

# Region Guidelines

## Article One

### Purpose

The purpose of these Guidelines is to regulate the affairs of the Region. These Guidelines have been adopted pursuant to Section 1.04 of the National Bylaws of the American Youth Soccer Organization (AYSO); and are subject to such Bylaws, the Articles of Incorporation of AYSO, the AYSO National and Section Eleven Rules and Regulations, the Area R Guidelines and the Policies adopted from time to time by the AYSO National Board of Directors (collectively, the "National Regulations") and are hereby incorporated by reference. To the extent that these Guidelines conflict with or are in contradiction to any of them, they shall prevail over these Guidelines.

## Article Two

### Mission

To develop and deliver quality youth soccer programs which promote a fun, family environment based on our philosophies:

- Everyone Plays - Our 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 - At the start of each primary season we form teams as evenly balanced as possible --- because it is more fun where teams of equal ability play.
- Positive Coaching - Winning kids are built up, not 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 ½ and 18 years of age who want to register and play soccer in our program. Interest and enthusiasm are the only criteria for playing.
- Good Sportsmanship - We desire 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.

## Article Three

### Duties and Responsibilities of the Region

The duties and responsibilities of the Region shall be:

- a. To run a quality youth soccer program in a safe environment that complies in letter and spirit with the philosophy, objectives and National Regulations of AYSO;
- b. To maintain good community relations and become involved in youth development and other community activities;
- c. To register players, coaches, referees, and other Regional officials;
- d. To assign players and coaches to assure proper balance of teams within any one age division within a reasonable geographical area;
- e. To obtain and maintain safe playing facilities;
- f. To obtain and be accountable for uniforms, balls, goals and other necessary equipment;
- g. To schedule games;
- h. To assign referees;
- 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 make available to the participants and their families of the Region these Regional Guidelines and any attachments hereto;
- l. 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 Office, as required, accurate financial records to ensure continuation of the tax exempt status of AYSO, and to pay the National Office prior to the start of the season the National portion of its registration fees and for its purchases;
- m. To comply with the Soccer Accident Insurance Program and to submit on a timely basis accident notification forms and SAI claims to the National Office;

- n. To notify the National Office of any threatened or actual claim against the Region;
- o. To implement AYSO National programs available to the Region, including referee and coach training at least once a year;
- p. To assist in and encourage the growth and development of AYSO programs both within and outside of the Region; and
- q. To participate in Area R, Section 11 and National events and programs as practicable.

#### Article Four

##### Membership in the Region

Participation is strongly encouraged in all facets of the Region. There shall be three kinds of members in the Region:

- Participating Members: Those persons serving the Region in a coaching, refereeing or administrative capacity, including the members ("Board Members") of the Regional Board of Directors ("Regional Board") who shall, in the case of coaches and referees, be registered with the AYSO National Office on the appropriate forms prescribed by AYSO.
- Playing Members: All registered soccer players.
- Contributing Members: Those persons who the Regional Board grants membership to recognize a contribution of value to the Region or to express its gratitude.

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

#### Article Five

##### Management of the Region

1. The Regional Board shall conduct the business and affairs of the Region.
2. Unless otherwise specifically provided by these Guidelines, all decisions of the Regional Board shall be made by the Regional Commissioner ("RC") unless he/she defers the decision to the Regional Board for a majority vote. The RC may veto any such decision if the effect of such decision would be to violate any of the National Regulations.
3. The RC shall set the date for the monthly Board meeting. All Regional Board meetings shall be open to all participating members unless the RC determines that it is necessary to hold an executive session. The Board shall take minutes of the proceedings at each meeting.
4. Board members shall be elected by the Regional Board and approved by the RC to hold office for twelve months or until their successors shall have been duly appointed. Regional Board members may recruit and submit names for consideration by the RC for appointment to the Regional Board. Regional Board members need not be parents of participants in the Region, but should have previous involvement in the Region.
5. Whenever there is a vacancy in the position of RC, the Regional Board, including the outgoing RC, shall recommend a successor and submit such recommendation to the Area Director. The term of the RC is limited to two years.
6. No Board member or any other participant in the Region shall receive monetary or other compensation for his/her services to the Region, nor may he/she use his/her position to benefit him/her directly or indirectly in any other way, such as a supplier of equipment or camp programs to the Region.
7. Any vacancy on the Regional Board may be filled by the recommendation of the Regional Board members, election by the board, and the approval of the RC. The person filling such vacancy shall serve until the conclusion of the twelve month term or until his/her successor has been duly appointed.
8. Any Board Member (except the RC) may be removed in accordance with Article Nine, Section Four of these Guidelines. The RC may be removed only by the National Board in accordance with Section 3.07 of the National Bylaws.
9. The first of January begins the term for a new RC or the next season's Board.

#### Article Six

##### Officers

The Regional Board shall consist of the Regional Commissioner, Assistant Regional Commissioner, Treasurer, Child and Volunteer Protection Advocate, Safety Director, Coach Administrator, Referee Administrator, Registrar, Recreation Council representative, and such positions as the Regional Board from time to time deem desirable. In addition, there shall be such members-at-large as the Board shall create. The job descriptions are as listed in the AYSO Reference Book.

## Article Seven

### Information About the Program

1. **Team Assignments.** Team assignments shall be made by the Registrar, and a committee of selected members (Determined by the Regional Commissioner). Retention of players on any team shall be limited to the head coach's child(ren). Except for the foregoing, there shall be no automatic retention of players from the previous season. Every attempt shall be made to balance the skill level of teams within each division. Once teams are formed, no transfer of any player from one team to another may be made without the approval of the Regional Coach Administrator, the Regional Board, the coaches of both teams involved, and the parent or guardian of the player. Player movement up from the age appropriate division shall be recommended by the Regional Coach Administrator, and approved at the discretion of the Regional Board. Player movement down from the age appropriate division will not be allowed (no exceptions).
2. **Registration Fees/Refunds.** The registration fee for each player participant shall be fixed annually by the Regional Board. Such fees may be waived in whole or in part with respect to any participant at the discretion of the Scholarship Committee if in its judgment the requirement of the fee would create a hardship for the participant or his/her family. The Assistant Regional Commissioner is the chairman of this committee. A full refund shall be made only if the player has not attended a scheduled practice. A full refund with the exception of \$10 (mandatory insurance) will be made if the player has attended a practice but not received a uniform or, received a uniform but returns it in its entirety. No refunds will be made after season play has started.
3. **Eligibility.** All boys and girls, between the ages of 4½ and 18, based on their age as of July 31st of the current year; shall be eligible to register for the program, subject to field availability and volunteer support and such rules as may be issued by the Regional Board.
4. **Length of Season and Cancellation of Games.** The regular season will begin in September and run through December. Those Divisions U10 and above teams continuing play in the Area R Playoffs or tournaments will play through the month of December, and into the new year as late as June in some cases. Inclement weather or poor field conditions may necessitate the canceling of games. Any such cancellation will be made at the discretion of the Regional Commissioner, and will not be rescheduled. Participants are required to be at the field for their scheduled game. Failure to be present with the legal minimum number of players (For Divisions U12 and up this number is seven/For Divisions U10 and under this number shall be determined by the division guidelines) shall result in a forfeit. Call the AYSO Hot line at (858) 566-3575 for more information on game day.
5. **Attendance/Participation.** Every player participant shall be entitled to play at least half of every game Parents must be aware however that late arrival for a game is disruptive to the team and must be avoided. Therefore, while a player arriving during the first quarter will play the above numbered quarters, any player arriving during the second or third quarter may result in the player participating in only one quarter.
6. **Practice.** Practice will not exceed 2 hours, twice a week (3 times per week, if no game is scheduled during the week), for Divisions U19, U16, U14, U12 and U10 (Formerly known as Divisions 1, 2, 3, 4 and 5 respectively). For Divisions U8 and U6 (Divisions 6 and 7) practice will not exceed 1 ½ hours, twice a week (3 times per week, if no game is scheduled during the week). It is the responsibility of the parents/guardian to make sure that their child attends practice. If a player is going to miss practice the coach or the team parent should be notified as soon as possible. Any participant who misses practices regularly may have his/her playing time in games limited to half (but not less than half).
7. **Protests.** No protest of games shall be permitted. However, coaches are encouraged to file with the Referee Administrator a written report within 48 hours after a game of any misapplication of the basic rules by the referee, excluding judgment calls, and, if after investigation by the Referee Administrator, it is found that a rule was misapplied, such referee shall be so informed in order to ensure that no further misapplication occurs.
8. **Conduct during Games.** The highest standards of conduct and good sportsmanship must be maintained at all times. Abusive or foul language is forbidden. All participants must wear the official uniforms provided at all times and dress in them in a neat, clean manner. The use of shin guards is required at all practices and games. Coaches are expected to be positive and set the best possible example for the participants. Excessive coaching from the sidelines

shall not be permitted, and the function of the coach should be to provide encouragement and a positive direction. The coach may enter the field of play only with the consent of the referee and may coach only within ten yards in each direction from the halfway line of the field (in no event in either of the penalty areas or from behind the goals). Spectators at games must remain three yards from the sideline and between the penalty areas, and their vocal efforts should be limited to positive compliments to the participants. Under no circumstances should they attempt to coach or address derogatory remarks to players or the referee. Coaches and spectators must remain on their respective sideline and the coach is responsible for the conduct of the spectators. At the end of the game, the players on each team shall line up and shake hands with the players of the opposing team and thank the referee and assistant referees. Discipline shall be up to the referee at each game, and the referee shall have the power and authority to discipline and send off players and coaches (including spectators, in the case of outside interference) from the playing area if their conduct violates these Guidelines or otherwise interferes with the course of play. No appeal of disciplinary action taken by a referee shall be allowed. A player or coach who is sent off (red card) or cautioned (yellow card) may be subject to additional disciplinary action (e.g., parent conferences, game suspensions, expulsions) at the discretion of the Regional Board upon thorough review of the incident following the procedures outlined in Article 9 (Dispute Resolution). No tobacco products or alcohol will be permitted at the field sites during AYSO events.

Important: To ensure the safety of all AYSO participants, no pets are permitted at field sites during AYSO functions.

#### Definition of Field Sites:

Fields located at Mira Mesa Schools: The field site shall be defined as any and all areas within the school property boundaries; which are usually enclosed by a fence.

Fields located at Mira Mesa Parks: The field site shall be defined as the field area within the sidewalks or fences (If enclosed by a fence).

9. Refreshments at Games. It shall be the responsibility of each team to supply its own refreshments. It is suggested that the best kind of refreshment is cool water.
10. Parental Participation. Each Parent who has a player in the Region shall be strongly encouraged to volunteer his or her services in some way. The Region shall not reduce or eliminate the player fee based upon voluntary work done by a participant's parents or guardians and shall not charge an additional fee to those parents who do not volunteer their services.
11. Equipment. The Region shall supply each player with a shirt, shorts and a pair of socks. Each player is expected to provide his/her own appropriate footwear and shin guards. Shin guards must be worn under the socks at all practices and games. To ensure player safety, children not wearing shin guards will not be permitted to participate.
12. Standings. The method of standings and division winners for the season shall be determined by the Regional Board. As Divisions U8 and U6 (Divisions 6 and 7) are instructional leagues there will be no scores recorded or standings kept. All players in these divisions are winners and will receive an award at the end of the regular season.

### Article Eight

#### Financial, Banking and Related Matters

1. Account Signatories. All checks drawn on the Region's bank account shall bear two signatures, one of which must either be the Treasurer's or the Regional Commissioner's. Additional signatories must be authorized by Regional Board action. Two signatories from the same household shall not be allowed.
2. Transfer of Funds. All funds received by the Region, whether from fees, gifts or otherwise, must be deposited into the Region's checking account, from which all expenses and disbursements must be paid. All funds transferred in or out of the Region's savings account must be transferred from or to the Region's checking account.

### Article Nine

#### Dispute Resolution

1. General Policy. It is the policy of this Region to resolve all disputes involving persons involved in the Region in an amicable way, and, if disciplinary action is found to be necessary, to take only the minimum action necessary. All means available will be taken to avoid legal action, including emphasizing compromise rather than principles and avoiding personality conflicts.

2. Procedure. If it is determined that it is necessary that a person involved in the Region needs to be disciplined or his or her participation in the Region limited or terminated, then the RC or the Regional Board shall give notice in writing to such person of the intention of the Region to take action, specifying the action to be taken and the reasons therefor and giving such person a reasonable opportunity to explain why such action should not be taken. Such opportunity to respond may be in person at a hearing, by telephone or in writing. The RC may appoint a disinterested committee to consider such discipline. After such opportunity has been given, the RC, Regional Board or committee shall make its determination and announce it in writing to all persons concerned and such determination shall be final and binding on all concerned unless it is determined by the AD, or, if he/she is not disinterested, the SD, that such determination is arbitrary and capricious or the procedure was not fair or the person or persons making such determination are found not to have been disinterested.
3. Suspension. The RC or Regional Board may suspend a person involved in the Region from further involvement in the program on notice (by telephone, fax or writing or in person) if there is found to be an imminent danger to the program by his or her continuing involvement or if a crime has been alleged to be committed by such participant. Such a suspension must be followed by a disciplinary hearing described in Paragraph Two.
4. Removal. The RC or Regional Board may remove a person (whether or not suspended) involved in the Region, including a Regional Board Member, from further involvement in the program on notice and after a determination is made that removal is appropriate, as the result of a disciplinary hearing described in Paragraph Two, if there is found to be (a) a violation of the National Regulations, principles or philosophy of AYSO or (b) conduct which disrupts the Region's or AYSO's activities or programs.

#### Article Ten

##### Changes in Guidelines

These Guidelines shall become effective after being approved by the RC and the existing Regional Board, the AD, the SD and then submitted to the National Office. Once adopted, these Guidelines may only be amended by the Regional Board by a 2/3 vote of the Board Members, with the approval of the RC, the AD and the SD.