to a refund of such registration fee. In exceptional circumstances, the cost of the uniform (if it cannot be reused) or other specific non-recoverable costs may be deducted from the refund. Please see Appendix E.~~

3. Eligibility

All boys and girls, between the ages of 4 and 18, based on their age as of July 31 of the year in which the membership year begins, shall be eligible to register for the program, subject to field availability, volunteer support, AYSO operating regulations, and such rules as may be issued by the Regional Board. It is the duty of the Region to assure that only eligible players are permitted to register and play.

4. Length of Season and Cancellation of Games

- (a) The length of any playing season during the year shall be of such duration as determined by the Regional Board, and as set forth in the Regional calendar attached to these guidelines.
- (b) Inclement weather or poor field conditions may necessitate from time to time the postponing or canceling of games. Any such postponement or cancellation will be made at the discretion of the Regional Commissioner or the Regional safety director as early as practical before game time.



- (c) Once the game begins, only the referee in charge of the particular soccer field may suspend or cancel the game, except that the Regional Commissioner or designate may suspend or cancel games due to inclement weather or other conditions that may warrant such action.

5. Attendance; Participation

- (a) Every player shall be entitled to play at least half of every game. Moreover, it is the policy of the Region to encourage each coach to (i) play each player at least three quarters of every game, whenever possible, and (ii) to allow different players to start the first quarter of each game.
- (b) Each player is strongly urged to attend every team practice. Any player who misses' practices regularly may have his/her playing time limited to one-half (but not less than one-half) of a game.

6. Protests

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

7. Conduct during Games:

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

- (a) Offensive, insulting or abusive language is forbidden.
- (b) The use of alcohol, tobacco products, or illegal drugs in the vicinity of the playing field during practices or games is strictly forbidden.
- (c) All participants must wear the official uniforms, as described in paragraph 12 of this Article Seven, for all games and dress in them in a neat, clean manner.
- (d) The use of shin guards is required at all practices and games.
- (e) Coaches are expected to be positive role models and set the best possible example for the participants. Excessive coaching from the sidelines shall not be permitted, and the function of the coach is to provide positive instruction and encouragement to the players. The coach may enter the field of play only with the consent of the referee and may coach only within 10 yards in each direction from the half-way line of the field (in no event in either of the penalty Areas or from behind the goals).
- (f) Spectators at games must remain behind the spectator control line (three yards from the sideline) and between the penalty Areas and their vocal efforts should be limited to positive compliments to the participants. Spectators are expected at all times to act positively around players and to demonstrate respect for opponents, officials, and all



other volunteers. Under no circumstances should they attempt to coach or address remarks derogatory to players, coaches or the referee.

- (g) At the end of the game, the players on each team shall line up and shake hands with the players of the opposing team and thank the referee and assistant referees.
- (h) Discipline shall be up to the referee at each game. The referee shall have the power and authority to caution and send off players and warn and expel coaches (as well as spectators, in the case of outside interference) from the playing Area, or terminate the match if necessary, if their conduct violates the Laws of the Game, these guidelines or otherwise interferes with the course of play. No appeal of disciplinary action taken by a referee shall be allowed.
- (i) A player who is sent off for violation of the Laws of the Game shall be suspended for the duration of that game and shall not participate in the team's next scheduled game. A player who is cautioned or sent off may be subject to additional disciplinary action (e.g., parent conferences, additional game suspensions, expulsion) at the discretion of the Regional Board upon thorough review of the incident following the procedures outlined in Article 9 (Dispute Resolution). A coach, assistant coach or spectator who is warned or expelled from the field may also be subject to similar or additional disciplinary action at the discretion of the Regional Board upon thorough review of the incident following the procedures outlined in Article 9 (Dispute Resolution).

8. Refreshments at Games

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.

9. Parental Participation

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

10. Facilities

- (a) It shall be the responsibility of both teams for the first game each day to set up the goalposts and nets and both teams for the last game of each day to take down the goalposts and nets.
- (b) Each field shall be lined under the direction of the Regional Commissioner and/or the director of playing fields, and each group of fields shall be provided with a first aid kit.



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

11. Sponsors:

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

12. Equipment

- (a) The Region shall make arrangements to supply each player with a shirt with the original AYSO logo properly affixed thereto and, if possible, a pair of socks, and shorts.
- (b) Each player is expected to provide his/her own appropriate footwear and shin guards. No player may participate in a game without such shirt, socks, shorts, appropriate footwear and shin guards.
- (c) Players may not wear jewelry of any kind (including chains, watches, body jewelry and earrings), bandanas or other ornamentation or anything else that may, in the opinion of the referee, create an increased risk of injury to himself or herself or to other players during the game.
- (d) Medical information bracelets should not be removed, but can be covered with a soft wrist band or temporarily modified to fit more snugly.
- (e) Prescription eyeglasses may be worn, but must remain firmly on the wearer's head. A restraining strap may be worn. Non-prescription eyeglasses and sunglasses are not permitted to be worn by a player during a game.
- (f) Hard casts (including padded casts), splints, helmets and hard padding are not permitted to be worn by a player during any game or practice.

Article Eight: Financial Banking and Related Matters

1. Budget; Financial Statement

- (a) The Regional Board shall adopt an annual budget which provides the basis for setting player registration fees.
- (b) At the end of each season, the Regional Board shall cause to be prepared a statement of income received and amounts expended in connection with the program. Such statement shall be made available for review by the parent or guardian of each player and a copy shall be made available upon reasonable request.
- (c) This year's budget and last year's Statement of Income and Expenses are attached hereto as Appendices.



2. Account Signatories

- (a) All checks drawn on any bank account maintained by the Region shall bear two signatures, one of which must either be the Regional treasurer's or the Regional Commissioner's.
- (b) Additional signatories must be authorized by Regional Board action.
- (c) Two signatories from the same household shall not be allowed.
- (d) There must be at least three signatories on all Regional bank accounts.

3. Transfer of Funds

- (a) All funds received by the Region, whether from fees, gifts or otherwise, must be deposited into the Region's checking account,
- (b) All expenses and disbursements must be paid out of the Region's checking account.
- (c) All funds transferred in or out of the Region's savings account must be transferred from or to the Region's checking account.
- (d) No Regional expenses or reimbursements are to be paid from monies collected which have not first been deposited into, and accounted for within, the Regional checking account.

4. Cash Handling Procedures:

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

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

5. Receipt Procedures:

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

- (a) A cash receipt book must be used to record all 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.
- (b) The cash receipt book must be reconciled to the bank deposit slip.



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

6. Immediate Accounting to Regional Treasurer:

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

- (a) No one should sign a Regional check in blank or which contains any item to be filled in later.
- (b) No one should sign a Regional check without verifying the expense by examining the invoice or request for reimbursement.
- (c) Regional debit and/or credit card accounts are expressly forbidden. Members may make authorized purchases using a personal credit card and submit receipts for reimbursement to the Region.
- (d) No requests for reimbursement to Regional volunteers shall be honored without a written request signed by such volunteer, itemizing the out-of-pocket expenses incurred, and with supporting receipts or other documentation attached.
- (e) All bills and invoices received for payment by the Region must be forwarded to the Regional treasurer for payment, if not already paid, within five (5) days of the receipt.
- (f) The Regional Treasurer must be notified of any checks written on the Regional bank account without his or her knowledge within 48 hours of the issuance or delivery of such check for payment of any Regional expense.
- (g) All bank withdrawal transactions and Regional checks shall be noted with the appropriate National Accounting Program (NAP) code denoting the purpose for such transaction

7. Immediate Deposit Procedures

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

- (a) All fees collected on behalf of the Region for registration, sponsorships, fundraising, 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.
- (b) Under no circumstances may any person accept on behalf of the Region any post-dated check or agree to hold any check for deposit on a later day.



8. Monthly Bank Reconciliations

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

9. Credit/Debit Card Transactions

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

10. Audits

It is strongly recommended that each Region have a Regional Auditor. Additionally, the Region at all times shall cooperate with, and respond to, inquiries by the Area Auditor and Section Auditor.

Article 9: Dispute Resolution

1. General Policy

- (a) It is the policy of the Region to resolve all disputes involving persons involved in the Region in an amicable way, if possible. Compromise should be emphasized whenever possible, and personality conflicts should be avoided.
- (b) If disciplinary action is found to be necessary, it is the Region's policy to take only the minimum action necessary. All means available should be taken to avoid legal action.
- (c) It is the policy of the Region to avoid punishing the players for the conduct of the parents except when there is no other solution (e.g., where a parent cannot or will not cease his or her disruptive behavior).
- (d) It is the policy of the Region to avoid wiping out years of good memories of AYSO and good service to AYSO, and that suspension or removal procedures are to be used only as a last resort. Voluntary resignation is preferable to a suspension or removal procedure.
- (e) It is the policy of the Region to avoid publicizing the results of suspension or removal proceedings beyond those persons who need to know these results and to respect the privacy of the individuals involved. However, the Regional Commissioner or designee should notify the Area Director, the Section Director, the National Office or members of the AYSO Legal Commission of any pending proceedings pursuant to the operating regulations, and must comply with all applicable regulations and laws requiring suspension for abuse and similar events.

2. General Due Process Procedures

- (a) Disputes involving day-to-day activities of the Region should first be addressed and resolved, if possible, by the appropriate board member in charge of the activity and/or then by the Regional Commissioner, 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 the Regional Commissioner or a disinterested disciplinary review panel appointed by the Regional Commissioner, if necessary.



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

The written confirmation shall specify the action to be taken and the reasons therefore. Such notice shall further notify such person that he or she, upon request, will be given a reasonable opportunity to explain why such action should not be taken. Such opportunity to respond may be in person, by telephone or in writing.

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

3. Immediate Suspension

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

4. Removal

- (a) The Regional Commissioner may remove a Participating Member or Playing Member of the Region (including the parent, guardian or other family member of a Playing Member) (whether or not suspended) from further involvement in the program.
- (b) Such removal may only be made upon prior notice and, if requested, after a disciplinary review proceeding described in Paragraph Two of this Article Nine above has been conducted.



- (c) Such removal is only permitted when there is found to be (i) a violation of the National Bylaws or of the rules, regulations, policies or philosophies of AYSO or (ii) conduct which disrupts the Region's or AYSO's activities or programs.

5. Disciplinary Review Procedures

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



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

6. Appeal

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



Article Ten: Changes in Guidelines

1. Approval of Guidelines

These guidelines shall become effective after being approved by the Regional Commissioner and the existing Regional Board, the Area Director and the Section Director, and then submitted to the National Office.

2. Change in Guidelines

Once adopted, these Guidelines may only be amended by the Regional Board by a 2/3 vote of the Regional Board members, with the approval of the Regional Commissioner, the Area Director and the Section Director, and then submitted to the National Office.

Certification

The Standard Regional Guidelines previously adopted by the National Board of Directors of the American Youth Soccer Organization ("AYSO") pursuant to National Bylaws Article IV, and other provisions of the Bylaws and California state law, which appear in the text of the preceding document are those which existed as of May 29, 2011, which was the date of the final meeting of the AYSO National Board of Directors during the 2010-2011 fiscal year.

_____/s/ William Hummell_____
William Hummell
National Secretary



APPENDIX

APPENDIX A	List of the members of the Regional Board, Title, Name, Address and Telephone Number
APPENDIX B	2013 Budget
APPENDIX C	2012 Statement of Income and Expenses
APPENDIX D	Registration Fee Schedule
APPENDIX E	Region 300 Refund Policy
APPENDIX F	Region 300 Lightening Policy
APPENDIX G	Region 300 Goal Post Safety Policy
APPENDIX H	Region 300 Game Guidelines
APPENDIX I	Letter from Regional Commissioner to Members



APPENDIX A

Region 300 Board Members

2011 POSITION	NAME
Regional Commissioner (RC)	Bill Reilly
Asst. RC – Communications/Fields	John Boehms
Treasurer	Jon Otterberg
Secretary	Mary Beth Lanigan
Coach Trainer	Drew McElligott
Safety Coordinator	Dave Baird
Child/Volunteer Protection Advocate	Barb Kartzmark
Co-Registrar	Mary Newman
Co-Registrar	Colleen Svenlis
Regional Coach Administrator	Drew McElligott
Regional Referee Administrator	Bill Reilly (temp)
Assistant Referee Administrator	Sheila Walsh
Field Assgmt & Park Dept. Liaison	Paul Kash
Director of Uniforms	Beth Christensen
Director of Equipment	Ken Kloes
Field Stripping Coordinator	John Boehms
Director of Field Layout	Kevin Wallach
Nets and Goals Coordinator	Paul Grefenstette
Director of Game Schedules	Pam Olson
Field Plan Coordinator	Don Robertson
Special Events Coordinator	Barb Kartzmark
Picture and Trophy Coordinator	Jill Israel
Chicago Fire Event	Vic DiForti
Summer Camps Coordinator	Carrie Schlichter
Registration Marketing Coordinator	Erika Joyner
Director VIP Program	Jim Anfield
U19C Division Coordinator	Tony Lopez
U14C Division Coordinator	Andre Wesolowicz
U12B Division Coordinator	Gary Prestopino
U12G Division Coordinator	Andre Wolosewicz
<i>U10B Division Coordinator</i>	Scott Arney
U10G Division Coordinator	Charlie Cunningham
U08B Division Coordinator	Kevin Barrett
U08G Division Coordinator	Carrie Schlichter
U07B Division Coordinator	Steve Fox
U07G Division Coordinator	Ned Sher
U06B Division Coordinator	Jenny Hall
U06G Division Coordinator	Christina Nicholas
U05B Division Coordinator	Heather Vitell
U05G Division Coordinator	David Wong
Board Member, Special Projects	David Fulscher
Extra Coordinator	Bill Reilly/Paul Kash



APPENDIX B

AYSO Annual Fiscal Budget

Section 6 Area C		Region 300	Other	
For the 12 month period beginning: July 1, <u>2013</u>		Ending: June 30, <u>2014</u>		
Date of last financial statement distributed to members: 3/31/2013				
Estimated Revenues:		Budget	Per Player	
			Last Season Actual*	
4005	Registration Fees (see bottom right)	\$ 234,500.00	83.16	183,585.00
4006	Registration Fee Refunds	(2,915.00)	(1.03)	(3,087.00)
4007	Early Registration Discount			
4008	Multi-Child Discount			
4009	Late Registration Fees			
4010	Merchandise Revenue			
4012	Merchandise Revenue - T-Shirts			
4015	Training Registration Fees			
4020	Tourn/Natl Games/Player Camp Refunds			
4021	Tournament/National Games/Player Camp			
4022	Tournament-Referee Commitment Fees			
4023	Tournament - Referee Commitment Refund			
4024	Concessions			
4025	Tournaments - Vendors			
4027	Concessions - Packaged			
4031	Cultural Exchange			
4040	Fund Raising - Other			
4310	Sponsors/Contributions/Donations			
9105	Interest Income	180.00	0.06	92.40
4959	Other Income (Describe)			
Total Estimated Revenue (R):		\$ 231,765.00	\$ 82.19	\$ 180,590.40
Estimated Expenditures:				
1600	Deferred Payment to AYSO			
5101	Uniforms: Players	(52,876.00)	(18.75)	(55,430.00)
5102	Uniforms: Coaches			
5103	Uniforms: Referees	(4,707.00)	(1.67)	(3,103.00)
5104	Uniforms: Other			
5111	Field Expenses	(7,224.00)	(2.56)	(4,102.00)
5115	Facility/ Park Fees			
5146	Equipmt Purchases & Storage Expenses	(18,284.00)	(6.48)	(9,174.00)
5150	Trainer Payments			
5155	Payments to Playing Circuit			
5200	Natl Games-Start-up Seed Money			
5205	Natl Games-Business Expense			
5208	Tourn/Natl Games: Opening Ceremonies			



5209	Tourn/Natl Games: Banners & Signs			
5210	Tourn/Natl Games: Traffic Control			
5211	Tourn/Natl Games: Entertainment			
5212	Tourn/Natl Games: ID Cards			
5213	Tourn/Natl Games: Insurance			
5220	Tourn: Incentives, Trophies, Awards		-	
5221	Tournament: Coaches			
5222	Tournament: Referees			
5223	Tournament: Other			
5224	Tournament: Water/Food			
5225	Tournament: Concession Expenses			
5226	Tournament: Medical Personnel			
5227	Tournament Planning Meetings			
5228	Tournament/National Games: Entry Fees			
5229	Tournament/Player Camp Expenses			
5235	Merchandise Expense			
5239	Cultural Exchange Expenses			
5241	Playoff Expense			
5255	Ads/Newsletter/Yearbook/Pictures	(1,688.00)	(0.60)	(4,511.26)

Estimated Expenditures:		Budget	Per Player	Last Season Actual
5261	Fund-raising Expenses: Concessions			
5262	Fund-raising: Other			
5274	Awards & Volunteer Recognition	(32,988.00)	(11.70)	(33,882.24)
5275	Donations	(3,820.00)		(2,000.00)
5431	Clinic Training Expenses: Player	(48,000.00)		(18,000.00)
5432	Clinic Training Expenses: Coaches		-	(4,425.00)
5433	Clinic Training Expenses: Referees		-	(4,746.14)
5434	Clinic Training Expenses: Other			
5701	Payments to AYSO: Inter-regional			
5702	Payments to AYSO: NS TC			
5703	Payments to AYSO: Registration Fees	(49,350.00)	(17.50)	(38,482.00)
5704	Payments to AYSO: Supply Center			
5710	Payments to Affiliates			
5715	Payments to Referees (Playing Circuit)			
5801	Fixed Assets (over \$1,000)			
7401	Travel: Other			
7430	Conferences / Meetings			
7431	Section / NAGM	(3,662.00)	(1.30)	(2,233.75)
7435	Travel Mileage			
7515	Phone / Internet / Website	(15,806.00)	(5.60)	(7,108.35)
7535	Postage			
7625	Office Supplies			
7695	Miscellaneous Supplies	(1,500.00)	(0.53)	(1,487.90)
8305	Bank Fees	(4,000.00)	(1.42)	(273.90)



8595	Other Expenses	(800.00)	(0.28)	(239.00)
	Contingency			
	Total Estimated Expenditures (E):	<u>\$ (244,705.00)</u>	<u>\$ (68.40)</u>	<u>#####</u>

Estimated Cash Increase (Decrease): (R-E)	\$ (12,940.00)
Estimated Bank Balance on June 30:	\$ 245,120.57
Estimated Ending Cash Balance:	\$ 234,123.69

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

**Approximate expense for prior fiscal year*

Comments: June 30, 2013 bank cash balance includes 2013/2014 registration revenues without 2013/2014 yearly expenses.
To be clear, 2013 registration receipts are included in 2012 Fiscal Year, which results in June 30, 12 bank balance to AYSO Region 300 has a cash surplus of approximately \$153,000. We have built cash in anticipation of field ex



APPENDIX C

Separate Filing



APPENDIX D

Fall 2013—Spring 2014 AYSO Registration Fee Schedule:

Registration Fee:	\$150.00
Discounted Early Registration Fee:	\$75.00



APPENDIX E

Region 300 Refund Policy:

Requests for refunds must be received in writing prior to August 1. Refund amount will be based on the following:

- Any refund request received in writing by email or post by July 15 will receive a full refund of the amount paid.
- Any refund request received in writing by email or postmarked between July 15 and August 1 will receive 1/2 refund of the amount paid.
- A refund will not be granted if your child attends a practice or a game.

All refund requests must be made in writing and include a self-addressed stamped envelope. Please email refund requests to registrar@ayso300.org or mail requests to:

AYSO 300 Registrar
P. O. Box 74
Western Springs, IL 60558

APPENDIX F

Region 300 Thunder and Lightning Policy

Sports fields can be one of the most dangerous places to be during a thunderstorm. There is limited protection and humans are often the "tallest object" in the area. Extra precaution is necessary.

The United States Soccer Federation (USSF) position is that if you can hear thunder you are within reach of lightning and that referees must protect the safety of all participants by stopping game activities quickly, so that participants and spectators may retire to a safer place before the lightning threat becomes significant. Applying the 30-30 rule is recommended and to wait 30 minutes or more after hearing the last thunder before leaving shelter.

The AYSO National Referee Commission position regarding severe weather states: "It is said that lightning can strike from a clear blue sky that is within a ten mile radius of a storm. It is therefore strongly recommended that practices and games be terminated immediately upon hearing thunder or seeing lightning".

In view of the above, the following is the position of AYSO Region 300 regarding severe weather and is to be instituted by coaches and referees at all practices, games and other AYSO sponsored events:

AYSO 300 will not cancel entire days or remaining games due to active thunderstorms in our area as these storms usually pass through quickly. Regardless of the weather overhead, when alarm sounds, (Spring Rock Park), or thunder is heard and/or lightning is seen, suspend play and direct participants to a safe area by following the guidelines below. Play may resume 30 minutes after the last thunder is heard, or lightning seen.

Areas considered safe

- Inside a fully enclosed metal vehicle with windows up
- Inside a substantial building (roof and four walls)

Unsafe Areas

- Small buildings including picnic shelters and the open area of a concession stand
- Anywhere near metallic objects like flagpoles, antennas, towers, underground watering systems, soccer goals, metal bleachers, electric equipment
- Open fields, trees and water

Open area without shelter

- Avoid standing in groups
- Spread out to reduce risk
- Crouch on your feet, keep your head low
- Avoid being the tallest object
- Avoid lying on the ground

If a strike occurs to an individual

- Call 911
- If you are qualified to do so, apply First Aid or CPR immediately
- People struck by lightning do not carry an electrical charge and are safe to touch



Restarting after the All-Clear (30 minutes after last boom is heard or strike is seen)

- Games which have completed the first half will be considered finished and the score at the time play was suspended shall be the final score.
- Games which have completed less than one half; the referee will resume by starting the second half, reducing the remaining time if necessary so that the match ends at the scheduled time.



APPENDIX G

Region 300 Goal Post Safety Policy

One of the most important aspects of field preparation is goal anchoring. It is everybody's responsibility to ensure that goals are anchored before practices and games.

Coaches are required to check goals before each practice. In addition, coaches shall check before games if referees are not present.

Referees are required to check goals before each game.

Parents are required to ensure that their children do not climb on goals and should be aware of the need to keep goals staked down.

Park Districts are required to ensure that goals are re-anchored in the event that they are moved for field maintenance activities.

There should be a minimum of 2 anchors for U5 through U8 goals and 4 anchors for the larger goals used for U10 through U19. Stakes are to be tethered to the goals and put in the ground at an angle, making it harder to pull out.

If you find a goal not properly anchored please contact the AYSO Hotline at (708)-218-AYSO or by email at ayso300hotline@gmail.com

For more information on goal safety please visit the AYSO Region 300 Safety Alerts on our website: ayso300.org

Goal Safety is everyone's responsibility!



APPENDIX H

AYSO Region 300 Game Guidelines

Division	Ball Size	Team Size	Max Players	Min Players	Game Length
U5/U6	3	8	4	3	24 min.
U7/U8	3	8-10	6	5	40 min.
U10	4	10-12	8	6	50 min
U12	4	13-16	10	7	60 min.
U14 – U19	5	18-20	11	7	70 min.

Rain Days

The games will be canceled if the officials or board members believe that the field is unsafe, or if playing on the grass will damage the field. Please check the region website, (www.ayso300.org), for information. Cancellation of games on one field DOES NOT MEAN THAT ALL GAMES ARE CANCELED. Each field is considered separately. Check your field when in doubt. As coach / referee, games are only canceled due to lightening, or if visibility is so bad that standing at midfield one cannot see both goals, or other conditions make playing unsafe.

Field of Play

Important: The lines are part of the areas they describe. For example, the line that marks the boundary of the penalty area is considered part of the penalty area. So if the ball is on or above any part of that line, it is still in the penalty area. Likewise, the goal lines and touchlines are considered part of the field of play and not out of play.

Referees will encounter fields that are poorly or incorrectly marked. The general rule of thumb is if you cannot have it corrected but it is safe, go ahead and play. Don't use missing or incorrect lines as an excuse to cancel a game. Report the condition of the markings to the regional commissioner or director of fields.

Pregame Responsibilities

The referee and assistant referees should arrive to the field early. The referee should wear his/her uniform; bring a whistle, a coin and a watch. The first pre-game duty is to inspect the field for safety, paying particular attention that the goals are securely staked into the ground. The referees should introduce themselves to the coaches and discuss any items for attention. The referee should check all players' equipment, (shin guards required, no baseball cleats, no jewelry, etc.) The referee should brief the assistant referees, (if available), and outline responsibilities. If no assistant referees are available, the referee should work with the coaches to get a "club linesman" volunteer to assist with signaling when the ball is out of play. Lastly, the referee should select a game ball and conduct a pregame "meeting" with the players to discuss any items for attention and conduct coin toss. The winner selects which goal to defend, and loser gets the kick-off.

Substitutions U5 – U8

U5 through U8 divisions play quarters, (U5/U6: 4 x 6 minutes; U7/U8: 4 x 10 minutes). The lengths of the quarters are approximate. Referees should watch for a natural stoppage of play, (ball out of bounds, goal, etc.) near the appropriate break. If such a stoppage does not occur, the referee should stop the game. Play is stopped only long enough to change substitutes—not for a “mini-half-time,” snacks or team meetings. Only the players subbed-out are to leave the field. Quarter breaks are to take about 1 minute. In the U5 and U6 age division, play is restarted with alternating kick-offs. In U7 and U8, play should be restarted with the appropriate restart, (throw-in, free kick, dropped-ball).

No player may sit out a second quarter until every player on the team has sat out one quarter. The only exception to this rule is when a player comes late to a game

Substitutions U10 – U19

These divisions play halves and have “free substitution.” A team may substitute on THEIR OWN throw-in; THEIR OWN corner kick; any goal kick or any kick-off. A team may not substitute simply because their opponent does. (These rules are designed so that a team can not gain an advantage by slowing down their opponent.) The intention of these substitutions is to allow each player to play an equal amount of time.

When a team wishes to substitute and the conditions are met to allow their team to sub, the coach should yell “Sub!” before the ball is put into play. The referee must acknowledge the team’s intention. (If available, the linesperson will hold up their flag and count the number of players entering the field. When an equal number have left the field, the flag will be dropped and play may continue.) The clock keeps running during substitutions, so please be quick about it! Teams should have two goalie shirts. Ideally, a substitute goalie should be wearing a goalie jersey prior to requesting the substitution. If only one goalie jersey is available, the keeper should change the shirt as quickly as possible so that play will not be unduly delayed.

Referee Communication

Referees are instructed to come to each team at the half and at the end of the game. During this time, they will answer any questions. Coaches should save any questions for these times and refrain from interrupting the game. Coaches are expected to support the officials and help control the game and spectators. Referees are expected to work with the coaches to keep the games FUN, SAFE and FAIR. Some “coaching” may be required during the game by the referee, but should be limited to Rules of the Game. (Referees do not like “help” from the sidelines on officiating—have the same respect for the coaches!)

Throw-ins, Slide Tackling and Offside

Throw-in violations are not called in the U5 and U6 divisions. At U7 and early in U8 throw-in infractions should be called and throw-ins retaken by offending team. Late U8 and in U10 and higher, throw-in infractions will be called and the opposing team given the throw-in.

Slide tackling is not allowed in U5 through U8. Referees should encourage players to “Stay on your feet!”

Offside will be called in divisions U10 and higher. Some player instruction may be required at the U10 age group.



APPENDIX I

Date May 1, 2013

A message to all members:

AYSO Region 300 is a member program of the American Youth Soccer Organization, a nationwide, non-profit youth soccer organization founded in 1964. AYSO is an affiliate member of the United States Soccer Federation. Its programs are based on six principal tenets:

Everyone Plays - Our Region's goal is for kids to play soccer - so we mandate that every player on every team must play at least half of every game.

Balanced Teams - Each year we form new teams as evenly balanced as possible - because it is fair and more fun when teams of equal ability play.

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

Open Registration - Our program is open to all children between 4 and 19 years of age who want to register and play soccer. Interest and enthusiasm are the only criteria for playing.

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

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

American Youth Soccer Organization Region 300 has produced these Regional Guidelines in order to provide each of you with information about the program you have joined.

These Regional Guidelines have been approved by The Regional Board of Directors of Region 300 and may only be changed by the Board. Any proposed change may be submitted in writing to the Board for its consideration. The significant changes from last season are as follows:

Addition of Region 300 Thunder/Lightening Policy; Goal Post Safety Policy; Refund Policy; and Game Guidelines

AYSO has a National Office in Torrance, California, with a full staff to assist our Region in maintaining its programs. Our Region is located in Area C in Section 6 and has the benefits of the Area staff, directed by Sue Gould, and the Section staff, directed by Wells Frice.

I am The Regional Commissioner of our Region and am responsible to the AYSO National Board of Directors and, together with our Regional Board, to you for running our program. As Regional Commissioner I want to welcome you to AYSO Region 300 either as a returnee or as a newcomer and hope that you enjoy being a part of the ever-growing AYSO family.

Sincerely,

William M. Reilly
Regional Commissioner



Regional Guidelines Signature Sheet

REGIONAL GUIDELINES

Choose only one option below:

- Option 1: Region _____ hereby acknowledges they are operating under the Standard Regional Guidelines with approval below. *(Do not attach a copy of the guidelines)*

- Option 2: Region _____ Regional Guidelines are attached and approved below. *(Attach a copy of the Regional Guidelines)*

- Option 3: Region _____ hereby acknowledges they are operating under their own Regional Guidelines dated _____; filed with the National Office and there are no changes for this year, approval below.

APPROVED BY: Regional Commissioner _____ Date _____

APPROVED BY: Area Director _____ Date _____

APPROVED BY: Section Director _____ Date _____

Date Received by the National Office: _____