

**Regional Guidelines**  
**American Youth Soccer Organization**  
**Region 112**  
**San Dimas / La Verne**

**Article One**  
**Purpose**

The purpose of these guidelines is to regulate the affairs of American Youth Soccer Organization (AYSO) Region 112. These guidelines have been adopted pursuant to Section 1.03.a.6 of the National By-Laws of AYSO. These guidelines are subject to AYSO's Articles of Incorporation, National By-Laws, National Policy Statements, National Rules & Regulations, Section 1 Rules & Regulations, and Area U Guidelines.

**Article Two**  
**Mission**

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

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

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

**Positive Coaching** - Kids win when they are built up, not when they are torn down! We train and encourage our coaches to make the extra effort to understand and offer positive help to our players, rather than negative criticism.

**Open Registration** - Our program is open to all children between 4 1/2 and 18 years of age who want to register and play soccer. Interest and enthusiasm are the only criteria for playing.

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

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

**Article Three**  
**Duties and Responsibilities of the Region**

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

- A) To operate and offer a quality youth soccer program to all youth from 4 1/2 through 18 years of age in a safe, fun, fair, positive environment that complies in letter and spirit with these guidelines, policies, rules, regulations, and philosophies of AYSO;
- B) To maintain good community relations with the primary objective being youth development and to become involved in other community activities;
- C) To register with the National Support Center all participating players, coaches, referees, and where appropriate, administrators, prior to the commencement of the season;
- D) To assign players and coaches to assure proper balance of teams within each age division within the Region or within a reasonable part thereof;
- E) To obtain and maintain safe playing facilities;
- F) To obtain and be accountable for uniforms, balls, goals, and other equipment and to use such equipment in a safe manner;
- G) To schedule practices and games;
- H) To recruit and assign volunteer coaches and referees, and to train them through clinics and audio/visual programs;
- I) To disseminate information to the participants, their families and the community concerning the Region and its programs;
- J) To recognize volunteer efforts;
- K) To hold periodic meetings of the Regional Board and disseminate to the participants, their families and the community appropriate information concerning the operation of the Region by the Board;
- L) To publish the Region Budget and to produce a hard copy to be posted at public events such as registrations, etc.;

- M) To publish for the Region and the files of AYSO, and to make available to the participants and their families at least annually, financial statements of the Region and guidelines for the operation of the Region approved by the Area Director and Section Director, or in the absence of such guidelines operate the Region in accordance with the Standard Regional Guidelines as are in effect from time to time;
- N) To collect and disburse fees and other moneys for the sound financial organization and operation of the Region, to keep and submit to the National Support Center, as require, accurate financial records to insure continuation of the tax exempt status of AYSO, to participate in the National Accounting Program and to pay the National Support Center prior to the start of each season the National portion of its registration fees and all amounts due with respect to its purchases;
- O) To elect or appoint, at a minimum, a Regional Commissioner, Secretary, Treasurer, Risk Management Administrator (Safety Director), Coach Administrator, Child Volunteer Protection Advocate and Referee Administrator;
- P) To comply with the Soccer Accident Insurance (SAI) plan and to submit insurance claims according to current procedures;
- Q) To notify the National Support Center immediately of any threatened or actual claim or lawsuit against the Region;
- R) To implement AYSO's National programs available to the Region at least once a season;
- S) To cooperate with neighboring Regions, and area, section and development personnel, to promote growth, development and cooperation throughout AYSO;
- T) To participate in Area, Section and National events and programs; and
- U) To cooperate in policies and procedures developed by the Board or the National Support Center with respect to requiring each coach, referee, and other designated volunteers to complete a volunteer form, and with respect to verifying the information obtained, before permitting the coach, referee or such volunteer to participate.

**Article Four**  
**Membership in the Region**

There shall be three kinds of members in the Region:

- A) **Participating members:** those persons serving the Region in a coaching, refereeing or administrative capacity, including members ("Board Members") of the Regional Board. All coaches, referees and other volunteer positions designated by the AYSO National Support Center shall be registered using the appropriate forms prescribed by AYSO.
- B) **Playing Members:** all registered soccer players ("players").
- C) **Contributing Members:** those other persons to whom the Regional Board grants membership to recognize a contribution of value to the Region or to express its gratitude.

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

**Article Five**  
**Management of the Region**

- A) The Regional Board shall conduct the business and affairs of the Region.
- B) Unless otherwise specifically provided by these guidelines, all decisions of the Regional Board shall be made by a majority decision of the Board Members voting on any such matter; provided, however, that the Regional Commissioner may veto any such decision if the effect of such decision would be to violate any of the National operating regulations. Such veto may be reviewed by the Area Director (the "AD") on request by a 2/3 vote of the Board members voting on such matter. By a 2/3 vote of the entire Regional Board, any other issue may be put to the participating members of the Region, subject to fair and reasonable voting procedures to be adopted by the Regional Board.
- C) The Regional Board shall fix the time, date and place of each regular meeting of the Regional Board. The Regional Board shall not review the reporting of misconduct or any discipline related to misconduct. In addition, the Regional Commissioner, the Regional Secretary or 1/3 of the Board Members may call a special meeting of the Regional Board on two days prior written notice stating the purposes of such meeting. A majority of the Board Members shall constitute a quorum for the purpose of holding either a regular or special meeting. The Regional Board will hold at least one Board meeting in each month during the fall and spring soccer seasons and at least eight meetings each calendar year. All Regional Board meetings shall be open to all participating members unless the Regional Board or Regional Commissioner determines that it is necessary to hold an executive session. The Regional Commissioner,

Secretary, Treasurer, Coach Administrator, Referee Administrator, and any Assistant Regional Commissioner must be in attendance to hold an executive session.

- D) At the end of the calendar year the Regional Commissioner shall appoint a Board Member Nominating Committee consisting of at least three Board members and may include no more than two participating members. The Nominating Committee shall accept, recruit and recommend to the Regional Commissioner persons to be board members. Regional Board members need not be parents of players in the Region. Board members shall be appointed by the Regional Commissioner with the approval of a majority of the Regional Board. These appointments shall be made at the March Regional Board meeting. Board Members shall serve for one year or until their successor has been duly appointed.
- E) The Regional Board shall appoint a Regional Commissioner Nominating Committee consisting of at least three members of the Regional Board at least three months prior to the expiration of the incumbents term. The Regional Commissioner Nominating Committee shall decide if one or all of the nominations shall be submitted to the Regional Board for the position of Regional Commissioner. The Regional Board shall nominate, by majority vote, a Regional Commissioner and forward such nomination to the Area Director as directed by National By-Laws Section 7.03. In the absence of a nomination by majority vote of the Regional Board the Regional Commissioner shall be nominated by the Area Director. Subject to the approval of the Area Director and the Section Director, the nominee for Regional Commissioner shall be appointed by the AYSO National Board of Directors for a term of three years. A Regional Commissioner may serve multiple terms provided he/she is nominated and appointed as indicated above. It is the policy of this Region that the Regional Commissioner will have served at least one year as a Regional Board member before serving as Regional Commissioner.
- F) Where the Regional Commissioner or other Board member also serves as a coach or assistant coach, any decision affecting such coach shall be made by other, disinterested Board members so as to avoid the appearance of a conflict of interest.
- G) No Board Member or any other participant in the Region shall neither receive monetary or other compensation for their services to the Region, nor may they use their position to benefit themselves directly or indirectly in any way (e.g. supplier of equipment, camp programs, etc.). Nothing in this paragraph prohibits any participating member from being reimbursed for their out-of-pocket expenses incurred for work on behalf of the Region with the approval of the Regional Board.
- H) In the event a vacancy should exist on the Regional Board other than at the end of the regular term the interim successor shall serve the balance of the term of the vacated position. These vacancies shall be appointed by the Regional Commissioner.
- I) Any Board Member (except the Regional Commissioner) may be removed in accordance with Article Nine of these guidelines. The Regional Commissioner may be suspended by the Area Director or the Section Director. The Regional Commissioner may be suspended or removed by the national Board of Directors in accordance with Sections 3.07 and 7.03 of the National By-Laws.
- J) The Regional Commissioner has the discretion to spend up to a maximum of \$1,000 per purchase to manage the day-to-day business of the Region without authorization or approval of the Regional board. Any amount to be spent on a purchase greater than \$1,000 must be approved by a majority vote of the Regional Board.
- K) Members of the Regional Board have the authority to enforce the Regional and National by-laws, rules, regulations, polices, procedures and guidelines upon all volunteers, parents, players and spectators in all defined AYSO Region 112 Activity Locations, such as assigned fields for practices and games.

### **Article Six** **Officers**

The Regional Board shall, at a minimum, consist of a Regional Commissioner, a Secretary, a Treasurer, a Coach Administrator, a Referee Administrator, a Registrar, a Child Volunteer Protection Advocate, a Risk Management Administrator (Safety Director) and any Assistant Regional Commissioners, these positions shall be members of the Executive Board. Additional Executive Board positions are: Boys Program Coordinator, Girls Program Coordinator, Government Liaison and Regional Advisor.

Additional Regional Board positions include: Coach Instruction Coordinator, Coach Trainer, Assistant Referee Administrator, Referee Instruction Coordinator, Referee Assessment Coordinator, Fields Coordinator, Scheduling Coordinator, Newsletter/Publicity Coordinator, Sponsor Coordinator, Regional Auditor, Pictures Coordinator, Uniform Coordinator, Team Parent Coordinator, Age Division Coordinators, New Player Evaluator, Post Season Play Coordinator, Assistant Registrar(s), Website Coordinator, VIP Coordinator, Tournament Director, and other board members as may be necessary.

**Regional Commissioner** - The Regional Commissioner shall have the responsibility and authority to manage the day-to-day business of the Region as described in Article Three of these guidelines within the framework of the AYSO operating regulations and these guidelines. The Regional Commissioner's responsibility and authority shall also include:

- A) Filing on a timely basis the Regional Information Form (RIF) with the National Support Center,
- B) Reviewing on an annual basis these Regional Guidelines and other written Regional operating regulations,
- C) Supervising the Regional Treasurer by periodically reviewing the Region's canceled checks and bank statements, reviewing each month the National Account Program (NAP) financial report, periodically reviewing internal financial control procedures, and taking other reasonable measures to assure that the Region's assets and expenses are being handles in a fiscally responsible manner,
- D) Reporting to the Area Director and being responsible for the performance and growth of the Regional programs for the benefit of the players, the volunteers and their families,
- E) Organizing, maintaining, supervising and coaching Regional volunteer staffs to assure adequate support and services to the Region, including the development of new volunteers for Regional position succession planning,
- F) Acting as the official spokesperson for the Region in regard to publicity, internal development, cultural exchange, business systems, Regional operating regulations and other matters concerning AYSO programs in the Region,
- G) Assisting the Regional Board in the planning and implementation of its policies and programs within the Region,
- H) Overseeing dispute resolution within the Region pursuant to Article Nine of these guidelines and AYSO operating regulations,
- I) Presiding at all Regional meetings,
- J) Keeping the Regional Board informed of actions and decisions on matters of importance,
- K) Attending Area meetings, Section meetings and caucuses, and the National Annual General Meeting (NAGM),
- L) Maintaining close liaison with the Area Director and the Section Director, and coordinating all extra-Regional activities through the Area Director,
- M) Submitting a completed Regional Performance Program to the Area Director prior to December 1st of each calendar year, and
- N) Making such other decisions and taking actions as may be required to run the Region, within the limits of the Regional budget and these guidelines.

Assistant Regional Commissioner(s) - The Assistant Regional Commissioner shall perform such duties as may be delegated to him/her by the Regional Commissioner and will, in his/her absence, perform the duties of the Regional Commissioner.

Boys Program Coordinator - The Boys Program Coordinator shall coordinate the activities of the Age Division Coordinators in all Boys divisions.

Girls Program Coordinator - The Girls Program Coordinator shall coordinate the activities of the Age Division Coordinators in all Girls divisions.

Secretary - The Secretary shall take minutes at all meetings of the Regional Board and sending a copy of approved minutes to the Area Director. The Secretary's duties shall include:

- A) taking minutes at all meetings of the Review Committee,
- B) distributing all correspondence and notices for the Region, and
- C) ensuring copies of these guidelines are available to all participating members of the Region.

Treasurer - The Treasurer shall have custody of all funds, securities, evidence of indebtedness and other valuable documents, and shall deposit funds and securities in the name and to the credit of the Region in a bank or depository. The Treasurer shall keep in appropriate books an accurate account of all money received and paid out. The Treasurer duties shall include:

- A) complying with the National Accounting Program and all procedures specified in the AYSO Treasurer's Manual,
- B) promptly paying to the National Support Center the National portion of the registration fees of the Region before the first practice and the first game of the season,
- C) reporting of the funds, receipts and disbursements of the Region annually or at such times as requested by the Regional Commissioner or by the Regional Board, and
- D) being responsible for timely approval by the Area Director and Section Director, and filing with the National Support Center the Regional Information Form, the annual budget, and such other information as may be required or requested from time to time by the National Support Center.

Coach Administrator - The Coach Administrator shall be responsible for the recruiting, training and supervising of all coaches in the Region. The Coach Administrator's duties shall include:

- A) requiring each coach and assistant coach or other team player trainer complete a volunteer application form in accordance with the National Support Center's applicable policies and guidelines,
- B) responsibility for the implementation of the Coaching Licensing Programs as may be required or recommended under the operating regulations. The orientations, clinics, or other training programs are to be provided at least once a year where needed,

- C) coordinating his/her efforts with the Risk Management Administrator and when possible, with Area and/or Section staff, and
- D) nominating for appointment to the Regional Board a Coach Instruction Coordinator to assist in planning and implementation of coaching orientations, clinics, and other training programs.

**Referee Administrator** - The Referee Administrator shall be responsible for the recruiting, training and supervising of all referees in the Region. The Referee Administrator's duties shall include:

- A) requiring that each referee, assistant referee, and youth referee complete a volunteer application form in accordance with the national Support Center's applicable policies and guidelines,
- B) responsibility for implementation of the National Referee Program as may be required or recommended under the operating regulations. The orientations, clinics, or other training programs are to be provided at least once a year where needed,
- C) coordinating these efforts, when possible, with Area and/or Section staff,
- D) nominating for appointment to the Regional Board a Referee Instruction Coordinator to assist in planning and implementation of referee orientations, clinics, and other training programs, and
- E) nominating for appointment to the Regional Board a Referee Assessment Coordinator to assist in administering the certification component of the AYSO National Referee Program.

**Risk Management Administrator** - The Risk Management Administrator (Safety Director) shall be responsible for administering the AYSO Soccer Accident Insurance (SAI) plan and liability insurance program for the Region, shall be responsible for obtaining liability insurance certificates for all facilities used by the Region, shall make provisions for the distribution of AYSO's informational flyer on the SAI plan to each player's family, verify information contained on volunteer forms, and administer the Coach Certification Program as may be required or recommended under the operating regulations. The Risk Management Administrator's duties include:

- A) ensuring the safety of all participants in the Region by inspecting all field equipment, goalposts and fields to ensure they are in safe condition,
- B) ensuring that a reasonable number of first aid kits are available at all playing sites,
- C) ensuring that AYSO's policies regarding blood-borne diseases are disseminated to and observed by all participants,
- D) advising participants of approaching dangerous weather or other potentially dangerous conditions which may exist at the locations where games are played,
- E) disseminating safety information to the Region's coaches, referees, participants, and families from such sources as AYSO's "Play It Safe" publication,
- F) taking reasonable measures to verify the information contained on volunteer forms, check references and other appropriate measures before permitting such volunteer to participate in the Region's program,
- G) recruiting, training and supervising the Clinician(s) that will facilitate the Coaching Certification Program, and
- H) coordinating his/her efforts with the Coach Administrator.

**Registrar** - The Registrar shall be responsible for the planning and implementation of the annual registration of players, and coordinates such efforts with the Regional Commissioner, the Newsletter/Publicity Coordinator, the Coach Administrator, and the Referee Administrator. The Registrar's duties include:

- A) responsibility for the proper registration of each member in the Region on the appropriate official AYSO registration forms and entering them into e-AYSO prior to the first practice of the season and keeping the regions copy in a locked file cabinet according to AYSO National Regulations.
- B) collecting registration fees and turning over such fees to the Treasurer in a timely fashion,
- C) using the e-AYSO team balancing program to create teams where appropriate,
- D) providing the Age Division Coordinators with team rosters, and
- E) ensuring that each coach is provided a registration form, with an original signature, for every player on his/her team.

**Government Liaison** - The Government Liaison shall represent the Region to the Bonita Unified School District, the City of La Verne, and the City of San Dimas.

**Child Volunteer Protection Advocate** - Oversee the Child and Volunteer Protection Program in accordance with the AYSO Safe Haven program.

**Regional Advisor** - Advise the RC and the Board in procedural matters, assist in the transition of new Boards, provide historical perspective where appropriate to assist in the decision making process, and to perform such duties as may be delegated to him/her by the RC.

Fields Coordinator - The Fields Coordinator shall be responsible for obtaining and maintaining the playing fields. The Fields Coordinator's duties shall include:

- A) ensuring that goalposts, nets and corner flags are provided for each game,
- B) ensuring that goalposts, nets and corner flags are properly put up before the first game of the day and taken down after the last game of the day and secured,
- C) ensuring that all game fields are properly lined, and
- D) assisting the Risk Management Administrator in maintaining the playing fields in a safe condition.

Scheduling Coordinator - The Scheduling Coordinator shall be responsible for scheduling all game fields and practice fields. The Scheduling Coordinator's duties shall include:

- A) scheduling Regional playoffs
- B) scheduling Area playoffs, if necessary, and
- C) scheduling for the Steve Gaylor Memorial/Great Western Shootout.

Coach Instruction Coordinator - The Coach Instruction Coordinator implements, monitors, and maintains the AYSO Coach Training Program for the Region. The Regional components are the annual orientation of coaches and assistant coaches, the Licensing Program, and all AYSO training and clinic for coaching staffs up to and including the Youth Coach Course and the age appropriate Referees test for coaches.

Coach Trainer - The Coach Trainer(s) shall assist the Coach Administrator and Coach Instruction Coordinators where appropriate as part of the Coach Administration Team.

Referee Instruction Coordinator - The Referee Instruction Coordinator implements, monitors, and maintains the AYSO Referee Training Program for the Region. The Regional components are the Regional Referee Course and the Assistant Referee Course.

Referee Assessment Coordinator - The Referee Assessment Coordinator implements, monitors, and maintains the AYSO Assessment Program for the Region. The Regional components are arranging for assessments of referees seeking improvement and upgrade to a higher certification level and establishing an 'Observer-Friend' Program to provide monitoring of new referees by experienced referees.

Newsletter/Publicity Coordinator - The Newsletter/Publicity Coordinator shall be responsible for the dissemination of information about Regional activities and the relations between the Region and the community, prepare and disseminate a newsletter during the soccer season, and promote Regional activities through the media.

Sponsor Coordinator - The Sponsor Coordinator shall be responsible for obtaining sponsors for Regional programs and events and the proper acknowledgment of those sponsors.

Regional Auditor - The Regional Auditor shall assist the regional commissioner in his/her fiduciary responsibilities to protect the organization's assets by monitoring, reviewing and reporting on regional financial controls and records and shall assist the Treasurer as needed, but shall not vote on financial matters.

Pictures Coordinator - The Pictures Coordinator shall be responsible for working as a liaison between the Regional Board and the vendor providing pictures and for scheduling and supervising the taking of individual pictures, team pictures, and make-up pictures.

Team Parent Coordinator - The Team Parent Coordinator shall serve as a liaison between the Regional Board and individual team parents by distributing information to coaches, players and the families of players through the individual team parents. The Team Parent Coordinator shall establish a "Phone Tree" to facilitate this flow of information.

Tournament Director - The Tournament Director shall be responsible for organizing and supervising the Annual Steve Gaylor Memorial/Great Western Shootout each Memorial Day weekend in accordance with the National Tournament Manual.

Post Season Play Coordinator - The Post Season Play Coordinator shall be responsible for providing post season play opportunities for regional players outside the primary regular season program.

Age Division Coordinators - The Age Division Coordinators shall be responsible for recruiting coaches. The Age Division Coordinators duties shall include:

- A) serving as a liaison between the Regional Board and coaches, players and families of players in their division,
- B) disbursing to the coaches in their division equipment and supplies provided by the Region,

- C) maintaining division standings where appropriate, and
- D) collecting player ratings at the end of the season, and
- E) tracking volunteer activities in their division.
- F) responsibility for informing all coaches of the following requirements:
  - 1) submit a verified team roster prior to receiving the team uniforms,
  - 2) have original player registration forms in their possession at all practices and games,
  - 3) comply with the AYSO Code of Conduct,
  - 4) ensure parents and spectators comply with these Regional Guidelines, and
  - 5) complete and submit player ratings forms prior to receiving player participation trophies.

**New Player Evaluator** – The New Player Evaluator shall be responsible for evaluating and providing an initial rating for new and previously unrated players so as to promote and facilitate the formation of balanced teams. The New Player Evaluator duties shall include:

- A) Invite new or previously unrated players to an Open Evaluation session.
- B) Coordinate with the Registrar and others to update website, registration flyers and mailers to notify new players of evaluation dates.
- C) Supervise and staff the evaluation sessions.
- D) Distribute and collect evaluation forms at registration / evaluation sessions.
- E) Monitor and update evaluation criteria and forms, with board approval, as required.
- F) Assign a general evaluation rating to each player based upon board approved criteria, standards, previous AYSO ratings or other information relating to prior experience.
- G) Provide ratings to the Registrar in a timely fashion to assure that no player is drafted to a team without a rating. Players without a rating shall be wait-listed until evaluations are performed and a rating is submitted by the New Player Evaluator.
- H) Ensure that all Coaches are notified of the yearly Mandatory Ratings Meeting where evaluations of returning players are completed by the coaches.
- I) Where necessary, instruct coaches in proper evaluation techniques and the importance of accurately evaluating returning players.
- J) Maintain security of all records as ratings shall not be public knowledge. Rating information may be shared only as needed between the registrar, division coordinators, active coaches and spring select / all star coaches only.

### **Article Seven** **Information about the Program**

#### A) Forming Teams

1. In Division U6, the Registrar shall initially conduct a computer draft to form the teams. Once the teams are formed, the Registrar may make adjustments to the teams for the purpose of facilitating the recruitment of coaches. During the draft meeting, unlimited trades are allowed.
2. For the U8 Boys and Girls Divisions the following guidelines shall be enforced at the draft meeting:
  - a. Pre-draft trades are allowed in order to place an Assistant Coach with a Head Coach for the purpose of facilitating the recruitment of coaches.
  - b. If a coach is given a pre-draft trade, then that coach is not allowed to make a trade at the draft meeting.
  - c. One trade may be initiated by a coach beginning with the lowest team number and proceeding in ascending order. The Registrar will locate a suitable player on the requesting coach's team, which will be offered to the coach of the team where the desired player was assigned. The offered player will be selected based upon rating and age in order to maintain team balance. If present at the draft meeting, the coach of the requested player will then be asked if he/she accepts the trade. If the trade is accepted, the Registrar will supervise the paperwork transfer. If the coach of the requested player is absent, the trade may proceed with the Registrar supervising the paperwork transfer. Regardless if the trade is accepted or denied, no further trades may be initiated by that coach and the process continues with the next team in order.
  - d. As mentioned above, trades are allowed if the coach of the assigned/requested player is absent. It is the responsibility of each coach to attend the meeting or designate a substitute to take their place. Proxy coaches need permission in writing (email, fax, typed or handwritten) giving them authority to act on behalf of an absent coach.
  - e. Roster adjustments may be made where registration errors occurred regarding siblings.
  - f. All trades must involve comparably rated players of the same age to keep the teams in balance.
  - g. No trades are allowed after draft meeting is adjourned, except for condition mentioned in the Trade Exception Clause, item #5 below.

3. For U10, U12 and U14 Boys and Girls Divisions, the following guidelines shall be enforced at the draft meeting:
  - a. Pre-draft trades are not allowed.
  - b. One trade may be initiated by a coach beginning with the lowest team number and proceeding in ascending order. The Registrar will locate a suitable player on the requesting coach's team, which will be offered to the coach of the team where the desired player was assigned. The offered player will be selected based upon rating and age in order to maintain team balance. If present at the draft meeting, the coach of the requested player will then be asked if he/she accepts the trade. If the trade is accepted, the Registrar will supervise the paperwork transfer. If the coach of the requested player is absent, the trade may proceed with the Registrar supervising the paperwork transfer. Regardless if the trade is accepted or denied, no further trades may be initiated by that coach and the process continues with the next team in order.
  - c. As mentioned above, trades are allowed if the coach of the assigned/requested player is absent. It is the responsibility of each coach to attend the meeting or designate a substitute to take their place. Proxy coaches need permission in writing (email, fax, typed or handwritten) giving them authority to act on behalf of an absent coach.
  - d. Roster adjustments may be made where registration errors occurred regarding siblings.
  - e. All trades must involve comparably rated players of the same age to keep the teams in balance.
  - f. No trades are allowed after draft meeting is adjourned, except for condition mentioned in the Trade Exception Clause, item #5 below.
  
4. For U16 and U19 Boys and Girls Divisions, the following guidelines shall be enforced at the draft meeting:
  - a. U16 and U19 use an open draft, no trades are allowed once the teams are formulated.
  - b. No trades are allowed after draft meeting is adjourned, except for condition mentioned in the Trade Exception Clause, item #5 below.
  
5. Trade Exception Clause:
  - a. In all divisions, post-draft trades may be allowed at any time by the Regional Commissioner if in the opinion of the Regional Commissioner allowing a trade would be in the best interest of the Region, would be in the best interest of the affected players and in alignment with the AYSO philosophies. This clause authorizes roster manipulation in the spirit of "Every One Plays" to make sure all players have an opportunity to play when circumstances beyond their control come about and prohibit them from participating on a team. All trades must involve comparably rated players of the same age to keep the teams in balance.

Coaches must notify their Age Division Coordinator immediately of any players that have dropped from the team. If possible, these vacancies will be replaced with an equally rated and aged player from the waiting list. All teams shall be provided an equal number of players at the draft to maintain balance, as much as possible.

At registration and at other times as needed prior to the draft and/or start of the season, a skill evaluation shall be held for unrated players and new sign-ups in divisions U10 through U14 under the direction of the New Player Evaluator. No player shall be drafted or placed in these divisions without a rating. Players may be rated by field evaluation, previous AYSO ratings, or other information relating to prior experience or athletic ability in an effort to maintain team balance.

B) Registration Fees; Refunds - The registration fee for each player participant shall be fixed annually by the Regional Board. The Regional Board may by specific grant or scholarship, or by Regional Policy, waive such fee in whole or in part if it would create a hardship for the participant or his/her family. Players withdrawing prior to July 1, of the current AYSO season will be issued a refund (minus a \$15.00 processing fee). After July 20, of the current AYSO season, players withdrawing will receive a refund of 50% of fees paid, minus a \$15.00 processing fee. There will be NO REFUNDS at all after September 1, of the current AYSO season. In order to protect your rights, all refund requests must be submitted in WRITING. Phone calls and emails are insufficient to process requests.

All refund requests must be made in writing and include a self-addressed stamped envelope. Refund requests are to be sent to:  
 AYSO REGION 112 REFUNDS  
 TREASURER/REGISTRAR  
 P.O. BOX 264, SAN DIMAS, CA 91773 .

C) Eligibility - All boys and girls between 4 1/2 and 18 years old as of July 31st of the year in which the season begins and who live within the Region's geographic area are eligible to register for the program, subject to field availability, volunteer support, AYSO operating regulations, and such rules as may be issued by the Regional Board.

D) Length of Season and Cancellation of Games - The season shall be of such duration as determined by the Regional Board. Inclement weather or poor field conditions may necessitate the postponing or canceling of games. Any such postponement or cancellation will be made at the discretion of the Regional Commissioner, the Risk Management Administrator as early as practical before a game. Once a game begins only the referee in charge of that particular soccer field may suspend or cancel the game.

E) Attendance; Participation - Every player is entitled to play at least half of every game. Every player in divisions U14 and below shall play at least three fourths of every regional game (including Area and Section playoffs), as the roster dictates, unless they arrive late to the game or have a disciplinary or medical reason for reduced play approved by the division coordinator. Each player is strongly urged to attend every team practice. Players shall not be required to attend more than two scheduled practices per week for a total of three hours a week or one practice, one hour a week in non-competitive divisions. A player must attend at least one half of all practices and one half of all games during the Fall season to be eligible to participate in the Spring Select season or in other All Star programs, excepting medical or other extreme circumstances, approved by the Regional Commissioner. While this 3/4 policy strictly applies to Region 112 League play, it is strongly encouraged to be followed by all Region 112 Coaches participating in programs outside the regular Fall league like All-stars and Spring Select (CEL).

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

G) Conduct During Games - The highest standards of conduct and good sportsmanship must be maintained at all times by players, coaches, referees, and spectators. Offensive, insulting or abusive language is forbidden. The use of alcohol, tobacco or illegal drugs by AYSO volunteers in the vicinity of game fields or practice fields is strictly forbidden.

1. Players must wear shin guards at all practices and games. Players must wear the official AYSO uniform for all games and dress in a clean, neat manner. At the end of each game the players on each team shall line up in the center of the field and shake hands with the opposing team.
2. Coaches are expected to be positive and set the best possible example for the participants. The function of the coach is to provide encouragement and positive direction. Excessive coaching from the sideline is not permitted and shall be limited to two coaches per team. The coach must stay within ten yards of the middle of the field and is not permitted to coach from the penalty areas or from behind the goals. The coach may only enter the field of play with the permission of the referee.
3. Coaches and spectators at games must remain behind the spectator line (three yards from the sideline and between the penalty areas). A spectator's vocal efforts should be limited to positive comments to the players. Under no circumstances should a spectator attempt to coach or address derogatory remarks to players, coaches, or the referee. Coaches and spectators may enter the field of play only at the invitation of the referee.
4. Referees are responsible for discipline at the game. Referees have the power and authority to caution or send off any player for misconduct pursuant to the Laws of the Game. Referees may also expel a team or coach or spectator from the playing area and its immediate surroundings, or if necessary terminate a game if in the opinion of the referee their conduct is irresponsible or constitutes interference to the game. No appeal of disciplinary action taken by a referee shall be allowed.
5. A player who is sent off (red card) or cautioned (yellow card), or a team official or spectator who was expelled from the field may be subject to additional disciplinary action (e.g., parent conferences, game suspensions, expulsions, etc.) at the discretion of the Regional Board upon review of the incident following the procedures outlined in Article Nine.

H) Refreshments at Games - It is the responsibility of each team to supply its own half-time and after-game refreshments.

I) Parental Participation - As AYSO is an "all volunteer" organization each parent or guardian who has a player in the Region is strongly encouraged to volunteer time and/or services in some way. The ability of the Region to provide a program is dependent on its volunteer base.

J) Facilities - It shall be the responsibility of both teams of the first game of the day to set up the goalposts, nets, and flags. It shall be the responsibility of both teams of last game of the day to take down flags, nets, and goalposts and secure them. Each field shall be lined under the direction of the Regional Commissioner and/or the Fields Coordinator. Each group of fields shall be provided with a first aid kit. Trash should be deposited in designated containers. It shall be the responsibility of both teams of the last game of the day to police the area for trash and place all trash in the designated containers.

K) Sponsors -The Region encourages local businesses and individuals to support our program. All contributions must be made to the Region and not to an individual team. Suitable recognition shall be given to them. All contributions to the Region are considered charitable contributions and are deductible for U.S. tax purposes, subject to the applicable limitations in the Internal Revenue Code. Sponsor fees shall be fixed annually by the Regional Board.

L) Equipment - The Region will supply each player with a shirt with the original AYSO logo properly affixed thereto, shorts, and a pair of socks. Player names, team names, and/or sponsor names may not be stenciled, painted, embroidered or otherwise applied to player uniforms. Each player is expected to provide his/her own shoes, shin guards, and practice ball. No player may participate in a game without the complete uniform, appropriate footwear, and shin guards. Players may not wear jewelry of any kind (including rings, chains, watches, earrings, or body jewelry), bandanas or other ornamentation that is likely to cause risk of injury to him/her or to other players during the game. Medical information bracelets need not be removed, but must be padded and taped to the player's skin. Prescription eyeglasses may be worn, but must remain firmly on the players head or be restrained by a strap. Non-prescription eyeglasses or sunglasses are not permitted to be worn by a player during a game. Hard casts (including padded casts), splints, helmets, and hard padding are not permitted to be worn by a player during a game or practice. Players with permanent orthodontic braces are strongly encouraged to wear a mouth guard.

M) Spring Select - During each fall season the Regional Board shall determine if there is to be a Spring Select season the following spring. The intent of the Spring Select season is to provide coaches and players a higher level of play. The Regional Board shall approve a selection committee that will solicit, evaluate, and select the coaches for the spring program. The Spring Select Committee will determine the number of teams to be formed in each age division and the fees to be collected for this season. Any coach interested in coaching in the spring program must submit an application to be considered. The selection criteria include but are not limited to: AYSO participation, Coaching Certification, Years in AYSO, Coaching ability, Age Division Coordinators recommendation and Clean AYSO record. If a Spring Select team is without a coach the selection committee may offer that team to an applicant that did not apply or was not selected in another age division. Only players that have played 50% of the Fall season games may play in the Spring Select program. Teams will be designated as Red, White or Blue depending on the number of teams the spring select committee has chosen to participate in the upcoming spring select season.

Prior to the official selection process, the division coordinators will solicit nominations, from all coaches in their respective divisions, of players they believe are spring select caliber players. The coordinators will compile a list of these players in time for the Selection meeting. At a designated time, determined by the spring select committee, all selected coaches will attend this meeting to select their spring team. The selection process will be as follows:

Team Red will make the first selection, then team White then team Blue in a serpentine fashion. (The selections may be made from the list provided by the Division Coordinators or from the coaches themselves. No coach is bound to select children only from the list provided. (The list is only provided as a tool to help coaches make more informed decisions about the children in the organization). Team Blue will then make the fourth selection and so on until all teams have completed the appropriate roster size. Final roster numbers will be determined on a season-by-season basis. If a division only has two teams represented in Spring Select, the selection process will alternate from coach to coach. Each head coach will then contact, by telephone, the parents of the children he/she has selected. Coaches should not approach parents or children at practices or games. A list of telephone numbers will be provided to you once your player list has been completed. Each coach may only choose children from the list they have drafted. A coach should call the parents of the children in the order they have selected them, until they have fulfilled a complete roster. In the event that they exhaust their list without fulfilling a complete roster, the coach must wait until all other teams have a completed their full roster and offered up their remaining names on their respective lists.

Each coach may only ask the parents if they would like their child to play on their spring select team. They should explain what spring select is and the commitment that it requires. No coach may make demands or contingencies on a child for playing on a spring select team.

No trades will be allowed during the meeting or after the meeting has taken place. No child may play for a different coach if they have been asked by another coach and declined.

N) Player Ratings - Towards the end of the fall season each coach shall rate the players on his/her team: Relative to other players in their age group within the division. Each coach shall announce their proposed ratings at the mandatory ratings meeting (scheduled by the board). All coaches present shall discuss, provide additional relevant observations, and consistency. Every division must have a "50" rated older player and at least one "50" rated younger player. The lowest rated older and younger players shall each be rated a "5". The ratings curve should approximate a standard bell curve with an average rating of about 27 ½. Using a scale of 1 to 10 (10 being best) each player will be rated on the following criteria:

1. Basic Skills - The player has age appropriate ball control, trapping, shooting, dribbling, passing, tackling, throw-ins and heading skills.
2. Advanced Skills - The Player applies/demonstrates appropriate ball control, trapping, shooting, dribbling, passing, tackling, throw-ins and heading techniques in games.
3. Basic Knowledge of the Game - The player understands game strategy, plays position as directed, and is a team player.
4. Advanced Knowledge of the Game – The player plays both offense and defense, anticipates play, and makes good decisions and judgments with and without the ball.
5. Athletic Ability - .Speed, quickness, strength of shot and pass and stamina.

O) Coach Badges - All coaches are required to wear an approved AYSO Region 112 ID Badge to every scheduled AYSO soccer game they are involved in. People who sign up to volunteer to coach an AYSO team must submit to having their picture taken for an ID badge. ID badges will have the name of the coach, a picture of the coach, their Safe Haven Certification and any information deemed appropriate by the Board of Region 112. Any coach who refuses to submit to a photograph or refuses to wear an ID badge at scheduled events will be removed from their duties as coach.

If a coach forgets to bring their ID badge to a scheduled game, they will not be allowed to coach during that game. The assistant coach must then assume the coaching responsibilities for that game. If both coaches fail to bring their ID badges to a scheduled game, then neither coach will be allowed to participate in any form of coaching during that game. Their only responsibilities will be to ensure that the 50% or ¾ rule of substitutions is followed and to inform the players of their positions during the substitution breaks. If a coach participates in coaching the team in a manner other than described above, the coach's team will be subject to forfeiture.

P) Returned Checks: AYSO Region 112 will charge a fee equal to the sum of all service charges for each returned check. Failure to reimburse the Region for all incurred returned check fees may exclude a players from being placed on a team or may include the withholding of other entitled benefits that come from being a participating member of this Region.

### **Article Eight** **Financial, Banking and related matters**

A) Budget; Financial Statement - The Regional Board shall adopt an annual budget which provides the basis for setting player registration fees. At the end of each season the Treasurer will prepare a statement of income received and amounts expended in connection with the program. This statement will be available for review by the player or guardian of each player, and a copy shall be made available upon written request.

B) Account Signatories - All checks drawn on the Region's bank account shall bear two signatures, one of which must be either the Regional Commissioner's or the Treasurer's.

C) Transfer of Funds - All funds received by the Region must be deposited into the Regions appropriate checking accounts, 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 appropriate checking accounts.

D) Cash Handling Procedures - The Treasurer shall establish internal control procedures to safeguard against the misuse or loss of Regional assets, especially in regard to cash receipts and cash disbursements. Such internal control procedures shall include the following:

- 1) Funds withdrawn for "cash box change" must be deposited back into the Regional bank account the same day or the next banking day.
- 2) All registration fees collected in cash and checks must be reconciled to the bank deposit slip and the AYSO registration forms.
- 3) Arrangements should be made to have the cash received deposited into the Regional bank account on the same day it is received or the next banking day.
- 4) At least two Regional volunteers should be present when handling a significant amount of cash monies.

E) Receipt Procedures - The Treasurer shall establish internal control procedures to safeguard against the misuse or loss of Regional assets, especially in regard to receipts for moneys received. Such internal control shall include:

- 1) Player registration payments received by the Region may be receipted on the player registration form. The volunteer accepting the fees shall note a) the amount received, b) whether the payment was made in cash or by check, c) the check number (if any), d) the date the payment was received, e) the names of all other players covered by the payment, and f) the initials of the volunteer.

- 2) A cash receipt book must be used to record all other payments received on behalf of the Region. The original cash receipt must be given to the payer and a copy kept in the receipt book. All cash receipts must be initialed by the volunteer completing the cash receipt. The cash receipt book must be reconciled to the bank deposit slip.

## **Article Nine** **Dispute Resolution**

### A) General Policy

- 1) Region 112 shall seek to resolve all disputes involving people in an amicable fashion.
- 2) Per AYSO Safe Haven Policies, the Region shall have the right to remove or deny the participation of any individual volunteer for any reason.
- 3) It is the policy of this Region to avoid punishing the players for the conduct of the parents except when there is no other solution (e.g., where a parent cannot or will not cease his or her disruptive behavior.)
- 4) Voluntary resignation is preferable to a suspension or removal procedure.
- 5) It is the policy of this Region to avoid publicizing the suspension or removal proceedings beyond those persons who need to know, and to respect the privacy of individuals involved. However, the Regional Commissioner or Regional Board will notify the Area Director, the Section Director, NSTC or members of the AYSO Legal Commission as appropriate.
- 6) The provisions of this article do not apply to a) suspensions for send offs (red card) of a player, coach or spectator by a referee, b) cumulative cautions (yellow card) of a player by a referee or c) suspension or removal of an executive member of AYSO.
- 7) Any suspension of one or two games with or without continued education training may not be appealed by the party being suspended/removed. The RC's or board's decision for a one or two game suspension/removal is final.
- 8) Any suspension involving three games or more, with or without continued education training, may be appealed by the suspended/removed party within seven days from the date of notification. Such notification must be in writing, e-mails will be considered acceptable notification, and must be addressed to the RC. Once the RC has received notification of an appeal a Hearing Board will be convened as described in Paragraph 4.

### B) Suspension

The Regional Commissioner or Regional Board may suspend a person involved in the Region from involvement in the program on notice (by telephone, fax or writing or in person) if there is an issue arising out of game conduct or disruptive behavior. If there is found to be an imminent danger to the program or if a crime has been alleged to be committed the suspension will be immediate and indefinite. A suspension may be followed by a disciplinary hearing described in Paragraph Four and Section H of the General Policy. Because it can take a significant amount of time to assemble and execute a Hearing Board (typically 2-4 weeks), they are reserved and used only for the most serious incidents.

### C) Removal

The Regional Commissioner or the Regional Board may remove a person (whether or not suspended) involved in the Region from further involvement in the program on notice and after a determination is made that removal is appropriate. Removal of an individual/s may be immediate if there is found to be:

- 1) A violation of the Regional or National bylaws, policies, regulations, principles, philosophies or ethics of AYSO.
- 2) Conduct which disrupts the Region's or AYSO's activities or programs.
- 3) For severe or ongoing issues that have not be resolved by other remedies such as a suspension.
- 4) Any conduct or behavior not mentioned above, in the opinion of the Regional Commissioner or the Regional Board, that is not appropriate and removal of an individual is in the best interest of the Region, participants and/or volunteers.

### D) Hearing Board

A Hearing Board may be called by the RC or by a majority vote of the Regional Board and/or any individual who has been suspended/removed and falls within Section H of the General Policy.

- 1) The Hearing Board shall be appointed by the Regional Commissioner and may be made up of disinterested parties for the purpose of determining or reviewing the appropriate discipline. The board can consist of members of the region or other regions within our Area. These would include, but are not limited to Coach and Referee Administrator, Boys and Girls Program Coordinators, Assistant Regional Commissioners, Child Volunteer Protection Advocate, Division Coordinators, former regional board members etc...
- 2) The Hearing Board shall meet at a neutral location. The Hearing Board procedures shall be communicated to and understood by all parties prior to the commencement of such hearing. All interested parties are to be informed of the date, time and location of such hearing, which should be reasonably convenient for everyone.

- 3) The Regional Commissioner shall not be a member of the Hearing Board but will act as a facilitator to ensure fairness and that appropriate due process is being followed.
- 4) Each party should be allowed sufficient time to present their case. Time limits should only be imposed if the participants engage in continued repetition. Additional information should be allowed if the information was not collected prior to the hearing and if the information is new. Each party will be allowed to present persons, letters and statements if they pertain to the facts at hand. However, the Regional Commissioner may stipulate that one person may make a statement on behalf of several members who wish to testify on the person's behalf.
- 5) The Regional Secretary can be assigned to take notes, or any person directed by the Regional Commissioner or chairperson.
- 6) At the conclusion of the hearing the Regional Commissioner shall dismiss all parties and turn the matter over to the Hearing Board. The Hearing Board must deliberate in private. No persons other than the Hearing Board members should be in attendance during the deliberations. The Hearing Board should decide if another meeting is necessary to discuss the issues further. If so, another date should be scheduled. If not, the Hearing Board should deliberate over the facts and decide on their preliminary recommendations. (The Regional Commissioner shall not have a vote in the Hearing Board's recommendations.) They should include the reasoning behind their recommendation and should make it a "Win – Win" for both the individuals involved and the AYSO program.
- 7) The Regional Commissioner shall appoint a chairperson of the Hearing Board. The Hearing Board shall select a person from the Hearing Board who will be responsible for writing the recommendation. The chairperson should review the written recommendation to ensure it is consistent with the Hearing Board's determination and then forward it to the Regional Commissioner.
- 8) Upon review of the Hearing Board's recommendation by the Regional Commissioner, and acceptance or modification of such recommendations, the individual who has been sanctioned should be sent a written copy of the determination including any sanctions that will be imposed or upheld as quickly as possible.
- 9) If the individual disagrees with the recommendations, an appeal to Area will be allowed. There will be only one appeal. An appeal of the Hearing Board's recommendation to Area by the suspended/removed party must be made in writing within seven days from the date of notification. There will no rehashing of testimony or new evidence accepted. If the decision is upheld at this level in the organization such decision is final and binding.

#### **Article Ten**

#### **Action by Area Director or Section Director**

The Area Director or the Section Director may, in accordance with Article Nine, suspend the Regional Commissioner and may suspend or remove a board member if he/she determines that such person violated these guidelines, the Section Rules and Regulations, the National By-Laws or operating regulations, or the philosophy of AYSO.

#### **Article Eleven**

#### **Approval and Amendments in Guidelines**

1. Approval of Guidelines - These guidelines shall become effective after being approved by the Regional Commissioner, the Regional Board, the Area Director, and the Section Director. Once approved, these guidelines will be submitted to the National Support Center.
2. Amendments to these Guidelines - These guidelines may only be amended by a two-thirds vote of the Regional Board.

Approved by the Regional Board of Region 112 on June 3, 2009.

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Regional Commissioner  
 Region 112 San Dimas/La Verne  
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