

AYSO STANDARD REGIONAL POLICIES & PROTOCOLS

ADDENDUM B- ADDITIONAL REGION 779 POLICIES AND GUIDELINES

1.0 Player Registration – Registration Fee Refund Policy

- 1.1 Any player who withdraws from the program shall be entitled to a full refund of such registration fees less costs that are non-recoverable by the region as follows:
 - a. prior to first practice- full fee less National Player Fee.
 - b. after the first practice full fee less the National Player Fee, the cost of uniform, unless returned in new or like new condition and the cost of any pictures taken.
 - c. after picture day- full refund less the National Player Fee, the cost of uniform, the cost of pictures, and the cost of field usage for each week of games played.
 - d. No refunds will be given to those who withdraw after the 5th game the team to which the player was assigned to has been played.
- 1.2 Player registration after last scheduled registration event:
 - a. If coaches are needed preference is to be given to those willing to coach.
 - b. placement on team will be done in a manner as to balance the teams, and not necessarily in the order of inquiry.

2.0 Player Scholarship Guidelines

To the extent that the region has the funds available the region will offer full and partial scholarships to those who demonstrate that the full registration fee would cause undue financial hardship to the player or his/her parents. In order to receive a scholarship, the player (if 18) or his/her parents need to contact the Regional Commissioner. The scholarship requires the approval of the Regional Commissioner and will be indicated on the player registration form.

3.0 Team Formation

- a. 5U-8U divisions: Team assignment of players shall be made by the divisional coordinator, with the oversight of the Regional Coach Administrator and Regional Commissioner.
- b. 10U- 14U: Team assignment of players shall be made by drafting based on ratings.
- c. 16U-19U division: Team assignment of players shall be made by coach drafting of players.

4.0 Participation/Attendance

4.1 Player Eligibility

Players will only play in the age group they fall in with the following exceptions:

- a) Players who would play in the 5U division may be placed in the 6U division with approval of the player's parent/guardian and the Regional Commissioner.
- b) A second year player in 8U-16U, who has demonstrated advanced skills, as measured by ratings and coach recommendations, may be placed in the next division, if there is a need

for such players to play in that division with the approval of the player's parent/guardian and the Regional Commissioner.

- c) Effective for any member year approved by Section One executive members voted to allow the playing age to be raised from 18 years and under to 19 years and under including those born 18 years prior to the current fall season. The effective date of age determination shall be the calendar year or the registrant's age as of December 31 of the current fall season. Individuals who shall reach 19 years of age will be allowed to participate provided that the region has submitted and subsequently had approved a policies and protocols amendment as noted in the AYSO national rules and regulations section 3 B.

4.2 Practice Guidelines:

- a) Practices may only occur at approved sites.
- b) Divisions 10U-19U may have no more the two practices per week. Each practice will be no longer than 1 ½ hours in length.
- c) Divisions 5U-8U may have no more than two practice per week. Each practice will be no longer than 1 hour in length.

4.3 Goalkeeper

- For 5U-8U divisions there will be no goalkeeper.

4.4 Late Arrival to game 5U-14U

- a) Players arriving in the first quarter must play at least two (2) of the remaining three (3) quarters.
- b) Players arriving at the half must play at least one (1) of the remaining two (2) quarters.
- c) Players arriving in the third quarter must play the final quarter.

4.5 COACHES It shall be the responsibility of head coaches and or assistant coaches to:

- Conduct themselves in a manner becoming a member of AYSO. This would include refraining from the use of tobacco or like. Products and alcoholic beverages while in the area (generally fifty (50) yards or more) of the playing field and shall never attend practices or games under the influence of alcohol or illegal drugs.
- Encourage clean competition and good sportsmanship.
- Uphold the rules and regulations of AYSO and the guidelines of region 779.
- Train their respective teams to the best of their ability.
- Participate in positive coaching, that instructs and encourages players during the AYSO games and practices.
- Limit sideline coaching to ten (10) yards from each half-line, with a maximum of two (2) coaches from each team as shown on the lineup card.
- Monitor and be responsible for the conduct of their players, parents and all sideline spectators.
- Ensure that negative comments are not made toward the referees during the games or after. (Any comments must be submitted to the divisional coordinator in writing within twenty-four (24) hours for review.)

- Abide by the rule that “there will be no protests of games,” however, coaches are encouraged to write an on-line incident report of any misapplication of the basic rules by the referee, if it is found that a rule was misapplied, such referee shall be so informed in order to insure that no further misapplication occurs.
- Ensure that a male coach of a girl’s team has a mother present at all practices, and a female coach of a boy’s team has a father present at all practices.
- Provide a mandatory referee to represent the team.
- Attend all required meetings and clinics or to send a representative.
- Set up and take down the playing field and clean up the area.
- Appoint a team manager for the team.
- Ensure that medical release forms are present at all practices and games. Failure to present medical release forms upon request by the referee or staff member will result in the game or practice being terminated or forfeited.
- Be safe haven and concussion awareness certified by completing the AYSO online courses and maintain that certification by completing any required online updates. Each certified coach shall be issued a safe haven badge including his/her picture. Each coach must wear this badge to all games. Any team not displaying this proof of safe haven certification by at least one coach shall not be allowed to play that game.

4.6 16U-19U: As is an Area run program, please refer to the Area 1U Guidelines and Rules of Competition.

4.7 Pets are not allowed on the sidelines or within 10 yards of the sidelines at any AYSO game, practice, or event at city parks. Pets are not permitted on any school campuses.

5.0 Management of the Region

Regional Commissioner Reappointment/Replacement:

- a. The regional commissioner nominee must currently serve on the regional board before serving as regional commissioner.
- b. In the event of a vacancy in the position of regional commissioner other than at the expiration of the regular term, the following lines of succession shall be suggested until the very next elections at the December annual general meeting.
 - Assistant Regional Commissioner of Administration and Registration
 - Assistant Regional Commissioner of Operations and Equipment
 - Treasurer

Meetings, Voting

- a. Regional staff members shall have one (1) vote, except for the Regional Commissioner or chairperson, who shall vote in case in a tie.
- b. Board members not attending seventy percent (70%) of regularly scheduled board meetings over the course of the calendar year shall be subject to removal at the regional commissioner’s discretion.

6.0 Officers

A brief and general overview of the duties and responsibilities of the seven mandatory board positions follows.

a) Regional Commissioner

- Shall be responsible to guide and ensure that all regional functions are carried out as set forth in the regional guidelines, rules, and regulations for the advancement of goodwill and sportsmanship of the region.
- Shall be the chairperson at all regional staff meetings and general meetings held by the region.
- Shall appoint special committee(s) to organize special events for the region.
- Shall be consulted before any decision is made as to field closures (the referee has the authority to terminate a game if the field conditions are unsafe).
- Shall prepare and present to the regional staff in conjunction with the regional treasurer, a preliminary budget for the operation of the region for the upcoming season by the May staff meeting.
- Shall be responsible for informing the area director of the final regional standings, team champions and the team roster(s) of players involved in post season games.
- Shall represent the region at area, section, and national meetings and report back to the regional staff.

b) Regional Treasurer

- Shall keep an accurate account of all financial transactions as authorized by the regional staff.
- Shall insure payment of regional expenditures in accordance with the approved annual budget.
- Shall, upon the direction of the regional commissioner open the regions financial records for audit purposes.
- Shall prepare and provide copies of the treasurer's report at all regional staff meetings.
- Shall ensure publication on the region's website of the current year's budget and the prior year's statement of income and expenses.
- Shall deposit all regional funds in an accredited banking institution, entirely separate from his/her own personal account.
- Shall make all payments by check; no petty cash shall be kept on hand. All checks written shall require two (2) signatures; one being the treasurer and the other being either the regional commissioner or one of the other designated signees.
- Any expenditures of monies of \$ 150.00 or more, not previously approved by way of the annual budget, needs regional staff approval, simple majority.
- Any expenditure in excess of \$1,000 and previously approved in the way of the annual budget must have a detailed purchase order for the vendor and the PO must be approved by the treasurer first to insure the expense is within the annual budget.

- ***Shall not be the same individual serving as, nor related to or reside in the same household as director of purchasing for the region.***

c) Regional Risk Management/Safety Director

- Shall be responsible for reporting all injuries in AYSO sanctioned games and practices to AYSO, inc.; and insuring that the proper forms are completed and signed in accordance with AYSO, inc. procedures.
- Shall follow up all injury reports to verify the family of the injured player or person is totally covered by insurance and to see how the injured person is recovering.
- Shall obtain written verification that the injured person has received a complete medical release before allowing the injured person to participate again in sanctioned AYSO activities. Shall maintain a file on all written medical releases and injury reports.
- Shall be responsible for taking adequate measures to ensure the health and safety of players and persons associated with the region.
- Shall inform coaches of proper procedures for reporting injuries.

d) Regional Coach Administrator

- Shall assist the coordinators of each division in recruiting coaches for the region.
- Shall be responsible for arranging coach's clinics prior to the start of, and during the season.
- Shall be available to all coaches for assistance prior to, and during the season.
- Shall be informed of all send offs of coaches.
- Shall be involved in all coach hearings.
- Shall keep a current inventory of coaching supplies & prepare a budget for the coaching needs for the upcoming season by the April Board meeting.
- Shall by the June staff meeting have a simple majority staff approval on the head coaches and assistant coaches' requirements for the fall season. These shall include training, season duties (example - field marking set up & take down, etc.), and consequences on non-compliance.

e) Regional Referee Administrator

- Shall be responsible for coordinating referees for weekly scheduled Games, including playoffs and spring soccer.
- Shall schedule the FIFA system (three officials) for all games division U10 and above.
- Shall arrange referee clinics prior to the start of and during the season.
- Shall insure that all referees are provided with uniforms and current AYSO rules and regulations.
- Shall review and respond on written complaints from referees.
- Shall make arrangements for sending representatives to sanctioned Referee clinics.
- Shall establish and maintain a youth referee program (pro).
- Shall not be allowed to head coach.
- Shall provide staff an inventory of all referee supplies and uniforms & prepare a budget for referee needs for the upcoming season by the April Board meeting.

- Shall be part of the coaches' selection committee.
 - Shall maintain records of all disciplinary actions.
 - Shall, by the June staff meeting, have a simple majority staff approval on team referee requirements for the fall season. These shall include training, season weekly duties, and consequences on non-compliance.
- f) Regional Registrar
- Shall coordinate registration of all players in compliance with national guidelines.
 - Shall, in coordination with the regional commissioner, place all registered players within their respective divisions in U10-U14 on teams in their respective divisions with special attention paid to creating balance among the teams.
 - Shall schedule and coordinate all registration dates in accordance with the regional calendar.
 - Shall act in concert with the publicity coordinator to publicize registration and ongoing late registration.
 - Shall work in coordination with the divisional coordinators and regional commissioner to place all late registrations.
 - Shall maintain a waitlist of players who wish to register late.
- g) Regional Child and Volunteer Protection Advocate

A brief and general overview of the duties and responsibilities of the additional regional staff positions follows.

- a) Assistant Regional Commissioner of Administration and Registration
- Shall be responsible for coordination of regional staff members involved in the administration of the region including: registrar, treasurer, director of purchasing, publicity coordinator and team parent coordinator.
 - Shall establish the season and post season schedules with the use of the appropriate scheduling system.
 - Shall allocate practice space and times to teams in the U10 division and above.
 - Shall have served at least one (1) year on the staff.
 - Shall be part of the coaches' selection committee - all divisions.
 - Shall assume the responsibility of the regional commissioner in governing the day to day operations of the region in the absence of the regional commissioner.
- b) Assistant Regional Commissioner of Operations and Equipment
- Shall be responsible for coordination of division coordinators, all field and equipment activities conducted by the region, and volunteer coordinator.
- c) Executive Secretary
- Is responsible for preparing the minutes and the agenda of the regional staff meetings and to distribute copies of such minutes and agenda to the members of the regional board.

- Shall ensure proper parliamentary procedures at regional staff meetings and general meetings.
 - Shall maintain and have available the voting record on all motions.
 - Shall assist in the publication of the weekly or monthly newsletter. • Shall assist the regional commissioner in handling correspondence.
 - Shall assist the regional board with an agenda of the upcoming regional Staff meeting. This agenda should be established prior to the staff meeting.
 - Shall maintain a regional master calendar.
- d) Assistant Regional Referee Administrator
- Shall assist the regional referee administrator in coordinating referees for weekly scheduled games, including playoffs and spring soccer.
- e) Assistant Regional Coach Administrator
- Shall assist the regional coach administrator with regional clinics and Certification programs.
 - Shall coordinate coach instruction in the U5, U6, & U8 divisions.
- f) Director of Purchasing
- Shall make recommendations to the staff by the April staff meeting for:
 - Approximate number of uniforms, cost and types for the upcoming season.
 - Approximate number of practice and game balls, their costs and type for the upcoming season.
 - Approximate number and cost of awards for the upcoming season.
 - Shall see that all teams are supplied with complete sets of uniforms.
 - Shall see that all teams are supplied with two (2) soccer balls.
 - Shall return all defective equipment for proper replacement, repair or credit. • Shall be responsible for all purchases of all materials and equipment at the lowest possible cost to the region with the Approval of the regional staff.
 - Shall not be the same individual serving as, nor related to or reside in the same household as treasurer for the region.
- g) Equipment and Field Coordinator
- Shall be responsible, with the assistance of other volunteers, for coordinating the acquisition, preparation and maintenance of all playing fields, including practice fields. This includes the acquisition of lighted fields as needed and if available.
 - Shall be responsible for each playing site on game days. This includes making sure field marking equipment and supplies, goals, nets, corner flags, trash cans, etc. are available at each site one hour prior to the first game and are secured at the end of each day.
 - Shall be responsible for obtaining, opening and closing restrooms at school sites, when available to the organization.
 - Shall be responsible for maintaining all field equipment of the region and requesting replacements.
 - Shall be responsible for collection of all field equipment at the end of the season.

- Shall be responsible for maintaining a current inventory of all region field equipment showing the kind, quantity, condition and location of the equipment.
 - Shall present to the region by the April staff meeting, a listing of all anticipated equipment and field expenses for the upcoming year.
 - Shall work in conjunction with the safety director to correct hazards on the playing fields.
 - Shall by the April meeting have a simple majority staff approval on requirements of field marking, setup and take down for each coordinator assignments for the playing season.
- h) Team Parents Coordinator
- Shall be responsible for procurement of a photographer for picture day and scheduling of picture day.
 - Shall be responsible for reserving and coordinating all meetings and meeting places for the team parent representatives.
 - Shall be responsible for all team parent communications concerning picture day and fund-raiser programs at least three (3) Saturdays before the scheduled event.
 - Shall present to the regional staff for review and approval, a parent handbook to be posted to the regional website before the new season opens.
- i) Publicity Coordinator
- Shall be responsible for publicizing registration dates:
 - Distribute registration posters to local merchants one (1) month before registration dates.
 - Notify all local newspapers, as to dates, times and fees, as well as locations one (1) month in advance.
 - Publicize late registration opportunities and handle individual inquiries in conjunction with the registrar.
 - Shall coordinate the publication of the weekly newsletter to the regional website.
 - Shall assist coordinator of sponsors in securing advertising for periodical publications.
- j) Sponsorship Coordinator
- Shall be responsible for the recruiting of sponsors for the teams.
 - Shall see that the sponsored teams are evenly distributed among the divisions.
 - Shall try to assign sponsors to requested teams.
 - Shall explain to sponsors the uniform and advertising rules of the region.
 - Shall maintain liaison and insure solid sponsor relations.
 - Sponsorships for individual teams in U8-U19 shall be set at \$ 100, and in U5-U6 shall be set at \$50. Each team obtaining a sponsor will receive a plaque, from region 779, to be presented to the sponsor with our gratitude.
 - Corporate sponsorships shall be set at \$ 250. Corporate sponsors will receive a plaque, from region 779, and will also receive recognition on our regional website.
 - All sponsorship monies are the property of AYSO- Region 779. Sponsorship monies collected by spring select and extra teams can be deposited to such accounts with approval of a majority vote of the Region 779 regional board. A \$25 fee may be

deducted from the sponsorship prior to the monies being deposited to a spring or extra team account. If a team receives more than one sponsor, and those sponsors make their checks payable to "AYSO -Region 779", be it individual or corporate, those monies will go to region 779 and the appropriate plaque and recognition will be given. If a team has the opportunity to receive more than one sponsorship and the monies received from the second sponsorship are to be used for that team's functions, then the second sponsorship check needs to be made to the team, "not" to AYSO - REGION 779.

k) Volunteer Coordinator

- The coordinator of volunteers is responsible for the recruitment and assignment of volunteers to serve the region.
- Promote and recruit volunteers throughout the year, including registration, and during meetings and clinics for parents and teams.
- Find workers throughout the season for jobs understaffed and identified by the regional board as required.
- Keep track of work performed by individual volunteers, and report associated referee or volunteer points as approved by the regional board.
- Propose, manage, track and report any and all rewards and recognition promotions/programs for volunteers to the board for approval.

l) Divisional Coordinators of Boys and Girls

- Shall be responsible for the general operations of their respective divisions. I.e. Hearing issues from coaches and parents, general conduct of coaches.
- Shall be responsible for providing the regional registrar correct and updated information as to birth dates of players and team rosters.
- Shall report status of divisions at the regional staff meetings and the general meeting.
- Shall recruit volunteers to assist in the operations of the divisions.
- Shall track and report all "drops" to the regional registrar and work with the registrar to maintain balance in adding waitlisted and late registration players.
- Shall report to the Assistant Regional Commissioner-Operations.
- Shall be responsible for providing the publicity coordinator results of games and division standings, in a timely manner, for on-line publication.
- Shall be responsible, with the assistance of the regional coaching staff, for recruiting qualified coaches in their respective division, and providing those names to the coach administrator for approval.

m) Regional Auditor. The AYSO volunteer position of regional auditor is intended to assist the regional board in its fiduciary responsibilities to protect the region's assets by reviewing and monitoring the region's financial controls and records. Specific Duties and Responsibilities
The regional auditor is expected to:

- a. Review the region's accounting practices and verify that they are in compliance with the AYSO treasurer manual requirements.
- b. Check on a regular basis to verify that the internal control procedures are being followed.

- c. Review the canceled checks, bank deposits, and bank transfers monthly.
- d. Review the reconciliation of the region's bank and savings accounts monthly.
- e. Review the financial report prepared by the National Support & Training Center (NAP report)
- f. Compare actual revenues and expenditures to the region's annual budget and analyze any material variance; and submit at a minimum an annual report via a regional audit.
- g. Restrictions
 - i. Cannot be a voting member of the board and serve as Auditor
 - ii. If previously a treasurer, cannot audit an account for which they were the active treasurer
 - iii. May even be restricted from auditing such an account if there are other auditors.
 - iv. May not have an immediate family member who is the Treasurer, RC, area director or section director of any account you may audit
- n) VIP Coordinator --Very Important Player (VIP) Division

The AYSO volunteer position of Coordinator –VIP is intended to administer a quality soccer program for our VIP Program.

 - Shall be responsible for the general operations of their respective divisions. I. E. Hearing complaints of coaches and parents, general conduct of coaches.
 - Shall be responsible for providing the regional registrar correct and updated information as to birth dates of players and team rosters.
 - Shall report status of divisions at the regional staff meetings and the general meeting.
 - Shall recruit volunteers to assist with the VIP division.

7.0 Discipline Policy

7.1 Game Day

- a. Discipline shall be up to the referee at each game. The referee shall have the power and authority to caution and send off players and warn and eject coaches (as well as spectators, in the case of outside interference) from the playing area, or terminate the match if necessary, if their conduct violate the Laws of the Game, or otherwise interferes with the course of play. No appeal of disciplinary action taken by a referee shall be allowed.
- b. A player, coach, or spectator that is sent off or ejected for any reason will be suspended from all participation at minimum in the next scheduled game by his/her team.
- c. A player who is sent off or cautioned may be subject to additional disciplinary action at the discretion of the regional board upon thorough review of the incident following the procedures outlined in Article Nine of the Standard Regional Guidelines.
- d. A coach, assistant coach or spectator who is warned or ejected may also be subject to similar or additional disciplinary action at the discretion of the regional board upon

thorough review of the incident following the procedures outlined in Article Nine of the Standard Regional Guidelines.

7.2 CHINO HILLS DISCIPLINARY PROCESS

- A. Any violations of AYSO policies, rules and regulations or these regional guidelines by a coach, referee, player or parent against another member of AYSO can result in:
 - 1. Probationary period during the regular season.
 - 2. Dismissal for a specific number of games or seasons.
 - 3. Permanent dismissal from participation in AYSO.
- B. RIGHTS OF MEMBER
 - 1. The members (or in the case of a minor, the minor's parent(s)) has the right to:
 - a. Be notified of the meeting in timely manner
 - b. Be given a copy of the regional guidelines
 - c. Hear and respond to all evidence
 - d. Have defense witnesses present
 - e. Be represented by an AYSO staff member
- C. HEARING BY A REVIEW BOARD
 - 1. The regional commissioner will appoint an impartial review board consisting of no less than three (3) persons, none of whom shall have been involved in the incident or is a coordinator of the division in which the member is involved.
 - 2. Within three (3) working days following the hearing, the review board will make a recommendation to the regional commissioner. All recommendations shall be submitted in writing to the regional commissioner and shall include written findings of fact which support the recommendations submitted. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing.
 - 3. The regional commissioner may accept or reject all or any part of the recommendations submitted by the review board.
- D. EVIDENCE
 - 1. Decisions and recommendations shall be based on substantial evidence relevant to the charges presented at the hearing, no decision or recommendation shall be based solely on hearsay evidence. A decision for evidence showing that the member committed a violation against another AYSO member.
- E. TIME FOR REGIONAL COMMISSIONER'S DECISION
 - 1. A decision of the regional commissioner shall be made within ten (10) work days following the conclusion of the hearing.
 - 2. A written copy of the regional commissioner's decision will be sent to all interested parties.

8.0 Secondary Play Programs

I. Teams

- A. Teams will be comprised of two classes of teams: All-Star and Area play (AP) teams.
- B. The Spring Committee, based on the criteria set by that committee, will select All-Star and AP Coaches.

- C. Head coaches and assistant coaches must;
- Have coached in the fall season prior to the current spring season ,
 - Be an AYSO registered volunteer,
 - Safe Haven Certified,
 - Completed AYSO Concussion Awareness Training
 - Trained at the age/skill level of the team they are applying to coach.
- D. Teams will be formed by the selected All Star and AP coaches from players within their prospective divisions in the following order: All-Star teams will complete selection of their teams prior to any other teams being formed (no longer than two weeks after the end of the post season tournament). AP teams will then be selected from the players not asked to play by the All-Star coach (players declining an All Star coach's invitation are not eligible to play in the secondary program).
- E. All Star coaches must inform the Spring Coordinator of any denials before finalizing their roster.
- F. If two or more All-Star or AP teams are formed, the Spring Coordinator will specify a player selection method.
- G. No player shall be issued an invitation to play prior to completion of their team's regular fall season games.

II. Eligibility

- A. 10U, 12U, and 14U players must have played at least seventy percent (70%) of all regularly scheduled Fall games (**players must play in at least 3 quarters of each game**) and 16U and 19U players must have played at least fifty percent (50%) of all regularly scheduled Fall games for Chino Hills AYSO, excluding those games missed for injury or illness. A player competing in neighboring AYSO regions may be eligible after;
- Exception is made by the Spring Coordinator to allow player to play.
 - Full release in writing by the player's home region Regional Commissioner and
 - Full release in writing by Chino Hills AYSO's Regional Commissioner.
- B. Any player that has declined an invitation to play for the All-Star team may not play for the AP team without special exception made by the Spring Coordinator and confirmed by the Regional Commissioner. A player declining an invitation to play from an AP team may not play for another AP team without special exception made by the Spring Coordinator and confirmed by the Regional Commissioner.
- C. Invitations shall be issued in writing and presented to the potential player's parent or guardian. The name(s) of any player(s) declining an invitation will be presented to the Spring Coordinator before their roster can be finalized. The Spring Coordinator may then follow up with each player who has declined and inform them of their potential ineligibility to play on other program teams.

III. Finances

- A. Each team shall appoint a team treasurer to monitor team finances. The team treasurer must not be a spouse of the coach or live in the same household as the coach.
- B. Spring financial rules issued by the Chino Hills AYSO regional treasurer or his or her designee (collectively known as the "Spring Treasurer") must be followed.
- C. The team treasurer or coach will make team deposits to the Spring Treasurer who will then deposit those funds into the Chino Hills AYSO Spring Account. All team finances must be channeled through this account NO exceptions.
- D. Team budgets will be limited to the following player fees: All-Star and AP teams may not charge more than a \$600 per player fee (which does not include travel expenses, for teams choosing to enter tournaments outside the local area). No players may be given a scholarship (fee waived by

the team) without the advance consent of the Spring Coordinator and must be in full disclosure to the other team parents.

E. Deposits and check requests will be made by the team treasurer or coach in accordance with the rules set out by the Spring Treasurer.

F. Checks will not be issued by the Spring Treasurer if sufficient funds are not available in the team account.

G. Each team will be advanced one tournament's fees to be paid back by March 1st.

H. A \$125.00 per player league fee will be charged to each All-Star and AP team account on February 15. If this fee is not paid as of February 15, no checks will be drawn on behalf of the team until this fee is paid. A portion of the league fee could be refunded based on the funds generated by the Kickin' It Up In the Hills Tournament and is dependent upon the team meeting their service hour requirements.

I. The Spring Treasurer will make accessible to each team treasurer and coach an overall accounting of the team's account for reconciliation on at least a monthly basis.

J. A full accounting of all team finances must be presented to each family and to the Spring Coordinator within two weeks following the final tournament of the season and must be presented to any parent requesting such information within forty-eight (48) hours of request during the season. All unused personal funds deposited will be refunded by check at the end of the season.

K. All unused funds deposited in the form of sponsor donation requiring a regional receipt will not be refunded to the team at the end of the season

L. All sponsorship monies are the property of AYSO- Region 779. Sponsorship monies collected by spring select and extra teams can be deposited to such accounts with approval of a majority vote of the Region 779 regional board. A \$25 fee may be deducted from the sponsorship prior to the monies being deposited to a spring or extra team account.

IV. Scope of Play

A. All-Star teams will play tournament play only.

B. AP teams are required to play in the area league, but may also play in tournaments as long as the tournaments do not conflict with their AP schedule. There are no exceptions. Area B may or may not allow requested off dates during league play. Game forfeiture during league play will result in sanctions being placed on the team, up to and including team disbandment.

V. Tournament Play

A. Tentative tournament schedules must be turned into the Spring Coordinator by January 31. Any conflicts existing between All-Star and AP teams will be rectified by the Spring Coordinator. Those tournaments accepting more than one (1) team from a region will be open to both teams. Those tournaments open to only one (1) team per region will be given to the All-Star team who will take precedents in all such cases. It is strongly suggested that teams within the same division discuss their schedules to avoid such conflicts.

B. The Regional Commissioner or his designee is the only person who may sign rosters, ID cards, and forms requiring his/her signature. No blank rosters will be signed. Any forgery of signatures will result in sanctions being placed on the team, up to and including disbandment.

C. Only regional checks requested from the Spring Treasurer may be used to enter tournaments. No personal checks may be used.

D. Referee deposits must be returned to the Spring Treasurer for credit. Lost or stolen checks will result in a \$25.00 stop payment fee to be charged against that team's account.

VI. Coaches

- A. Coaching will be conducted in accordance with the AYSO national philosophy of Positive, Instruction, Encouraging (PIE) coaching and conduct themselves and the team in accordance with all AYSO national and regional rules.
- B. Coaches will have in their possession at all AYSO functions, “wet signature” or “e-signature” signed copies of each players’ medical release forms.
- C. Coaches will conduct themselves in a manner representative of our City and Organization. Any Coach being ejected or receiving complaints from tournament officials for his/her sideline conduct, the inability to control his/her team's sideline conduct, or failure to follow AYSO 779 conduct standards is subject to immediate removal from his coaching position.
- D. In the event of a coach’s removal from his position, the Spring Coordinator at his/her discretion and that of the Regional Commissioner can assign a qualified coach or disband the team if a qualified replacement cannot be located.

VII. Spectators

- A. Spectators will conduct themselves in accordance with the AYSO national philosophy of Positive, Instructional, and Encouraging (PIE) and conduct themselves in accordance with all AYSO national and regional rules.
- B. Disruptive or unruly behavior may result in that parent or spectator in being banned from all future matches involving that team.

VIII. Players

- A. Players will conduct themselves in a manner representative of our City and Organization.
- B. Red cards will result in suspension of that player for at least the next scheduled, played game. If the player is sent off in the last match of a tournament, the suspension will be served at the next tournament or AP match scheduled. Additional game(s) suspension may be added at the discretion of the Spring Coordinator.
- C. Excessive or continual yellow and red cards issued a player will not be tolerated. Such players may be suspended or removed from the program.
- D. Any player being ejected for violent conduct is subject to suspension for the remainder of the season and is subject to permanent removal from the program.

IX. Miscellaneous

- A. Violation of any of these Spring Guidelines may result in sanctions being placed on the team. These include, but are not limited, to suspension or removal from the program.
- B. Any and all of these guidelines may be changed or suspended at the discretion of the Spring Coordinator and Regional Commissioner. All Star and AP teams are required to participate in the Kick’n it up in the Hills tournament. Teams will be required to work the tournament in order to be eligible for any tournament proceeds. Teams that do not provide volunteers to ALL scheduled tournament work time (including pre-tournament training, and post tournament clean up) may forfeit some or all of the team’s tournament proceeds.

9.0 Extra Program Guidelines

I. Teams

- A. AYSO EXTRA Coaches will be selected by the AYSO EXTRA Committee based on the criteria set by that committee and approved by the Regional Commissioner.

- B. Head coaches and assistant coaches must be an AYSO registered volunteer, Safe Haven Certified, Completed Concussion Awareness Training and trained at the age/skill level of the team they are applying to coach.
- C. Teams will be formed of Fall players that have expressed an interest to play by participating in the AYSO EXTRA Player evaluation session. The AYSO EXTRA Committee will evaluate and select EXTRA players for each of the AYSO EXTRA teams. Once a player is placed on an EXTRA team, that player is not eligible to play for a regular Fall team and will not be eligible to play for a Spring Select or Spring All-star team.
- D. Teams will be formed for the 10U, 12U, and 14U divisions only. If two or more AYSO EXTRA teams are formed in the same division, the AYSO EXTRA committee will identify a younger and older team within the age group.
- E. Every team will be responsible for providing a qualified referee team (a center referee and two assistant referees). Referees shall be certified at the required referee level for the team.
- F. Teams will form for a time frame from August 1 to July 31. Teams will be subject to tryouts on an annual basis. Additional tryouts may be held in the Fall to fill any open positions.
- G. Teams will be required to volunteer for the Fall program in the form of Refereeing, Coach training or other volunteer roles.

II. Player Eligibility

- A. Players must be registered players for the Chino Hills Region 779 AYSO Fall season.
- B. Players must participate in a scheduled evaluation session.
- C. Players will be selected to play for the ASYO EXTRA team as stated in the criteria above.
- D. A player that misses 4 or more games may become ineligible and may be removed from the EXTRA team.

III. Finances

- A. Each team shall appoint a team treasurer to monitor team finances. The team treasurer must not be a spouse of the coach or live in the same household as the coach.
- B. Financial rules issued by the Chino Hills AYSO regional treasurer or his or her designee (collectively known as the "Treasurer") must be followed.
- C. The Team treasurer will make team deposits to the Regional Treasurer who will then deposit those funds into Chino Hills AYSO. All team finances must be channeled through this account NO exceptions.
- D. Deposits and check requests will be made by the team treasurer with the rules set out by the Regional Treasurer.
- E. Fall player fees will be assessed to cover the cost of the player to participate in the Extra program. The fees will be determined by committee including Extra Coordinator, Regional Treasurer, Purchaser, and Regional Commissioner. Spring player fees will be assessed not to exceed \$600. No player may be given a scholarship (fee waived by the team) without the advance consent of the Regional Commissioner.
- F. All sponsorship monies are the property of AYSO- Region 779. Sponsorship monies collected by spring select and extra teams can be deposited to such accounts with approval of a majority

vote of the Region 779 regional board. A \$25 fee may be deducted from the sponsorship prior to the monies being deposited to a spring or extra team account.

IV. Training

- A. An 8 week training curriculum will be developed and followed by all of the Area EXTRA Teams. The training curriculum will be given to each of the AYSO EXTRA Teams and will be taught and followed by all of the AYSO EXTRA Teams.
- B. Trainers will be available to the EXTRA teams for an eight week session at an additional cost.
- C. Access to the 8 week training curriculum will be available to all AYSO Fall coaches and EXTRA

V. Scope of Play

- A. AYSO EXTRA teams are required to play in the area league, but may also play in tournaments as long as the tournaments do not conflict with the Fall Area league. Game forfeiture during league play will result in sanctions being placed on the team, up to and including team disbandment.
- B. Games will be played on Saturday with some Sundays and will involve travel to play other regions that will be participating in AYSO AREA EXTRA League Play.
- C. The designated home Teams will be required to ref the game immediately after their game. coaches via the web.

VI. Coaches

- A. Coaching will be conducted in accordance with the AYSO national philosophy of Positive, Instruction, Encouraging (PIE) coaching and conduct themselves and the team in accordance with all AYSO national and regional rules.
- B. Coaches will have in their possession at all AYSO functions, "wet signature" or "e-signature" signed copies of each players' medical release forms.
- C. Coaches will conduct themselves in a manner representative of our City and Organization. Any Coach being ejected or receiving complaints from tournament officials for his/her sideline conduct, the inability to control his/her teams sideline conduct, or failure to follow AYSO 779 conduct standards is subject to immediate removal from his or her coaching position.
- D. In the event of a coach's removal from his or her position, the Coach Administrator at his/her discretion and that of the Regional Commissioner can assign a qualified coach or disband the team if a qualified replacement cannot be located.

VII. Spectators

- A. Spectators will conduct themselves in accordance with the AYSO national philosophy of Positive, Instruction, Encouraging (PIE) and conduct themselves in accordance with all AYSO national and regional rules.
- B. Disruptive or unruly behavior may result in that parent or spectator being banned from all future matches involving that team.

VIII. Players

- A. Players will conduct themselves in a manner representative of our City and Organization.
- B. Red cards will result in suspension of that player for at least the next scheduled, played game. If the player is sent off in the last match of a tournament, the suspension will be served at the next match scheduled. Additional game(s) suspension may be added at the discretion of the Coach Administrator.
- C. Excessive or continual yellow and red cards issued a player will not be tolerated. Such players may be suspended or removed from the program.
- D. Any player being ejected for violent conduct is subject to suspension for the remainder of the season and is subject to permanent removal from the program.

IX. Miscellaneous

- A. Violation of any of these Guidelines may result in sanctions being placed on the team. These include but are not limited to suspension or removal from the program.
- B. Any and all of these guidelines may be changed or suspended at the discretion of the Regional Commissioner.

X. Tournament Play

- A. The Regional Commissioner is the only person who may sign rosters, ID cards, and forms requiring his/her signature. No blank rosters will be signed. Any forgery of signatures will result in sanctions being placed on the team, up to and including disbandment.
- B. Only regional checks requested from the Regional Treasurer may be used to enter tournaments. No personal checks may be used.
- C. Referee deposits must be returned to the Regional Treasurer for credit. Lost or stolen checks will result in a \$25.00 stop payment fee to be charged against that team's account.

XI. Items Not covered here will revert to the Regional guidelines or National Extra.