



# Region 1398

Yorba Linda - Placentia - Brea – Fullerton

## Regional Guidelines 2014 – 2015



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## REGION 1398 BOARD TEAM ROSTER

### 2014 - 2015

Position	Name	AYSO Email
Regional Commissioner	Carlos Sanchez	RC@ayso1398.org
Assistant Regional Commissioner	Open	Open
Treasurer	Cinnamon Earl	Treasurer@ayso1398.org
Registrar	Erika Richards	Registrar@ayso1398.org
Coach Administrator	David Richards	CoachAdmin@ayso1398.org
Referee Administrator	Jason Higgins	Referee@ayso1398.org
C.V.P.A.	Kelli Bazen	CVPA@ayso1398.org
Safety Director	Ryan Bergner	Safety@ayso1398.org
Secretary	Cynthia Dorff	Secretary@ayso1398.org
Events	OPEN	Events@ayso1398.org
Auditor	Roger Henderson	Auditor@ayso1398.org
Team Balance Coordinator	Henry Rubio	TBC@ayso1398.org
Scheduler	Jeff Clouse	scheduler@ayso1398.org
Procurement Agent	Vandana Powers	n/a
Referee Instructor	Michael Peterson	n/a
Referee Scheduler	Pawel Kalczynski	n/a
Referee Assessor	Pawel Kalczynski	n/a
Placentia Fields	Jeff Clouse	n/a
Yorba Linda Fields	Mike Arribas	n/a
Field Liaison	Jeff Clouse	Fields@ayso1398.org
Director of Advertisement	Art Varela	n/a
Team Parent Coordinator	Sarah Harper	Team-Parent@ayso1398.org
AYSO Camps/Galaxy Tickets	Steve Van Voorhis	Camps@ayso1398.org
Webmaster	Chip Marasco	Website@ayso1398.org
Arsenal Director	Tony Earl	Arsenal@ayso1398.org
VIP Director	Yesenya Sanchez	VIP@ayso1398.org
All Star Coordinator	David Richards	AllStars@ayso1398.org
Boys U5 Coordinator	Ivy McDowell	Boys-U5@ayso1398.org
Girls U5 Coordinator	Ivy McDowell	Girls-U6@ayso1398.org
Boys U6 Coordinator	Jason Grewal	Boys-U6@ayso1398.org
Girls U6 Coordinator	Jason Grewal	Girls-U6@ayso1398.org
Boys U7 Coordinator	Henry Rubio	Boys-U7@ayso1398.org
Girls U7 Coordinator	Felipe Olivar	Girls-U7@ayso1398.org
Boys U8 Coordinator	Henry Rubio	Boys-U7@ayso1398.org
Girls U8 Coordinator	Felipe Olivar	Girls-U8@ayso1398.org
Boys U9/10 Coordinator	Don Dorff	Boys-u10@ayso1398.org
Girls U9/10 Coordinator	Miguel Suarez	Girls-U9@ayso1398.org
Boys U12 Coordinator	Scott Fishman	Boys-U12@ayso1398.org
Girls U12 Coordinator	Scott Fishman	Girls-U12@ayso1398.org
Boys & Girls U14 Coordinator	Carlos Sanchez	U14@ayso1398.org
Boys & Girls U16 Coordinator	OPEN	U16@ayso1398.org

Region 1398 Website Address: [www.ayso1398.org](http://www.ayso1398.org)

## **AYSO ACTION CODES**

### ***The Player's Code***

- Play for the fun of it, not just to please your parents.
- Play by the rules.
- Never argue with or complain about the referees' calls or decisions.
- Control your temper and most of all resist the temptation to retaliate when you feel you have been wronged.
- Concentrate on playing soccer and on affecting the outcome of the game with your best effort.
- Work equally hard for your team as for yourself.
- Be a good sport by cheering all good plays, whether it is your teams or your opponent's.
- Treat all players as you would like to be treated.
- Remember that the goals of the game are to have fun, improve your skills and feel good.
- Don't be a showoff or a ball hog.
- Cooperate with your coaches, teammates and opponents and the referees.

### ***The Parent's Code***

- Do not force an unwilling child to participate in sports.
- Remember children are involved in organized sports for their enjoyment, not yours.
- Teach your children to always play by the rules.
- Teach your children that hard work and an honest effort are often more important than a victory.
- Help your child work toward skill improvement and good sportsmanship in every game. Your child will be a winner even in defeat.
- Do not ridicule or yell at your child for making a mistake or for losing a game.
- Set a good example. Children learn best by example.
- Applaud good plays by your team and by members of the opposing team.
- Do not publicly question the Referees' judgment and never their honesty.
- Recognize the value and importance of volunteer coaches, referees and officials and give them their due respect there would be no AYSO soccer without them.
- Support all efforts to remove verbal and physical abuse from all youth sporting activities.

### ***The Coach's Code***

- Enthusiastically support and practice the "Everyone Plays" and "Positive Coaching" Philosophies of AYSO.
- Be reasonable in your demands on the young players' time, energy, enthusiasm and their performance on the soccer field.
- Impress on your players that they must be able to abide by the rules of the game at all times.
- Develop team respect for the ability of opponents, as well as for the judgment of referees and opposing players.
- Ensure that your players' soccer experience in one of fun and enjoyment (winning is only one part of it). Players should never be yelled at or ridiculed for making mistakes or losing a game.
- Set a good example and be generous with your praise when it is deserved. Children need a coach they can respect.
- Enlist the support of your team's parents in your efforts to instill the proper attitudes and values in your players.
- Keep informed about sound coaching principles and growth and development principles of children.
- Check equipment and facilities that you use. They should meet safety standards and be appropriate for the age and ability of your players.
- Follow the advice of a physician when determining when an injured child is ready to play again.

### ***The Referee's Code***

- Always remember the game is for the players. Player safety and fair play come first.
- Study and learn the Laws of the Game and understand the "spirit" of the Laws. Help fellow referees do the same.
- Encourage and enforce the AYSO philosophies of "Everyone Plays" and "Positive Coaching".
- Wear the proper uniform and keep it in good condition.
- Maintain good physical condition so you can keep up with the action.
- Stay calm when confronted with emotional reactions from the players, coaches and parents.
- Honor accepted game assignments. In an emergency find a replacement.
- Support good sportsmanship with a kind word to players, coaches and parents of both teams when deserved.
- Always be fair and impartial, avoiding conflicts of interest. Decisions based on personal bias are dishonest and unacceptable.

## **AYSO CODE OF ETHICS**

### **TRUSTWORTHINESS**

- Worthy of trust, honor and confidence.
- Honest: trustful, sincere, non-deceptive, candid non-cheating
- Integrity: morally courageous, principled
- Promise Keeping: dependable, reliable

### **RESPECT**

- Regard for the dignity, worth, and autonomy of all persons (including self)
- Treating others with courtesy, civility, politeness
- Tolerant of other's beliefs
- Accepting individual differences, without prejudice
- Refraining from violence, coercion, intimidation

### **RESPONSIBILITY**

- Acknowledgement and performance of duties to others and self
- Accountability: answerable for consequences of decisions
- Self-Discipline: self-control, restraint

### **JUSTICE AND FAIRNESS**

- Making decisions on appropriate factors: impartiality, avoidance of conflicts of interest
- Commitment to equity and equality
- Openness to information and ideas
- Reasonable
- Due Process
- Consistency
- Fair Play

### **CARING**

- Regard for the well being of others
- Kindness
- Compassion
- Unselfishness
- Charity: altruism, giving

### **CIVIC VIRTUE AND CITIZENSHIP**

- Recognition and living up to social obligations
- Participation in democratic process
- Law abidance
- Protection of Environment
- Community Service
- Doing one's share



## **REGIONAL GUIDELINES**

### **ARTICLE 1: PURPOSE**

These Guidelines have been adopted pursuant to the authority granted in AYSO National Bylaw Section 1.03(a)(6) to provide guidance to Region 1398, serving the cities of Yorba Linda, Placentia, Brea and Anaheim, in its organization and operation. Under AYSO National Bylaw Section 1.04(1) and National Policy Statement 6.1, the Region has the responsibility to operate in accordance with these Regional Guidelines. The Region shall be non-profit, nonpolitical, and non-sectarian.

These Guidelines are subject to AYSO's Articles of Incorporation, National Bylaws, National Policy Statements, National Rules and Regulations, Section Rules and Regulations, and Area Guidelines (AYSO's operating regulations). Copies of these documents will be made available by the Region upon request and are hereby incorporated by reference as a part of these Guidelines. These Guidelines are meant to enhance and to conform to the operating regulations. To the extent that there may be any absence, contradiction, or conflict among these documents, the operating regulations shall prevail.

These Guidelines shall be approved by the Area and Section Directors. A copy or information relating to any category of these Guidelines shall be made available to any member upon request.

## **ARTICLE 2: MISSION**

The AYSO Mission is to develop and deliver quality youth soccer programs where everyone builds positive character through participation in a fun, fair, safe, family environment based on the AYSO philosophies of:

### **EVERYONE PLAYS**

Our goal is for kids to play soccer -- every player on every team will play at least three-fourths (3/4) of every game before any player on that team plays four quarters (where team size and number of substitutes allows).

### **BALANCED TEAMS**

At the start of each primary season we form teams as evenly balanced as possible - because it is more fun where teams of equal ability play.

### **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.

### **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 positive environment based on mutual respect rather than a win-at-all-costs attitude. 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 3: AYSO ORGANIZATION**

The foundation of AYSO is the Region. Each Region is headed by a Regional Commissioner who conducts the business within the framework of AYSO's philosophy, Rules, and Regulations and bylaws. Several regions, which border, compose an "Area". Each Area is headed by an Area Director who is responsible for the performance and growth of the Area.

Area Directors report to Section Directors who are responsible for the general welfare and administration of a Section, generally several counties.

A National Board of Directors governs the overall AYSO organization with the Regional Commissioners and the Area and Section Directors having voting rights.

Working closely with these volunteer officials is the staff at AYSO's national headquarters in Hawthorne, CA. Here a multitude of services are provided including computerized registrations, accounting, public affairs, accident reimbursement and insurance programs, training manuals and aids, supplies and other activities.

## **ARTICLE 4: DUTIES & RESPONSIBILITIES OF THE REGION**

The duties and responsibilities of the Region shall be:

- 1) To run a quality youth soccer program in a safe environment that complies in letter and spirit with the philosophy, objectives, and National Regulations of AYSO.
- 2) To maintain good community relations and become involved in youth development and other community activities.
- 3) To register players, coaches, referees and other Regional officials.
- 4) To assign players and coaches to assure proper balance of teams within any one age division within a reasonable geographical area.
- 5) To obtain and maintain safe playing facilities.
- 6) To obtain and be accountable for uniforms, balls, goals and other necessary equipment.
- 7) To schedule games.
- 8) To recruit volunteer coaches and referees and provide age appropriate training clinics.
- 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 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.
- 12) To collect and disburse fees and other monies for 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, to participate in the National Accounting Program and to pay the National Office prior to the start of the season the National portion of its registration fees and for its purchases.
- 13) To comply with the Soccer Accident Insurance and to submit on a timely basis accident notification forms and SOCCER ACCIDENT INSURANCE (SAI) claims to the National Office.

- 14) To notify the National Office of any threatened or actual claim against the Region.
- 15) To assist in and encourage the growth and development of AYSO programs both within and outside of the Region.
- 16) To participate in Area, Section and National events and programs.

## **ARTICLE 5: MEMBERSHIP IN REGION**

There shall be three kinds of members in the Region:

### ***Governing Members***

Those persons serving the Region in a coaching, refereeing or administrative capacity, including the members of the Regional Board of Directors (“Board Members”).

### ***Playing Members***

All registered soccer players.

### ***Contributing & General Members***

Those persons who the Regional Board grants membership to recognize a contribution of value to the Region or to express its gratitude.

All Governing Members and Playing Members must be registered with the National Support and Training Center.

The names, addresses and telephone numbers of all members of the Region, as well as the information contained in the AYSO Executive Member Directory, is private and confidential and may not be disclosed or distributed to anyone, including any vendor or sponsor, without the prior written approval of the National Office.

## **ARTICLE 6: MANAGEMENT IN REGION**

- 1) The Regional Commissioner, with the support and assistance of the Regional Board, shall conduct the business and affairs of the Region.
- 2) Unless otherwise specifically provided by these guidelines, any decisions of the Regional Board shall be made by a majority vote of eligible board members voting on that 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 Regulations.

Such veto may be reviewed by the Area Director on request by a 2/3 vote of the eligible board members voting on that 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 voting procedures to be adopted by the Regional Board) Eligible board members will include only board members who have completed at least one year of service as a Regional Board member in good standing.

- 3) The Regional Board shall fix, at the same meeting each year "Annual General Board Meeting", the time, date and place of each regular meeting of the Board. In addition, the Regional Commissioner, the 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, via email, by telephone or in person. A majority of the 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 during calendar year.
- 4) All meetings will be open to the public unless it is deemed necessary to restrict attendance due to the need for protection of confidentiality. Minutes of all meetings will be recorded and provided to all Board Members to be voted into official record at a following meeting. Minutes shall be provided to any member upon request.
- 5) At the Annual General Board Meeting, the Regional Board members shall be appointed by the Regional Commissioner, on the recommendation of the nominating commission and with the approval of a majority of the outgoing regional board. At least one month prior to the annual meeting, the Regional Commissioner shall appoint a nominating commission consisting of, no less than three board members. Such nominating commission shall recruit and recommend board members for the next twelve months, and accept other names of persons to be considered by the Regional Board for such positions. Regional Board

- members need not be parents of players in the region. 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.
- 6) Elected Board Members shall take office at the Annual General Board meeting in June, and serve a one (1) year term. The Board Members may serve multiple terms if nominated and reelected as per above.
  - 7) Any vacancy on the Regional Board shall be filled by appointment of the Regional Commissioner and the person filling the vacancy shall serve until the next Annual General Board Meeting.
  - 8) Any Board Member, except the Regional Commissioner, may be removed in accordance with Article Ten (10), of these Guidelines.
  - 9) No Board Member, or any other participant in the Region, shall receive monetary or other compensation for service to the Region, nor may he/she use the position to receive any direct or indirect benefit.
  - 10) In the event of the normal expiration of the Regional Commissioner's term, the Regional Board shall constitute a nominating commission preferably three months, before said expiration. The nominating commission may be the same nominating commission appointed pursuant to the preceding paragraph. 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. 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.
  - 11) In the event of a vacancy in the position of Regional Commissioner due to death, resignation, removal or any other reason 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 in Article 6:10.



## **ARTICLE 7: REGIONAL BOARD**

The minimum seven requirements for a Regional Board, as described in the “National Guidelines” are: Regional Commissioner, Regional Coach Administrator, Regional Referee Administrator, Treasurer, Safety Director, Child and Volunteer Protection Advocate, and Regional Registrar. All members of a Regional Board understand and agree that they are fiduciaries of, and owe a duty of loyalty to, AYSO, and agree to be bound by its Bylaws, Policies, Rules and Regulations. (\* identify required positions)

The Regional Board of 1398 may consist of, but are not limited to:

- Regional Commissioner \*
- Assistant Regional Commissioner
- Coach Administrator \*
- Referee Administrator \*
- Treasurer \*
- Safety Director \*
- CVPA \*
- Registrar \*
- Auditor
- Secretary
- Fields & Equipment Coordinator
- Procurement Agent
- Team Balance Coordinator
- Coordinators of Regional Programs (i.e. All Stars, VIP, Extended Play)
- Coordinators of Various Divisions as Required

A brief and general overview of the duties and responsibilities of the seven mandatory board positions are available in Appendix F, of these guidelines.

## **ARTICLE 8: ABOUT THE PROGRAM**

### **8.1 Team Assignment**

Team assignments shall be overseen by the Team Balance Coordinator, designated by the Regional Board. Retention of players on any team shall be limited to the head coach's child(ren), and assistant coach's child(ren), not to exceed 3 players. Except for the foregoing, there shall be no automatic retention of players 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, except as provided for in Appendix A.

### **8.2 Registration Fees; Refunds**

#### **Core Program**

##### **Fees**

The registration fee for each player participant shall be fixed annually by the Regional Board.

The fee for this season is set forth by Board decision and published in the informational flyers mailed or handed out, and the parent handbook available on our website.

##### **Scholarships**

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.

##### **Refunds**

Any such fee shall be refunded in the case of any participant who withdraws prior to the first scheduled practice, less a \$25.00 refund processing fee. 50% of fees will be refunded prior to disbursement of player uniform and/or picture day. A 100% refund, is issued to any participant(s) who may have registered for a program, that of which Region 1398 is unable to provide. Refunds are not permitted after the attendance of the first season's game. All refunds will be issued within 4-6 weeks, after written request has been confirmed received by the Regional Commissioner.

#### **Arsenal Program**

##### **Fees**

The registration fee for each player participant shall be fixed annually by the Regional Board.

Arsenal program fees are set forth by Board decision and published in the Arsenal Program Guidelines, and the parent handbook available on our website.

### **Scholarships**

Scholarships are not available for players participating in the Arsenal program.

### **Refunds**

Arsenal program fees are none refundable. Exceptions will be made in the event a team is deemed, by the board of directors, to be unable to participate it's intended program at no fault of the player requesting the refund.

## **8.3 Eligibility**

1. AYSO's membership year begins on August 1st each year and extends to the following July 31st. The effective date of age determination shall be the player's age as of July 31st immediately prior to the start of the membership year. Players who have reached the minimum age of four and maximum age of 18 as of this date are eligible to participate – NO EXCEPTIONS!
2. Accepted registration is subject to field availability, volunteer support, AYSO operating regulations, and additional rules/policies issued by the Regional Board.
3. No player shall be allowed to participate in AYSO, unless the coach has possession, at the field of play, the player's registration form as presented by the Divisional Coordinator, and duly signed by the parent or legal guardian. Availability of these registration forms at game time is subject to the verification of a Regional board member without prior notice.
4. Any team, which plays an ineligible player, shall automatically forfeit all games, played with this player, and be awarded no points, regardless of the final score of the game(s).

## **8.4 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. All games shall be played according to the published schedule. Every team shall be at the field in time to play the game, regardless of weather conditions. Inclement weather or poor field conditions may necessitate from time to time the canceling of games. Any such cancellation will be made at the discretion of the Regional Commissioner or the Field Liaison, as early as practicable before game time. Canceled games might not be rescheduled. Once the game begins, only the referee in charge may suspend a game for just cause. If games are suspended due to safety conditions, authorization to reschedule games may only be given by the Regional Commissioner.

Divisions U-7 through U-19 may have the opportunity to participate in post season tournament, as described in Appendix D.

## **8.5 Player Participation: Practices and Games**

### **Team Activities**

The numbers of activities scheduled per week are limited, in the regular season.

#### **U-5 To U-8 Divisions**

Players in the U-5 through U-8 divisions are allowed to participate in a maximum of 3 team activities per week (practices or games) during the regular season.

#### **U-9 And Older Divisions**

Players in the U-9 through U-19 divisions are allowed to participate in a maximum of 4 team activities per week (practices or games) during the regular season.

### **Game Participation**

Substitutions for Under 5 through Under 14 shall only be made half way through the first half, half time, half way through the second half and for player injuries. Substitution for injured players is specified under Article 8:13:B.

#### **Area And Section Games**

Every player participating in Area or Section play, shall be entitled to play at least  $\frac{1}{2}$  of every game. Substitution procedure shall be as per Area 11E and Section 11 Guidelines.

#### **Regional Games**

Every player participating in a regional program shall be entitled to play at least  $\frac{3}{4}$  of every game. Each player is strongly urged to attend every team practice. A player who misses practices regularly may have playing time limited to one-half (but not less than one-half) of a game following review by the Divisional Commissioner and approval of the Regional Commissioner.

### **Team Practices**

Teams shall practice at their assigned practice location and time. A collection of four (4) or more players from a single team shall constitute a practice session. Failure to do so may result in a disciplinary action.

## **8.6 Protests**

No protest of games shall be permitted. The decisions of the officials are final, regardless of whether such official was assigned to the game by the Region or agreed upon by the coaches at game time from available volunteers. However, coaches are encouraged to file with the Referee Administrator a written report within 48 hours after a game of any perceived misapplication by a game referee of the Laws of the Game, excluding judgment calls, and, if after investigation by the Referee Administrator, it is found that a

rule was misapplied, such referee shall be so informed in order to ensure that no further misapplication occurs.

### **8.7 Refreshments at Game**

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 to assure the absence of any drug, stimulant or other harmful substances in any refreshment given to any player.

### **8.8 Parental Participation**

As AYSO is an all-volunteer organization, each parent or guardian of a playing member is strongly encouraged to volunteer his/her valuable time and service. No fee distinction shall be made based upon parental or player participation as a volunteer or in Regional fundraising activities.

### **8.9 Facilities**

At both practices and games:

1. All teams are responsible for picking up its own trash.
2. The first teams on each field are responsible for field set-up, which typically includes setting up the goals, nets, stakes and flags.
3. The last teams on each field are responsible for field take-down, which typically includes putting away goals, nets, stakes, flags, and picking up miscellaneous missed trash.
4. All teams are expected to be good stewards of our facilities and fields, as well as good neighbors.
  - a. Do Not – Leave any trash behind.
  - b. Do Not – Drive or park in areas not designated for parking.
  - c. Do Not – Bring dogs or other pets to games or practices.
  - d. Do Not – Kick balls against walls or fences (neighbors complain about this, especially when balls end up on or damage their property.)
  - e. Do Not – Damage fields or other properties.
  - f. Do Not – Bring anything that makes or amplifies noise other than yourselves.

### **8.10 Sponsors**

The Region encourages local businesses and individuals to support the program. All such contributions are considered charitable and are deductible for U.S. tax purposes, subject to the applicable limitations of the Internal Revenue Code. Team(s) having a sponsor should display a banner noting the sponsor name at all games. All teams participating in the sponsorship program will receive 50% of the contribution, towards their team. The 50% retained by the Region will be used to assist in field and equipment costs.

### **8.11 Equipment**

Each player shall be issued an official uniform consisting of a shirt/jersey (with the AYSO logo properly affixed), shorts and a pair of socks that may be retained at the end

of the season. Player names MAY NOT be affixed to any exterior part of the uniform. Each player shall provide appropriate footwear and shin guards that must be worn at all times during practices and games. Players may not wear jewelry of any kind (including chains, watches, body jewelry and earrings), or other ornamentation item that is likely to cause risk of injury to self or others. Medical information bracelets should not be removed, but must be padded and taped to the player's skin. Prescription glasses may be worn but must stay firmly on wearer's head or be restrained by a strap. Hard casts (including padded casts), splints, and helmets are not permitted during game or practices.

### **8.12 Conduct During Games**

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

Coaches are expected to be positive and set the best possible example. Only two (2) coaches are permitted for each team and he/she should only provide encouragement and a positive direction. Excessive coaching from the sidelines is not permitted. Coaches are only permitted to coach from their identified coach boxes. Spectators must remain along the sidelines, between the penalty areas, and their vocal efforts should be limited to positive compliments and encouragement. A derogatory remark to players, coaches or referees is forbidden.

Any coach, player or spectator that is sent off or removed from a game will serve an automatic 1 game suspension in that division. The referee shall, within 24 hours, file a written referee report to the Referee Administrator. The Region will review the circumstances of the send off and notify the individual(s) if further disciplinary action is to be imposed, as outlined in Article 10.

### **8.13 Game Guidelines**

#### **1. Duration of Games**

All games shall be played in equal halves (as specified in the table below) with a minimum of five (5) minutes, and a maximum of ten (10) minutes half time break, as designated by the referee. The referee shall be the only time keeper of the game.

<b>Division</b>	<b>Duration of Each Half</b>
Under 19	45 Minutes
Under 16	40 Minutes
Under 14	35 Minutes
Under 12	30 Minutes
Under 10	25 Minutes
Under 9	25 Minutes
Under 8	20 Minutes
Under 7	20 Minutes
Under 6	10 Minutes
Under 5	10 Minutes

## **2. Dealing with an Injury**

The referee shall be the sole judge on whether the game shall be stopped to attend to the injured player. All referees are strongly encouraged to always keep the welfare of the injured player foremost in their minds when making a decision on whether the game shall be stopped immediately or at the next natural stoppage. No persons (which include coaches, assistant coaches, parents, or other players) shall enter the field of play to attend to the injured player(s) without the referee's approval. In such cases, only the coach shall be permitted onto the field. The referee may allow additional persons onto the field, if in his/her opinion the nature of the injury so warrants.

No player shall be allowed to remain on the field of play if there is blood on any exterior part of the body, including bloodstains on uniforms. In the event of any injury during play, which results in bleeding, the referee shall immediately send the player to the touchline and request that the bleeding be controlled in such a way that no blood is visible or exposed. The player may not return to the field of play until the referee is satisfied that blood is no longer present on the exterior or clothing of the player.

Any player or volunteer who becomes injured in the course of a game or practice shall be reported to the Safety Director and the applicable paperwork shall be completed regardless of whether additional medical attention is necessary, as required by National Bylaws.

## **3. Substitution of Injured Player**

For U-7 through U-19 division, if a player is injured and play has been stopped by the referee, and the coach has been asked to step onto the field to attend to an injured player, the player **MUST** leave the field of play. The coach may provide a substitute for the player, in which case the injured player may not return until after the next substitution break (if any), or at the next free substitution opportunity if, in the coach's opinion, the player is fit to play. Only the player who is injured is credited with a quarter's play, regardless of the actual time played. The coach may choose to play short, thereby allowing the injured player to return during the quarter in which he was injured. The referee must recognize the player leaving the field and the one entering before they can exit/enter the field of play.

## **4. Late Player Arrivals**

If the player arrives after the start of the game but before the first substitution break, the player must be substituted onto the field of play at the first available substitution break, and will be required to play the remainder of the game, as subject to the conditions specified in Article 8.5.

## **5. Officiating**

Whenever possible, the Region shall assign a referee and two (2) assistant referees to each game, excluding the U-5 & U-6 programs. In the event that the

Region has assigned only one (1) or two (2) officials, each team, starting with the home team, shall provide one (1) volunteer (clubslines man) to fill the missing official positions. However, if no officials are available, the game shall proceed with the Home Team coach officiating the game, within Region 1398.

## 6. Short Sided Play

Region 1398 supports the value of smaller teams, playing on smaller fields, with emphasis on developing basic skills. Soccer experts around the world support this concept and the Region is striving to meet the recommendations provided by the National Support and Training Center and National Director of Coaching. Following is the chart for fielding teams.

Division	Play	Minimum To Field Team	Maximum Roster Size	Play With Goal Keeper	Keep Score
Under 14	11 vs. 11	7	14	Yes	Yes
Under 12	9 vs. 9	7	11	Yes	Yes
Under 10	7 vs. 7	5	9	Yes	Yes
Under 9	7 vs. 7	5	9	Yes	Yes
Under 8	7 vs. 7	5	9	Yes	Yes
Under 7	7 vs. 7	5	9	Yes	Yes
Under 6	6 vs. 6	4	8	No	No
Under 5	3 vs. 3	3	5	No	No

If a team does not field the minimum number of players, the game shall be considered a forfeit. This is the only time a forfeit is considered to be acceptable in accordance to our philosophy of Good Sportsmanship. The maximum roster size is calculated based on a three-quarter (3/4) play rule. Under 9, Under 10, Under 12 and Under 14 program shall be aligned with requirements for participating in Section 11, Area E play offs.

## 7. Goal Keeper Play

Participation of a player in the position of Goal Keeper, shall be limited to the following:

Division	Quarters in Goal / Field
Under 19	No Limit
Under 16	No Limit
Under 14	No Limit
Under 12	*¾ Keeper – ¼ Field
Under 10	*¾ Keeper – ¼ Field
Under 9	*¾ Keeper – ¼ Field
Under 8	*½ Keeper – ¼ Field
Under 7	*½ Keeper – ¼ Field

- All players in the U-7 through U-12 divisions must play at least one quarter on the field as a field player.



### ***8.14 Home Team / Visiting Team Protocol***

Teams may not setup on the same side of the field. In all cases, the “Home” team shall choose a side, with the “Visiting” team taking the opposite, unless already specified/identified by the Region.

All teams are encouraged to make a team banner, and bring to all games. Team names shall be “positive” and “encouraging”. They shall not include any religion, racial, ethnic grouping, or nationality terms or expressions.

No music or other noise making devices shall be permitted before, during, or after any game or practice.

No spectators shall be allowed to remain, whether standing or sitting behind the goal lines, or along the touch lines, between the two (2) penalty areas and the goal line. Any “photographer” wishing to stand/sit in these areas shall secure the referee’s prior approval.

All teams shall be responsible for cleanup of fields in the area occupied during games.

### ***8.15 Sideline Participation***

Sideline participation is limited to positive, instructional, and encouraging comments from coaches and parents. It is not to include coaching, or tactical advice by non-coaches outside the designated coaching area, Is not to include negative comments or criticism of official and/or players. Smoking, of any kind, or consumption of alcohol is prohibited. Dogs are not permitted on any fields.

All coaches shall be held accountable for the behavior of spectators, and may be subject to disciplinary action by the referee, due to poor behavior on the part of parents of their perspective teams.

### ***8.16 VIP Program***

AYSO VIP program provides a quality soccer experience for children and adults whose physical or mental disabilities make it difficult to successfully participate on mainstream teams.

These kids are Very Important Players (VIP) in AYSO. We recognize that all children need to feel a sense of belonging and acceptance. The VIP program offers that acceptance and carries the philosophy of Everyone Plays to new heights - giving everyone a chance to play.

## **ARTICLE 9: FINANCIAL, BANKING & RELATED MATTERS**

### ***9.1 Budget; Financial Statements***

The regional Board shall adopt a budget which provides the basis for setting player registration fees. By May 31st, a budget will be prepared by the Regional Treasurer and Regional Commissioner for the following fiscal year to be approved by the Regional Board. The Regional Treasurer shall cause to prepare a statement of income received and amounts expended in connection with the program. Such statement shall be made available to the Governing members.

### ***9.2 Account Signatories***

All checks drawn on the Region's bank account shall bear two signatures, one of which must either be the Treasurer's or the Regional Commissioner's. Additional signatories must be authorized by the Regional Board. Two signatories from the same household shall not be allowed. All bank withdrawal transactions and regional checks shall be noted with the appropriate National Accounting Program (NAP) code denoting the purpose for such transaction.

### ***9.3 Transfer of Funds***

All funds received by the Region, whether from fees, gifts or otherwise, must be deposited into the Region's checking account, from which all expenses and disbursements must be paid. All funds transferred in or out of the Region's savings account must be transferred from or to the Region's checking account.

### ***9.4 Cash Handling***

Funds withdrawn for "cash box change" must be deposited back into the Regional bank account within 3 business days, thereafter. All registration fees collected in cash and checks must be reconciled to the bank deposit slip and the AYSO registration forms. When handling a significant amount of cash monies, at least two Regional volunteers shall be present. 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. The cash receipt book must be reconciled to the bank deposit slip.

### ***9.5 Audits***

The Region, at all times shall cooperate with, and respond to, inquiries by the area auditor and section auditor.

## **ARTICLE 10: DISPUTE RESOLUTION**

### ***10.1 General Policy***

The Region shall strive to resolve all disputes in an amicable way. Compromise will be emphasized and all means available will be taken to avoid legal action. Suspension or removal procedures will be used as a final resort with voluntary resignation being encouraged whenever possible. Disputes should first be directed to the appropriate Board Member. If a successful resolution is not reached, the issue should be presented to the Regional Commissioner for appropriate action, which may include directing the Assistant Regional Commissioner to convene a Regional Review Board. It is the policy of the Region to avoid punishing the players for 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).

### ***10.2 Suspension***

The Regional Commissioner, or Regional Board, may suspend a person involved in the Region from further involvement in the program on notice (by telephone, fax or writing or in person) if there is found to be a violation of the AYSO operating regulations, policies and philosophies, or conduct which disrupts or threatens the Region's program. If disciplinary action is applied, the Regional Commissioner shall give written notice to the involved individual specifying the action to be taken and the justification. The notice shall advise of the individual's right to due process, as long as it is requested within 10 days of their receipt of the notice.

### ***10.3 Regional Review Board***

The Regional Review Board shall consist of the Assistant Regional Commissioner (Chairperson), Coach Administrator, Referee Administrator, appropriate Divisional Commissioner, a neutral (non Board Member) coach from another Division, and a neutral (non Board Member) parent. All appropriate parties shall be given no less than 72 hours notice of the date, time, and location of the hearing.

### ***10.4 Hearing Procedure***

The hearing shall be conducted in a manner to allow the Review Board to listen to the facts of the situation from those individuals directly involved. The panel shall then adjourn to a private session to determine appropriate action. The review board will report their recommendation to the Regional Commissioner for any actions to be carried out.

### ***10.5 Removal***

The Regional Commissioner, or the Regional Board, may remove a person (whether or not suspended) involved in the Region, including a Regional Board Member, from further involvement in the program on notice and after a determination is made that removal is appropriate, as the result of a disciplinary hearing described in Paragraph Four (4). Notification will be made by the Regional Commissioner of removal. Only the affected member shall be notified of the Board's decision. If discipline is imposed, the member

shall be given written notification which will include the right of appeal to the Area Director.

## **ARTICLE 11: CHANGES IN THE GUIDELINES**

### ***11.1 Approval of Guidelines***

These guidelines shall become effective after being approved by the Regional Board as described in Article 6.2(a), except that a 2/3 vote of all voting board members is required with the approval of the Regional Commissioner, the Area Director, and the Section Director – then submitted to the National Office for final approval.

### ***11.2 Change in Guidelines***

Once adopted, these guidelines may only be amended by the Regional Board, as described in Article 6.2(a), except that a 2/3 vote of all voting board members is required with the approval of the Regional Commissioner, the Area Director, and the Section Director – then submitted to the National Office for final approval.

## **APPENDIX A: TEAM FORMATION GUIDELINES**

### ***Article 1: Governing Team Formation***

Team formation will be governed by the Regional Team Balance Coordinator, Regional Coach Administrator, Regional Registrar and specific Divisional Coordinator.

### ***Article 2: Notification Of Coaches***

All coaches involved should be notified at least five (5) days prior to team formation of their respective division, of the time and place for team formation ,whenever possible.

### ***Article 3: Attendance At Team Formation***

Persons to attend the divisional team formations are as follows (but not limited to):

- Regional Team Balance Coordinator
- Regional Coach Administrator
- Divisional Coordinator
- Team Head Coach (or representative)

No players will be allowed to participate in, or attend the team formation procedures.

### ***Article 4: Player Eligibility***

Eligible players are those players who have registered and been rated with Region 1398, for the current fall season and whose registration forms are in the possession of the Regional Registrar at the time of team formation. After team formation, any team replacements or additions will be assigned by the Divisional Commissioner and reviewed by the Regional Team Balance Coordinator to create as balanced teams as possible. If teams have reached their maximum number of players (14); except in U16 and U19 (18 players), in their respective divisions those who sign-up late will be put on a waiting list until an appropriate opening occurs.

### ***Article 5: U-5 & U-6 Divisions***

U6 and U5, boys or girls Divisions, will be put together by the Divisional Coordinator, and overseen by the Regional Registrar. It is recommended that these teams be put together based on the school attended.

### ***Article 6: Team Formation Guidelines***

Team formation guidelines and rules are to be reviewed by the Regional Team Balance Coordinator with the coaches prior to the beginning of team formation.

All players will be entered into a database, sorted by descending ratings, and by age ascending. Player Index cards are to be printed with assigned serial numbers.

Once Player Index cards are printed, player rating along with the following abbreviations (to help identify registered volunteers), are to be handwritten on the blank side of each card, for each player.

- Head Coach (HC)
- Assistant Coach (AC)
- Referee (R)
- Residency (YL – Yorba Linda, PL – Placentia)
- Any Siblings within the same division will share (S#)

All cards are then sorted in order of serial number, from lowest to highest.

The Divisional Coordinator will determine, with the Regional Registrar, how many teams shall be drafted according to the number of children registered, and the maximum number of players allowed on each team, according to Article 8:14:g, of the Regional Guidelines.

The index cards will then be placed, from left to right, creating a number of columns equal to the number of teams decided upon. Once the index cards have filled the last number of teams, the cards are to snake tail from right to left, and continue until all cards have been laid on the table.

The blind team will now be balanced, according to the player ratings, chaired by the Regional Team Balance Coordinator.

Once teams have been balanced and siblings have been matched, the Regional Team Balance Coordinator will verify each column (now a team) has an equal amount of volunteers. (i.e. Coach, Asst Coach, and Referee)

Finally, the coaches draw a number, according to how many teams their division will have. The number the Head Coach pulled will identify which column is now his team. If the child's name is not equal to his name on the column, the child may be traded for another player equal to their rating, +/- 5 points.

Once teams have been formed, the Divisional Coordinator will staple all index cards together. Coaches are allowed to view their team, but will not be handed an official roster until the Region's Coaches' meeting.

The following options will prevail:

**1. Coach – Child**

This option may only be exercised by the Head Coach and the Assistant Coach, not to exceed 3 players, as specified in Regional Guidelines, Article 8.

**2. Siblings**

If so indicated by the parents, every effort will be made to place siblings who are in the same division/gender on the same team. Siblings in different divisions may not be placed on the same team.

**3. Player Trades**

Following the Team Formation meeting, there are to be no player trades, with no exception to the rule.

***Article 7: Late Registration Of Players***

Registrations accepted after team formations will be placed on a waiting list for the players respective Divisions. Placement by the Regional Registrar will be done on a first come/first served basis. If team balance will be adversely affected, a committee consisting of the Registrar, the Regional Coach Administrator and the respective Division Commissioner will determine placement of the player(s). All placements of late registered players will be made with the Regional Commissioner's approval.



## **APPENDIX B: REFEREE GUIDELINES**

### ***Article 1: Requirements***

Each team shall provide at least one certified referee. It is strongly recommended that each team (Under 9 and higher) provide more than one certified referee.

1. Only a youth or special status referee may represent more than one (1) team.
2. A team referee must have a child on each of the teams which they represent in a given season. All requests to represent other teams must be approved by the Regional Referee Administrator and the Regional Commissioner and should be consistent for the duration of the season.

### ***Article 2: Eligibility***

These requirements shall apply to any person noted as a referee. To be eligible to be a trained and certified AYSO referee, the referee must:

1. Submit a volunteer application via the eAYSO system, and be approved by the Regional Board.
2. Renew the volunteer application through the eAYSO system for each membership year.
3. Complete all required training course and pass the certification examinations.
4. Be familiar with the most recent AYSO National Rules and Regulations, Region 1398 Guidelines, and the following documents, (where age appropriate):
  - AYSO edition of the FIFA Laws of the game
  - AYSO edition of the FIFA Questions and Answers
  - AYSO Guidance for Referees and Coaches
  - USSF Advice to Referees

### ***Article 3: Responsibility***

In order for the team to receive credit for their team referee officiating a game, the referee must:

1. Meet the eligibility criteria.
2. Officiate the game in complete uniform, including the current badge.

3. Ensure that his/her name is on the schedule or email the appropriate referee administrator after the game if - for some reason - the referee cannot add his/her name to the schedule.

### ***Article 4: Training***

The Regional Referee Instructor staff will conduct the AYSO Basic Referee Course (with the Safe Haven module) each season. In addition, referee refresher clinic will be conducted each season.

### ***Article 5: Referee Mentoring / Assessment***

The Regional Referee Assessor and his/her appointees will be available for referee mentoring and friendly observations. Please request a mentor at least a week in advance of your scheduled game.

### ***Article 6: Youth Referees***

The youth referees will be administered and mentored by the Referee Administration. In addition to the requirements listed above for adult referees, the following special rules apply to youth referees:

1. Must be at least 12 years of age.
2. Must be at least 1 year older than the age of the teams they are refereeing.

### **Disciplinary Action for Youth Referee Abuse: Background**

1. AYSO referees, including youth referees, are volunteers charged with the responsibility to see that games are conducted safely and fairly, and in a manner that fosters the enjoyment of the game by the players, coaches and spectators.
2. Individual abilities will vary, depending on their training, experience and personality. Regardless of their abilities, the referee is empowered by the Laws of the Game to control the match, enforce the Laws, and to take action against team officials who fail to conduct themselves in a responsible manner (AYSO Laws of The Game, Law 5).
3. Coaches are responsible for the behavior and conduct of their spectators. It is never acceptable to verbally abuse a referee or player. A coach/spectator may not, before, during or after a game, criticize or discuss with a youth referee his performance other than to thank or compliment the referee.
4. If considered necessary, complaints, criticisms or recommendations concerning a youth referee's performance shall be directed to the Regional Referee Administrator.
5. While dissent, either by word or action with, and public criticism of a referee is never appropriate, abusive language or conduct directed toward a youth referee

will not be tolerated. Abusive language can be, but not limited to, rude speech, critical language (including yelling) addressed to the youth referee, and expressing disapproval or blame.

6. The Regional Referee Administrator, upon receipt of any reported abuse of a youth referee shall investigate the incident, consult with the Disciplinary Committee, and shall implement appropriate discipline, before the next game if possible. The offending person and the Disciplinary Committee shall be notified of the disciplinary action.

### **Misconduct and Disciplinary Action**

1. The disciplinary action as determined by the Disciplinary Committee, may include, but not limited to, the following:

Type of Misconduct	Recommended Disciplinary Action
(I) Repetitive dissent by word or action, provoking an argument, criticism of, or demeaning language toward a youth referee; 1st offense.	1 game suspension
(II) The use of offensive, abusive, insulting, or foul language toward a youth referee, public ridicule, or a second incident of less serious misconduct.	2 game suspension – Disciplinary Committee hearing to consider additional sanctions and/or remedial actions.
(III) Entering the field to intimidate or other threat to the youth referee (by word or action).	4 game suspension – Disciplinary Committee hearing to consider additional sanctions and/or remedial actions and, if required, by a letter of apology to the youth referee, and any players, coaches and parents of the teams affected by the conduct.

2. Immediate and sincere remorse on the part of the offender may be taken into account by the Disciplinary Committee when determining whether a lesser level of sanction should be applied.
3. Egregious offenses (e.g. repeated misconducts or multiple abusive situations, physical contact with a youth referee, or exceptionally inappropriate misbehavior directed toward a youth referee) shall result in immediate and continuing suspension of the offending person pending a Disciplinary Committee hearing. The Disciplinary Committee will determine if further or more serious discipline is warranted. An egregious offense violates the fundamental mission of AYSO and requires strong action. Discipline may include, but not limited to, suspension for the season, suspension for multiple seasons, "rehabilitation" (e.g. taking the child/volunteer protection training, taking referee training, referee a set number of games, or other remedial education and training), or expulsion of the person and/or their child from further participation in AYSO.

4. A suspended parent/spectator (including the coach) may not, during their suspension, attend any AYSO Region 1398 game or Inter-Area game where a Region 1398 team is participating. However, a suspended coach may attend team practices.
5. The Region 1398 Board of Directors shall be notified of all suspensions at its next regular meeting and shall, subject to any further action of the Disciplinary Committee and any right of appeal, enforce the disciplinary action.
6. These sanctions apply only to the discipline of adult spectators or coaches. This policy does not apply to AYSO players or youth (under age 18) spectators.
7. These sanctions do not limit, prevent, or replace any voluntary or required report or referral of improper conduct, by any adult toward any child, to any law enforcement or child protection agency.

### ***Article 7: Referee Scheduling***

Each referee is responsible to pre-schedule their game assignments with the online referee scheduling system, or directly with the administrator responsible for referee scheduling. Every attempt will be made to provide a referee who does not have a child playing in the game. However, any referee that shows up in uniform shall be considered an unbiased official, regardless of his/her relationship to a player. If no other officials are present, both coaches will be expected to play the game with said official.

All U-9 and above games need one referee and two assistant referees. U-7 and U-8 games need one referee (no assistant referees). Younger divisions (U-6 and below) do not need referees.

Certain circumstances may dictate game assignment by the Referee Administrator (game level, inter-area play, playoffs, etc.). In such cases, the Referee Administrator reserves the right to cancel any assignment that he/she may deem necessary.

## **APPENDIX C: COACHES GUIDELINES**

### ***Article 1: Requirements***

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

### ***Article 2: Eligibility***

1. These requirements shall apply to any person noted as a coach according to Appendix C Article One. To be eligible to be a trained and certified coach and/or assistant coach, the coach/assistant coach must:
  - a. Submit a volunteer application to the region's CVPA, and be approved by the Regional Board.
  - b. Complete the requirements of AYSO Safe Haven Program.
  - c. Complete an age appropriate training course.
  - d. Must be at least 18 years of age, to be designated a Head Coach.
2. Any deviation from Article Two(I)(1-4) must be approved by the Regional Commissioner and the Regional Coach Administrator.

### ***Article 3: Responsibility***

1. All Coaches shall become familiar with documentation provided by AYSO National Rules and Regulations and these Regional Guidelines.
2. Head coaches shall attend all scheduled meetings and provide all requested information to the Region in a timely manner. This is to include, but not limited to, player incident report(s), submission of Assistant Coach and Team Parent names, team name, and player ratings.
3. All coaches may attend the Team Formation Meeting, prior to the start of each season.

### ***Article 4: Selection Procedure***

1. The Coach Administrator shall prepare a list of potential coaches for approval by Region Board. In the event there are more potential head coach applicants than are teams available, consideration will be given to the following:
  - a. Child registered in the division they are applying for.
  - b. Regional history of coaching.
  - c. Length of continuous active time, with certification.
  - d. Highest coaching certification.
2. All potential coach certifications shall be verified by the regional Coaching Administrator prior to being awarded a team.

## ***Article 5: Training Requirements***

1. All coaches shall be required to meet requirements of AYSO Safe Haven Program. They shall attend coaching courses, prior to conducting any practice, as follows, unless otherwise specified in Area or Section Guidelines:
  - a. Age appropriate training as follows:
    - Under 5 & Under 6 – Under 6 Training Course
    - Under 7 & Under 8 – Under 8 Training Course
    - Under 9 & Under 10 – Under 10 Training Course
    - Under 12 – Youth Coach Training Course
    - Under 14 – Intermediate Training Course
    - Under 16 through Under 19 – Advanced Training Course
  - b. Online CDC Concussion Awareness Training.
2. All coaches shall attend the Coaches' Meeting, prior to the start of each season.

## ***Article 6: Coach Responsibilities***

1. It shall be the duty of each coach to:
  - a. Conduct himself or herself in a manner becoming a member of AYSO.
  - b. At all times, encourage clean competition and good sportsmanship.
  - c. Train and coach their respective team to the best of their ability.
  - d. Uphold the Rules and Regulations of AYSO.
  - e. Limit their sideline participation during AYSO games to positive instruction and encouragement. Negative comments about players or officials shall not be allowed. Coaches are reminded that Law 5 of the Laws of the Game grants the Referee the authority to dismiss team officials (coaches) without warning.
  - f. At all practices, scrimmages, team gatherings, and games, have in his/her possession, at the field (if applicable) the player registration form for each player on the team, properly signed by the parent or legal guardian of the player. Coaches are encouraged to make several copies of the player registration forms and then obtain original signatures from the parents and make these available to the assistant coach(s), team administrator/parent, in case of an emergency.
  - g. Present a healthy, athletic environment for players by neither consuming alcoholic beverages nor smoking (or simulating smoking) nor using tobacco products during practices, games, or in the immediate vicinity of the soccer fields.
  - h. Never criticize the decisions of officials and encourage all players and parents to act in a similar manner.
  - i. Never enter the field of play or allow a spectator to enter the field of play until authorized to do so by the Referee.
  - j. Register as a volunteer each year. All Coaches must be certified as an AYSO volunteer in the current Playing Year and be authorized to coach a

team in AYSO Region 1398 by the Regional Coach Administrator. The Regional Coach Administrator may, at their sole discretion, deny or revoke a Coach's authorization. Coaches are entitled to the Due Process procedures defined below prior to having their coaching authorization revoked by the Regional Coach Administrator.

***Article 7: Player Discipline By Coaches***

All players shall have the right to participate in all games in accordance with the minimum playing requirements. No coach may prevent a player from participation in a game, or portion thereof, without the Region's prior approval. While the Region recognizes that discipline is a key ingredient to a successful team, any coach who experiences difficulties in this area with one or more players on his/her team, should discuss the matter with the Regional Child and Volunteer Protection Advocate (CVPA) prior to implementing disciplinary action.

***Article 8: Failure To Comply***

Failure to comply with any article in Appendix C may result in sanctions, up to and including suspension and termination as a coach, at the discretion of Coach Administrator, subject to review according to the regions disciplinary review process.

## **APPENDIX D: POST SEASON TOURNAMENT GUIDELINES**

### ***Article 1: Requirements***

The region will conduct a post season tournament for the Under 7, Under 8, Under 9, Under 10, Under 12 and Under 14 divisions. Participation in this post season tournament shall be by invitation, in recognition of support of the recreational program. The format shall consist of some type of pool play. All players participating in post season play must have participated in one half of the games scheduled for his/her team unless prevented from doing so due to injury or illness.

In order for a team to be invited to participate in the tournament, the team must have earned sufficient referee and/or volunteer points, and have met all other eligibility requirement the region may have implemented.

### ***Article 2: Referee Points***

The exact number of referee points required for eligibility, and the dates that they are required to be completed by, will be determined by the Regional Referee Administrator, the Regional Commissioner, and approved by the Regional Board, prior to start of the season.

To ensure a balance of referees throughout the season a team referee may only credit a particular team with a maximum of 3 games per day. The referee administrator will track the referee credits and publish periodic reports. It is the responsibility of the team coach to monitor that their requirements are being fulfilled.

### ***Article 3: Regional Play Offs***

Regional Play Offs will be held at the end of each season.

After fulfilling the requirements to continue to play, the first and second place teams, of the play offs with the appropriate referee points, will have the opportunity to continue to Area E's post season play offs, of the primary season, and may continue onto Section play offs, state and nationals.

Any additional post season tournaments, must approved by the Regional Commissioner and the Regional Board. Post season tournaments in a secondary program will be presented at the beginning of that said season, as the Region may implement.



## **APPENDIX E: EXTRA PROGRAM**

### ***Article 1: Eligible Players***

The program shall provide an opportunity for players in the Under 9 to Under 16 divisions, who have demonstrated enthusiasm, soccer skills, an attitude for fair play and cooperative team spirit to participate on a team of players with similar qualifications. EXTRA players must meet the following qualifications:

1. Participate in at least one try-out session.
2. Have not received a send off for Violent Conduct in the preceding season.

### ***Article 2: Eligible Coaches / Assistant Coaches***

All interested coaches, and assistant coaches, shall be considered for the EXTRA program. However, all coaches will be selected by a committee consisting of the Regional Commissioner, EXTRA Coordinator, and Regional Coach Administrator. All coach and assistant coach candidates must meet the following qualifications:

1. Coach and Assistant Coach shall have coached in Region 1398, with a minimum of one (1) season.
2. Coach and Assistant Coach shall have demonstrated commitment to the AYSO organization, and support the 6 core philosophies.
3. Coach and Assistant Coach shall be in good standing within Region 1398.

### ***Article 3: Team Responsibilities***

It is the responsibility of each participating teams to adhere to all Section 11 Guidelines. All teams are expected to participate in the Regional Referee Points Program. Coaches, in the Extra Program are held to a higher standard just as all participants in this program shall be expected to demonstrate the highest level of commitment to the AYSO philosophies, and Code of Ethics. The Regional Commissioner shall have the authority to disband a team at any time. Any member, whose conduct is detrimental to the program, shall be removed.

The Regional Commissioner must:

- Approve the final team roster
- Issue Player ID Cards
- Approve practice location, days, and time
- Approve all scrimmages, games, and tournaments

### ***Article 4: Team Formation***

See Appendix F for team formation guidelines.

***Article 5: Spring Season Play***

No player shall be offered a position on a team until the completion of the Regional / Area Post Season Tournament. This includes, but is not limited to All Stars. Players shall be recruited from the Fall Recreational Program, with only two (2) guest positions, per team. Spring is the only season in which coaches may pull from the recreational program pool of players, to join an EXTRA Team. All teams will participate in Area 11E's Spring program, and will be governed by Area 11E Guidelines.

## APPENDIX F: Extra Teams Selection Rules

### ***Authority***

The American Youth Soccer Organization (AYSO) defines an EXTRA program as: "...a PROGRESSIVE PLAYER PROGRAM, is designed for players who have the interest, skills and abilities and want to enhance their experience and individual growth through soccer while retaining the spirit of and organization membership in AYSO. EXTRA is not designed to overshadow or harm to standard primary program – rather the goal is to strengthen AYSO by recruiting and retaining players and volunteers through providing more competitive play the AYSO way – all EXTRA programs embrace the Six Philosophies of AYSO." (<http://ayso.org/programs/extra.aspx>). As such, the AYSO Region 1398 Flex Extra program adheres to the AYSO Extra program guidelines and teams participate in the AYSO Section 11 Flex Extra program. Information about the AYSO Section 11 Flex Extra program can be found on the AYSO Section 11 website here: <http://aysosection11.com/index.php/extraflex.html>. Accordingly, these "Selection Rules for AYSO Region 1398 Flex Extra" define how players are selected to play on the AYSO Region 1398 Flex Extra teams and comply with the AYSO Section 11 Flex Extra Guidelines as well as the AYSO Extra program recommendations.

The Regional Commissioner reserves the right to change, alter or amend these rules without notice and at any time.

The Regional Commissioner can designate an individual or small committee (not to exceed three people) to have the same authority for decisions where designated in the rules below.

### ***Definitions***

**Division:** A division is a single age group and gender such as "Girls Under-11".

**Reserve Player:** A player might only want to play for a particular coach (when there is a choice because it is a two-team division). Therefore, the player may reject an offer from one coach in anticipation of being selected by the coach of their choice. Consequently, a Reserve Player is any player who rejects an offer to play on an AYSO Region 1398 Flex Extra team (in a two-team division).

**Reserve List:** Reserve players are placed on a list and made available to the other coach in a two-team division under certain conditions defined below.

**Ranked Player List:** Players are ranked in order from highest score (best player) to lowest score. Player selections are made based on the Ranked Player List.

## ***General Approach***

Flex Extra team invitations are to be extended on the basis of the results of tryout sessions scheduled by the Region. Two tryout dates will be scheduled for each team. Candidates are to be strongly advised that attendance at both dates is recommended.

Wherever possible, three (3) evaluators should be present – and no less than two (2) evaluators must be present – at each tryout session. Evaluators may not be the coach(es) of that team or parents of any candidate for that team. Ideally, Flex Extra coaches should work together to evaluate each other's candidates, rather than bring in outside evaluators. However, outside, independent evaluators (such as AYSO Soccer Camps instructors) are permitted as long as they have no affiliation with a local soccer club.

Each candidate will be rated in categories pertaining to performance in technical, tactical, functional, and game playing situations. Each category carries a maximum score of 25 for a total of 100. To ensure a fair and consistent basis for ratings, each evaluator must evaluate each candidate present on a given night and assign them a score in each category. All player identification will be done by assigned tryout number only.

The evaluator ratings are normalized and turned into scores. The scores are used to determine a ranked player order. The ranked player order becomes the basis for the coach to extend invitations to candidates.

The coach can begin using these Selection Rules for AYSO Region 1398 Flex Extra Teams ("Selection Rules") to begin extending offers once they receive the ranked player list. After the team has been formed, the coach shall submit, in writing (where an email is sufficient) how they complied with these Selection Rules to the AYSO Region 1398 Regional Commissioner and/or their designee.

Some divisions have two (2) teams. For the purpose of the AYSO Region 1398 Flex Extra program, no single division will have more than two teams. In general, the goal is to select coaches (in divisions with two teams) who work well together for the selection of players rather than to define strict rules below for the selection of players. The selection of players to play for one coach versus another should not be a source of conflict between the coaches.

## ***Specific Rules for Team Invitations***

### **For divisions with a single team with a maximum roster size of 15 players**

#### **Mandatory Picks**

For teams with a maximum roster size of fifteen (15), seven (7) of the top ten (10) ranked candidates must be offered a position on the team. If any of these candidates decides not to join the team, the coach must extend offers to any of the remainder of the top 15 ranked candidates until either:

Seven (7) candidates have accepted offers, or  
All of the top fifteen (15) players have been made offers.

**Additional Tryout Picks**

After mandatory picks are complete, additional positions on the team must be filled by the coach selecting from other candidates who attended the tryout. A total of fourteen (14) candidates from the tryout must be offered a position on the team. If any of these candidates decides not to join the team, the coach must extend offers to:

Any of the remainder of the tryout candidates until either ten (10) candidates have accepted offers, or  
Until offers have been made to the top fifteen (15) rated players from the tryout.

A coach may extend invitations to evaluate Additional Tryout Picks to their Spring practices on a limited basis. See Call Backs below.

**For divisions with a single team with a maximum roster size of 12 players**

**Mandatory Picks**

For teams with a maximum roster size of twelve (12), six (6) of the top ten (10) ranked candidates must be offered a position on the team. If any of these candidates decides not to join the team, the coach must extend offers to any of the remainder of the top 12 ranked candidates until either:

Six (6) candidates have accepted offers, or  
All of the top twelve (12) players have been made offers.

**Additional Tryout Picks**

After Mandatory picks are complete, additional positions on the team must be filled by the coach selecting from other candidates who attended the tryout. A total of ten (10) candidates from the tryout must be offered a position on the team. If any of these candidates decides not to join the team, the coach must extend offers to:

Any of the remainder of the tryout candidates until either ten (10) candidates have accepted offers, or  
Until offers have been made to the top twelve (12) RATED PLAYERS FROM THE TRYOUT.

A coach may extend invitations to evaluate Additional Tryout Picks to their Spring practices on a limited basis. See Call Backs below.

**For divisions with a single team with a maximum roster size of 10 players**

**Mandatory Picks**

For teams with a maximum roster size of ten (10), five (5) of the top seven (7) ranked candidates must be offered a position on the team. If any of these candidates decides not to join the team, the coach must extend offers to any of the remainder of the top ten (10) ranked candidates until either:

Five (5) candidates have accepted offers, or  
All of the top ten (10) players have been made offers.

### **Additional Tryout Picks**

After mandatory picks are complete, additional positions on the team must be filled by the coach selecting from other candidates who attended the tryout. A total of seven (7) candidates from the tryout must be offered a position on the team. If any of these candidates decides not to join the team, the coach must extend offers to:

Any of the remainder of the tryout candidates until either (7) candidates have accepted offers, or  
Until offers have been made to the top ten (10) rated players from the tryout.

A coach may extend additional invitations to evaluate Additional Tryout Picks to their Spring practices on a limited basis. See Call Backs below.

### **Reserve Player Handling**

As a reminder, any player (for a two-team division) who rejects an offer from a coach is placed on the Reserve Player List.

The goal of rules associated with selecting players placed on the Reserve List is to balance the desire of a player to play for a particular coach with the fair distribution of talent to both teams. Consequently:

Coaches with maximum rosters sizes of ten (10) or twelve (12) players are limited to selecting no more than two (2) players off the Reserve Player List; and,  
Coaches with maximum roster sizes of fifteen (15) players are limited to selecting no more than three (3) players off the Reserve Player List.

### **For divisions with two teams (in the same division) with a maximum roster size of 10 players**

#### **Mandatory Picks**

Each team has a maximum roster size of then (10) players. Between the two teams, ten (10) of the top fifteen (15) ranked candidates must be offered a position on one of the teams ("Initial Mandatory Picks"). Both coaches will work together to determine who their first five (5) initial Mandatory Picks will be and submit these to the Regional Commissioner ("RC") or their designee before offers are extended – once approved, the coaches may extend offers to the players.

If the coaches cannot reach an agreement on Initial Mandatory Picks because both coaches want the same player(s) and are unwilling to compromise, then the RC or their designee shall decide which coach may extend offers to specific players (keeping in mind that any player who rejects the offer from a coach will be placed on the Reserve Player List).

If both coaches have players placed on the Reserve Player List during Initial Mandatory Picks, then the coaches may “exchange” the ability to extend offers to players on the Reserve List without consulting with the RC or their designee. Players “exchanged” between coaches do not count against the maximum of two (2) players selected off the Reserve Player List limitation.

If after all Initial Mandatory Offers have been made and one coach has less players than the other coach, then this coach may extend offers to players at the tryout until: a) enough players accept to bring the number of players on both teams to equilibrium, or b) the top fifteen (15) players have been made offers.

After Initial Mandatory Picks, one coach still has fewer players who have accepted than the other coach, then this coach continues to extend offers until a) the number of players on each team are equal, or b) offers have been extended to all players who attended tryouts.

Once the number of players on each team is equal, each coach alternates electing one player from either the Reserve Player List (assuming they have selected less than 2 players from the Reserve Player List) or the Tanked Player List until either: a) A total of ten (10) candidates (cumulative between both coaches) have accepted offers, or b) All of the top fifteen (15) players have been made offers.

### **Additional Tryout Picks**

After Initial Mandatory and Mandatory picks are complete, additional positions on the team must be filled by the coaches selecting from other candidates who attended the tryout.

If the number of players on both teams is equal, then the coaches alternate selecting any of the remainder of tryout candidates from the Ranked Player List of the Reserve Player List until either:

Seven (7) candidates have accepted offers, or  
Until offers have been made to the top twenty (20) rated players from the tryout.

If the number of players on both teams is not equal, then the coach with less players may select one player from the remainder of the tryout candidates from the Ranked Player List or the Reserve Player List until the number of players who have accepted positions on the teams is equal (keeping in mind that any player who rejects an offer from this coach is placed on the Reserve Player List and might not be selected of the other coach has already selected 2 players from the Reserve Player List).

A coach may extend additional invitations to evaluate Additional Tryout Picks to their Spring practices on a limited basis. See Call Backs below.

**For divisions with two teams (in the same division) with a maximum roster size of 12 players**

**Mandatory Picks**

Each team has a maximum roster size of twelve (12) players. Between the two teams, twelve (12) of the top eighteen (18) ranked candidates must be offered a position on one of the teams (“Initial Mandatory Picks”). Both coaches will work together to determine who their first six (6) Initial Mandatory Picks will be and submit these to the Regional Commissioner (“RC”) or their designee before offers are extended – once approved, the coaches may extend offers to the players.

If the coaches cannot reach an agreement on Initial Mandatory Picks because both coaches want the same player(s) and are unwilling to compromise, then the RC or their designee shall decide which coach may extend offers to specific players (keeping in mind that any player who rejects the offer from a coach will be placed on the Reserve Player List).

If both coaches have players placed on the Reserve Player List during Initial Mandatory Picks, then coaches may “exchange” the ability to extend offers to players on the Reserve List without consulting with the RC or their designee. Players “exchanged” between coaches do not count against the maximum of two (2) players selected off the Reserve Player List limitation.

If after all Mandatory Offers have been made and one coach has less than the other coach, then this coach may extend offers to players at the tryout until: a) enough players accept to bring the number of players on both teams to equilibrium, or b) the top eighteen (18) players have been made offers.

After additional Mandatory Picks, one coach still has fewer players who have accepted than the other coach, then this coach continues to extend offers until a) the number of players on each team are equal, or b) offers have been extended to all players who attended tryouts.

Once the number of players on each team is equal, each coach alternates selecting one player from either the Reserve Player List (assuming they have selected less than 2 players from the Reserve Player List) or the Ranked Player List until either: a) A total of twelve (12) candidates (cumulative between both coaches) have accepted offers, or b) All of the top eighteen (18) players have been made offers.

**Additional Tryout Picks**



After Initial Mandatory and Mandatory picks are complete, additional positions on the team must be filled by the coaches selecting from other candidates who attended the tryout.

If the number of players on both teams is equal, then the coaches alternate selecting any of the remainder of tryout candidates from the Ranked Player List or the Reserve Player List until either:

Nine (9) candidates have accepted offers, or  
Until offers have been made to the top twenty-five (25) rated players from the tryout.

If the number of players on both teams is not equal, then the coach with less players may select one player from the remainder of the tryout candidates from the Ranked Player List or the Reserve Player List until the number of players who have accepted positions on the teams is equal (keeping in mind that any player who rejects an offer from this coach is placed on the Reserve Player List and might not be selected if the other coach has already selected 2 players from the Reserve Player List).

A coach may extend additional invitations to evaluate Additional Tryout Picks to their Spring practices on a limited basis. See Call Backs below.

### **For divisions with two teams (in the same division) with a maximum roster size of 15 players**

#### **Mandatory Picks**

Each team has a maximum roster size of fifteen (15) players. Between the two teams, fourteen (14) of the top twenty (20) ranked candidates must be offered a position on one of the teams ("Initial Mandatory Picks"). Both coaches will work together to determine who their first seven (7) Initial Mandatory Picks will be and submit these to the Regional Commissioner ("RC") or their designee before offers are extended – once approved, the coaches may extend offers to the players.

If the coaches cannot reach an agreement on Initial Mandatory Picks because both coaches want the same player(s) and are unwilling to compromise, then the RC or their designee shall decide which coach may extend offers to specific players (keeping in mind that any player who rejects the offer from a coach will be placed on the Reserve Player List).

If both coaches have players placed on the Reserve Player List during Initial Mandatory Picks, then the coaches may "exchange" the ability to extend offers to players on the Reserve List without consulting with the RC or their designee. Players "exchanged" between coaches do not count against the maximum of three (3) players selected off the Reserve Player List limitation.

If after all Initial Mandatory Offers have been made and one coach has less players than the other coach, then this coach may extend offers to players at the tryout until: a) enough

players accept to bring the number of players on both teams to equilibrium, or b) the top eighteen (18) players have been made offers.

After Initial Mandatory Picks, one coach still has fewer players who have accepted than the other coach, then this coach continues to extend offers until a) the number of players on each team are equal, or b) offers have been extended to all players who attended tryouts.

Once the number of players on each team is equal, each coach alternates selecting one player from either the Reserve Player List (assuming they have selected less than 3 players from the Reserve Player List) or the Tanked Player List until either: a) A total of fourteen (14) candidates (cumulative between both coaches) have accepted offers, or b) All of the top twenty (20) players have been made offers.

### **Additional Tryout Picks**

After Initial Mandatory and Mandatory picks are complete, additional positions on the team must be filled by the coaches selecting from other candidates who attended the tryout.

If the number of players on both teams is equal, then the coaches alternate selecting any of the remainder of tryout candidates from the Ranked Player List or the Reserve Player List until either:

Ten (10) candidates have accepted offers, or  
Until offers have been made to the top thirty (30) rated players from the tryout.

If the number of players on both teams is not equal, then the coach with less players may select one player from the remainder of the tryout candidates from the Ranked Player List or the Reserve Player List until the number of player who have accepted positions on the teams is equal (keeping in mind that any player who rejects an offer from this coach is placed on the Reserve Player List and might not be selected if the other coach has already selected 2 players from the Reserve Player List).

A coach may extend additional invitations to evaluate Additional Tryout Picks to their Spring practices on a limited basis. See Call Backs below.

### **Wild Card Picks**

After Mandatory and Additional Tryout picks are complete, the remainder of the positions on the team may be filled by the coach selecting candidates from the tryout list or players who did not attend a tryout. Players who did not attend a tryout are considered “Wild Card” picks and are subject to the following conditions:

1. If a player was either a player on the previous year’s Region 1398 Flex Extra team for that age group or a player on an AYSO Region 1398 recreational team the previous year, then the coach may select that player as a “Wild Card – A”

- pick. There are no limits to the number of Wild Card – A picks a coach may select.
2. A coach may select one (1) player who does not meet any of the prior listed conditions (i.e., did not attend the tryout, did not play on the previous year's Region 1398 Flex Extra team for that age group, and was not a player on an AYSO Region 1398 recreational team the previous year) and is considered a "Wild Card – B" pick. Wild Card – B picks are only eligible for the "correct" year's Flex Extra team (i.e., a player may not play "up" without trying out or by being a coach's "Wild Card" pick).

### ***Candidates Attending One Day of the Tryout***

Candidates who attend one day of the two day tryout process will have their score from the single day used as the basis for their evaluation. In addition, they must indicate why they were unable to attend the second day of tryouts.

### ***Call Backs***

1. There is a limited time window for call backs.
2. A coach may call and ask candidates from Additional Tryout picks or AYSO Registered Wild Card – A picks to come for evaluation at their spring practices. Only those players who either attended the tryout and did not meet the Mandatory Pick guidelines or are AYSO Registered (Wild Card A) may be called back.
3. The Call Back is not a tryout. The Call Back cannot be used to convert a Wild Card – A pick into a ranked, tryout Mandatory or Additional Tryout pick.
4. The coach will have two (2) weeks after the completion of tryouts and the publication of evaluation results to complete their Call Backs and evaluations. The coach is required to offer roster places to their Mandatory Picks prior to conducting further call back evaluations.

### ***Underage Players***

Underage players are those whose birth date falls after the cutoff date for a particular division. Generally they are eligible for play in an "older" division (considered "playing up"). However, they are not (at any time) eligible to play in a "younger" division.

It is the Region's intent that players play on the proper age division for the Flex Extra Program, and that only truly exceptional players be allowed to play up.

Underage player should make every attempt to attend the tryout for both teams for which they wish to be considered, i.e., the "correct" age group and the "older" age group. A player who does not attend the tryout for the "correct" age group and subsequently wishes to play on that team can be selected by the coach as a Wild Card Pick.

### ***Evaluation Results***

The evaluation "score sheets" with ratings assigned to "tryout numbers" will be submitted to the RC or their designee by each evaluator after each day of the tryout process. The RC or their designee will then calculate the rankings for each group of

candidates. Each coach will also provide the RC or their designee with a listing that cross references tryout numbers and names of candidates. A list of ranked candidates by name, from highest score to lowest score, will then be returned to the coach who will make his or her invitations following the procedure described above.

### ***Policy Exceptions***

Any exceptions made to these rules require the approval of majority of the Executive Committee of the Region's Board of Directors: the current Regional Commissioner, Regional Coach Administrator, Regional Flex Extra Commissioner (if applicable) and, Regional Referee Administrator.

## APPENDIX G: REGIONAL BOARD JOB DESCRIPTIONS

### ***Regional Commissioner***

Specific Duties and Responsibilities:

1. Comply in spirit and letter with the objectives of the organization;
2. Maintain good community relations with the primary objective being youth development;
3. Collect and disburse fees and other monies for the sound financial organization and operation of the region. It is incumbent upon the region to keep and file, as required, accurate financial records to ensure continuation of the tax exempt status of the organization;
4. Review, on an annual basis, the regional guidelines and other written regional operating regulations;
5. Supervise the regional treasurer by reviewing the region's cancelled checks and bank statements periodically, reviewing the National Accounting Program (NAP) financial report each month, and reviewing, periodically, internal financial control procedures. Also, take other reasonable measures to assure that the region's assets and expenses are being handled in a fiscally responsible manner;
6. Make timely submissions to the National Support & Training Center of membership, fees, budgets, Information Forms, and other paperwork as required with copies to the area director;
7. Be responsible for the performance and the growth of the regional programs for the benefit of the players, the volunteers, and their families;
8. Organize, maintain, supervise, and coach regional volunteer staff to assure adequate support and services to the region, including the development of new volunteers for regional position succession planning;
9. Appoint, at a minimum, a CVPA, a treasurer, a registrar, a safety director, a regional coach administrator, and regional referee administrator;
10. Publish for the region and for the files of the National Support & Training Center, guidelines for the operation of AYSO within the region. Such regional guidelines must conform to all provisions of the Standard Regional Guidelines but may expand or add to them to cover specific regional needs, subject to the approval of the area director and section director. Such regional guidelines must include a process for the selection of a regional board and the election of the regional commissioner;
11. Act as the official spokesperson for the region in regard to publicity, internal development, cultural exchange, business systems, budgets, regional operation regulations, and other matters concerning AYSO programs within the region;
12. Assist the regional board in the planning and implementation of its policies and programs within the region;
13. Register players, coaches, referees, and other regional officials;
14. Assign players and coaches to assure proper balance of teams within any one age group within a reasonable geographical area;
15. Locate and secure proper playing facilities;
16. Secure uniforms, balls, goals, and other necessary equipment;

17. Schedule games;
18. Comply with the Soccer Accident Insurance plan and submit insurance claims according to current procedures;
19. Release publicity concerning the region;
20. Budget for and encourage regional participation at the annual Section Conferences (volunteer education conferences);
21. Budget for and participate at AYSO's annual business meeting, the National Annual General Meeting (NAGM);
22. Oversee dispute resolution within the region pursuant to Article Nine of the guidelines and AYSO operating regulations;
23. Preside at all regional board meetings;
24. Keep the regional board informed of actions and decisions on matters of importance;
25. Attend area meetings, Section Conferences and caucuses, and the NAGM;
26. Maintain close liaison with the area director and the section director, and coordinate all extra-regional activities through the area director;
27. Submit a completed Regional Assessment Program to the area director annually as specified on the Regional Assessment Program form;
28. Make such other decisions and take actions as may be required to run the region within the limits of the regional budget and these guidelines; and
29. When leaving the position, transfer to his/her successor in a timely fashion (a) all regional records, files and reports; and (b) the regional commissioner manual.

### ***Coach Administrator***

#### **Specific Duties and Responsibilities:**

1. Provide leadership and be an active role model exemplifying the AYSO culture, philosophies and National Coaching Program;
2. Work with other administrators of the region (regional commissioner, registrar, referee administrator, and age group coordinators) to ensure there are enough coaches to support the size of the region;
3. Ensure that all coaches and assistant coaches (a) register to be a volunteer via eAYSO; or (b) completes a volunteer application form in accordance with the National Support & Training Center applicable policies and guidelines and that they are properly registered for the current year;
4. Participate in team formation as needed to ensure the tenets of AYSO are followed;
5. Ensure that all coaches within the region are Safe Haven certified and are properly trained per the National Coaching Program Guidelines for the age/skill level of the team they are assigned to coach;
6. Coordinate a pre-season coaches meeting where issues of sportsmanship, safety, new laws, and specific regional issues are presented;
7. Prepare an annual budget and submit to the regional commissioner;
8. Work with the area coach trainer in scheduling and publicizing Intermediate Coach courses for coaches who are certified as U-12 coaches with one to three years of coaching experience;

9. Work with the section coach trainer in scheduling and publicizing Advanced Coach courses as needed for coaches who are certified as intermediate coaches with four to five years of coaching experience;
10. Maintain a list of registered coaches, including their current training level, by (a) downloading a printout from eAYSO; or (b) requesting a printout from the AYSO National Support & Training Center;
11. Provide in-season training opportunities and special events for coaches (specialized clinics, pizza night, etc.);
12. Advise the regional commissioner on all coaching matters and assist the regional commissioner in handling any coaching related issues;
13. Participate in player ratings and extended season team formation as needed;
14. Maintain a regional library of coach training material;
15. Coordinate a post-season meeting of coaches (a) to secure player ratings to be used for team balancing in the next season; (b) to recognize contributions; and (c) to gather input for the following year (a list of coaches who will return, names of potential new coaches, etc.);
16. Attend the annual Section Conferences and other Area/Section Conferences as required throughout the year;
17. Be sure to use only AYSO registered and certified instructors in clinics and coaching courses;
18. Ensure that all coaching courses held within the region are properly registered in eAYSO, and;
19. Ensure that rosters for all coaching courses held within the region are entered in eAYSO and submitted with sixty (60) days after the completion of the course. Make sure to maintain a copy of the course roster for the regional files.

## ***Referee Administrator***

### **Specific Duties and Responsibilities**

1. Support the AYSO National Referee Program in both specifics and spirit;
2. Ensure all referees within the region are appropriately registered in eAYSO annually by completing a volunteer application form in accordance with the National Support & Training Center applicable policies and guidelines;
3. Appoint a regional director of referee instruction and a regional director of referee assessment annually;
4. Ensure the consistent and accurate implementation of the AYSO National Referee Program within the region;
5. Assist the area referee administrator in the delivery of the AYSO National Referee Program, and support the regional commissioner with its implementation;
6. Verify certification requests for assistant referee, U-8 official and regional referee;
7. Be responsible for the scheduling of referees and assistant referees within the region, or delegate such task to another responsible volunteer or assistant, and coordinate such efforts with the region's scheduler of games;
8. Identify and train a successor;

9. Prepare an annual regional referee work plan and budget for submission to the regional commissioner (with a copy to the area referee administrator). The work plan will include goals and objectives for the upcoming year;
10. Maintain a list of all referees within the region currently registered in eAYSO, including contact information and current certification level;
11. Insure that important information relating to: law and rule interpretations and changes; clinics, courses and national, sectional, area and regional programs; and special events is communicated to the referees within the region;
12. Support and encourage the development of camaraderie, mutual support, esprit de corps, and uniformity of interpretation among referees by providing sufficient opportunities for social interaction;
13. Provide leadership and be an active role model exemplifying the AYSO culture and philosophies;
14. Promote referee welfare within the region;
15. Monitor referee activities within the region;
16. Coordinate the assignment of referees at regional playoffs and special events;
17. Represent the region at area meetings;
18. Provide assistance to the referees in interpretation of the FIFA Law, national, section, and area rules and regulations, and regional guidelines;
19. Advise the Regional Commissioner and staff on matters pertaining to refereeing;
20. Maintain liaison with area referee administrator for general administrative questions; and
21. Cooperate with the area referee administrator as necessary

## ***Treasurer***

### **Specific Duties and Responsibilities**

1. Keep in appropriate books an accurate account of all money received and paid out;
2. Comply with the National Accounting Program and all procedures specified in the AYSO Treasurer's Manual;
3. Attend any and all registration days or assign volunteers who will attend and collect registration fess. Design a procedure for what will be done with the money during and after the registration process. The treasurer and the registrar should verify the amount of money that was collected in cash, checks and credit cards and reconcile the total amount against the number of registration made.
4. Write the appropriate account code on the face of each check;
5. Complete and send the NAP "monthly deposit report form" monthly to the National Support & Training Center;
6. Promptly pay the National Support & Training Center the national portion of the registration fees within 30 days of registering in eAYSO;
7. Give a report of the funds, receipts, and disbursements of the region annually or at such other times as requested by the regional commissioner or by the regional board;
8. Be responsible for filing the annual budget and other information as may be required or requested from time to time by the National Support & Training Center;



9. Deposit all the funds collected by the region in the region's checking account;
10. Obtain regional commissioner's or other signatory's signature (two signatures are required on every check) as required and issue checks to pay for the region's expenditures. All checks should be substantiated by a receipt, invoice, or other documentation;
11. Verify that the region has adopted written internal control procedures assuring adequate protection of regional assets;
12. Immediately notify the area director, section director, and the National Support & Training Center of any procedural violations or fiscal irregularities;
13. Assist the person who has been assigned the task of reviewing the region's books and records including the area director, section director or the regional auditor (if any);
14. Reconcile the checking and savings accounts each month and have a report for monthly regional board meetings;
15. File all receipts, invoices, or other documentation in alphabetical order, by payee, and save them for at least FIVE years. They are subject to audit by government regulatory agencies and the AYSO National Treasurer;
16. File the specified reports with the National Support & Training Center (including annual budget and monthly deposit report form);
17. Turn over all the AYSO checkbooks, , documentation, receipts, invoices, etc. to the regional commissioner when leaving the job;
18. On or before June 1 each year, assist the regional commissioner in the preparation of the annual budget (a copy of which will be submitted to the National Support & Training Center);
19. Review the region's monthly financial statement prepared by the National Support & Training Center. Ensure the accuracy of the region's financial statement and report any error to the National Support & Training Center immediately;
20. Publish the region's financial report to the regional membership (copy to the National Support & Training Center) before the region's last scheduled game of the season;
21. Attend all board meetings, registration days, and coordinators' meetings; and
22. Develop investment and spending strategies to assist in long-term financial stability and value.

## ***Safety Director***

### **Specific Duties and Responsibilities**

1. Use the AYSO Safety Director Manual to become the most knowledgeable person in the Region regarding safety and insurance plans;
2. Be available and knowledgeable to answer questions from coaches, referees, and parents;
3. Attend regional board meetings and available seminars;
4. Provide for the distribution of AYSO's information flier on the SAI plan to each player's Family;
5. Maintain the regional supply of SAI claim forms;

6. Inform regional staff about the SAI plan and procedures;
7. Provide information to parents and coaches regarding the proper way to file an SAI claim form;
8. Handle all reports of accidents and/or SAI claims;
9. In case of an accident, properly notify the regional commissioner within 24 hours;
10. Secure a Participation Release Form for seriously injured participants prior to their return to play;
11. Obtain liability insurance certificates for all facilities used by the region;
12. Evaluate need for regional equipment insurance;
13. Coordinate with the CVPA to implement the AYSO Safe Haven Program;
14. Oversee compliance of recommended adult-to-child supervision;
15. Inspect all field equipment to ensure it is in safe condition;
16. Ensure that all goalposts are properly anchored and do not have net hooks;
17. Ensure that AYSO policies regarding medical release forms, shin guards, and blood borne diseases are disseminated to region officials;
18. Ensure that a reasonable number of first-aid kits are available at all playing sites;
19. Be responsible for advising regional participants of dangerous weather and other potentially unsafe conditions;
20. Make available safety information for all region members and families from such sources as AYSO Web site, [www.soccer.org](http://www.soccer.org); and
21. Promote preventive programs.

## **CVPA**

### **Specific Duties and Responsibilities**

1. Support the AYSO National Safe Haven Program in both specifics and in spirit;
2. Support the regional commissioner in the promotion and implementation of the AYSO Safe Haven Program, including the three main elements of volunteer protection;
3. Be familiar with the Child Protection Act of 1993, the Volunteer Protection Act of 1997, the Good Samaritan Laws of the State of California, and that state's provisions for the reporting of child abuse and neglect;
4. Work to see that all volunteers complete, date, and sign the AYSO volunteer application form and its authorization to perform applicant screening, and be the screening liaison with the AYSO National Safe Haven Department ;
5. Ensure all AYSO volunteers are duly registered in eAYSO;
6. Check references for all new coaches, referees, board members, team parents, and others who have direct supervision of players. Random reference checks for everyone else;
7. Be aware of AYSO's definitions of levels of risk, inform prospective volunteers that they are screened at a level appropriate to the level of risk, and maintain a copy of AYSO's screening policy;
8. Enforce AYSO protocols to protect privacy and privileged information;
9. Present to the regional board a motion to accept the list of coaches, referees, and other volunteers each membership year at a board meeting;
10. Ensure that the region keeps on hand the written position descriptions for each volunteer filling a regional position;

11. Serve as a resource and/or a facilitator to the region's members on the requirements for good faith reporting of abuse and molestation to law enforcement agencies and child welfare agencies;
12. Assist with the ongoing evaluation of volunteers;
13. Meet with the head coach of each team, either individually or in a group with the coach administrator, to review child protection and supervision responsibilities prior to each membership year;
14. Meet with the referees, either individually or in a group with the referee administrator, to review child protection and supervision responsibilities prior to each membership year;
15. See that the region's supervision ratio is enforced; and
16. Promote the region's standards of behavior and conduct as laid out in the child and volunteer protection policies, procedures, and guidelines of the AYSO Safe Haven program.

## ***Registrar***

### **Specific Duties and Responsibilities**

1. Maintain the region database;
2. Ensure that, for each registration event, there is a reconciliation of registration forms and fees charged balanced against monies collected, and confirm this with the treasurer (or designee) before the close of the event;
3. Verify that the treasurer has sent in payment to AYSO for the number of players registered;
4. Select and coordinate signup location(s);
5. Keep current count of registered players and volunteers;
6. Process late registrations and dropped players;
7. Maintain a waiting list for players who sign up after teams are balanced and filled;
8. Obtain and review current copy of the registrar's manual and follow procedures;
9. Order pre-printed forms from the National Support & Training Center for registrants who are unable to register online;
10. Attend monthly board meetings;
11. Communicate with the treasurer, regional equipment, uniform, and division coordinators regarding registration status;
12. Communicate with the volunteer recruitment and development worker; and
13. Keep information under lock and key.