

REGIONAL GUIDELINES

AYSO Region 130

ARTICLE ONE

PURPOSE

The purpose of these Guidelines is to regulate the affairs of Region 130. These Guidelines are subject to the National Bylaws of the American Youth Soccer Organization (AYSO), the Articles of Incorporation of AYSO, the AYSO National and Section One Rules and Regulations, the Area N Guidelines and the Policies adopted from time to time by the AYSO National Board of Directors (collectively, called the "National Regulations"). To the extent that these Guidelines conflict with or are in contradiction to any of them, they shall prevail over these Guidelines.

ARTICLE TWO

NAME

The name of this organization shall be the American Youth Soccer Organization (AYSO) Region 130, San Bernardino/Highland.

ARTICLE THREE

MISSION

To develop and deliver to the youth of San Bernardino and Highland quality 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 three-quarters of every game.

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

Positive Coaching - Kids develop character, learn soccer better and have fun with positive encouragement. 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 FOUR

DUTIES AND RESPONSIBILITIES OF THE REGION

The duties and responsibilities of the Region shall be to:

1. Run a quality youth soccer program in a safe environment that complies in letter and spirit with the philosophy, objectives and National Regulations of AYSO;
2. Maintain good community relations and become involved in youth development and other community activities;
3. Register players, coaches, referees, and other Regional officials;
4. Assign players and coaches to assure proper balance of teams within any one age division within a reasonable geographical area;
5. Obtain and maintain safe playing facilities;
6. Obtain and be accountable for uniforms, balls, goals and other necessary equipment;
7. Schedule games;
8. Assign referees;
9. Disseminate information to the participants, their families and the community concerning the Region and its programs;
10. Recognize volunteer efforts;
11. Make available to the participants and their families of the Region these Regional Guidelines and any attachments hereto;
12. 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 insure 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;
13. Comply with the Soccer Accident Insurance Program and to submit on a timely basis accident notification forms and SAI claims to the National Office;
14. Notify the National Office of any threatened or actual claim against the Region;
15. Implement AYSO National programs available to the Region, including referee and coach training at least once a year;
16. Assist in and encourage the growth and development of AYSO programs both within and outside of the Region; and
17. Participate in Area N, Section One and National events and programs as practicable.

ARTICLE FIVE

MEMBERSHIP IN THE REGION

Participation is necessary 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 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 number 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 SIX

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, or otherwise document, the proceedings at each meeting.
4. Board members shall be appointed 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. He or she would be eligible for more than one term.
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 and the approval of the RC, and 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 Fifteen, 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 term for a new RC shall be for two years beginning immediately after appointment by the National Board.

ARTICLE SEVEN

OFFICERS

The Regional Board shall consist of the Regional Commissioner, Treasurer, Auditor, Child and Volunteer Protection Advocate, Safety Director, Coach Administrator, Referee Administrator, Registrar, Secretary, Team Parent Coordinator, Facilities Director, Sponsorship Director, Picture Day Coordinator, Fund Raising Director, Snack Bar Director, Assistant Regional Commissioner, Age Group (Division) Coordinators, Practice Field Coordinator, VIP Program Director, 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. Each position description follows AYSO National position descriptions.

ARTICLE EIGHT

REGULAR SEASON PROGRAM

1. Eligibility

All boys and girls, between the ages of 4 and 18, based on their age as of July 31 of the regular (Fall) season shall be eligible to register for the program, subject to field availability, volunteer support and such rules as may be issued by the Regional Board.

2. Registration Fees and Refunds

The registration fee for each player participant shall be fixed annually by the Regional Board. The fee for the regular season shall be \$100 per player and \$70 per player if registered on or before the final registration date as calendared. Second and subsequent players registered from the same family on or before the final registration date shall register for \$65 per player (a "family discount"). Families registering players after this date shall not receive a family discount and must pay in cash.

Registration 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. Except in the most extreme cases participants shall receive a "partial scholarship" waiving all but the uniform, national and insurance fees. Those receiving a scholarship shall be encouraged to actively participate in the region's fundraising activities. The assistant regional commissioner is the chairman of this committee.

A full refund shall be made only prior to the first game and the uniform is returned in its entirety. No refunds will be made after season play has started. Requests for a refund shall be made in writing.

3. Team Formation

Team formation shall be made by the Regional Commissioner (RC), the Registrar and the Division Coordinator responsible for the team being formed. An individual may not participate in team formation in the division in which his or her family member will play.

Retention of players on any team shall be limited to the head coach's child(ren). Otherwise, there shall be no automatic retention of players 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 RC, the coaches of both teams involved, and the parent or guardian of the player. A request to transfer players must be made in writing. Player movement up or down from the age appropriate division will not be allowed except for a player whose birth date places him or her in the U14 division and the player is a freshman in high school who anticipates playing on his or her high school soccer team. In order for this player to meet CIF guidelines, he/she may be moved up to the U16 division.

4. Length of Season and Cancellation of Games

The regular season will begin with the first week of practice and end with the championship games of the Regional Tournament in December as designated in the regional calendar. Division U14, U12 and U10 teams can continue play in the Area N tournaments, Section 1 tournament and Tri-Section tournament.

Bad weather or poor field conditions may necessitate a cancellation of games. Any such cancellation will be made at the discretion of the Regional Commissioner. Regular season games which are cancelled are not made up. Every effort shall be made to play cancelled regional tournament games as specified in the region calendar.

Participants are required to be at the field for their scheduled game. Failure to be present with the legal minimum number of players as specified in each division's guidelines, shall result in a forfeit.

5. Attendance and Participation

Every player participant shall be entitled to play at least three quarters of every game. Because a player arriving late for a game can be disruptive and unfair to their team, that player should not expect to play the minimum three quarters. While a player arriving during the first quarter might play two quarters, any player arriving during the third quarter might play only one quarter.

6. Practice

Practice will not exceed one and a half hours, twice a week, for Divisions U19, U16, U14, U12 and U10. For Divisions U8 and U6 practice will not exceed one and a half hours, once a 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.

7. Protests

No protest of games shall be permitted. However, coaches and/or parents 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 with jerseys tucked into their game shorts throughout the game. 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. Spectators at games must remain three yards from the sideline and between the penalty areas. Their vocal efforts should be limited to positive compliments to all participants. **Under no circumstances should they attempt to coach or address remarks derogatory 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. Players and coaches shall 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, coaches and spectators 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 Fifteen (Dispute Resolution).

9. Equipment

For the regular season, the Region shall supply each player with a jersey, 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.

10. Standings

The method of standings and division winners for the season shall be determined by the Regional Board. As Divisions U8 and U6 are instructional and non-competitive; no scores will be recorded nor standings kept in either of these divisions.

ARTICLE NINE

PARENT PARTICIPATION / VOLUNTEER POLICY

1. Volunteers operate and run the AYSO organization of Region 130. Because parent volunteer positions on each team are important and necessary to operate regular and spring season programs. Each team will provide the following parent participants during the season:
 - A. Coach and an Assistant Coach,
 - B. Team Parent Coordinator for team information coordination and scheduling,
 - C. Field Volunteers for field painting, field setup, field take-down and trash pickup,
 - D. Snack bar volunteers as scheduled, and
 - E. Trained and Certified Referee(s) per team on each game day.
2. All Coach volunteers and referee volunteers must have completed the age appropriate training and certification which includes Safe Haven certification before participating with the children.
3. Parent Participation Program will affect competitive team post-season play. Parent participation points will be added to each team's win-loss-tie points for determining the team's ranking ("seeding") in the region tournament. Non-competitive teams (U6 and U8) receiving 65% or more parent participation points will receive a participation gift from the region at the end of the season.
4. Parent participation points are awarded as follows:

Officiating – 2 games per week at 1 point per game. Maximum of 20 points for the season. U6 and U8 team referees are required to ref one game per week.

Snack Bar – 3 points for filling all positions once per season.

Field Duties – 3 points for satisfactorily completing all set up and take down assignments. These points will be "pro-rated" when only some assignments are completed.
5. 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.

ARTICLE TEN

ALL-STAR PROGRAM

1. **Purpose**

All-Star is a regular season program that gives Region 130's U10, U12 and U14 players the opportunity to play teams from other regions with emphasis on strategy and advanced skills. All-Star players can improve their soccer skills in a fun, family environment.

All AYSO philosophies shall be strictly followed. The All-Star program shall function within region, area and section guidelines.
2. **Registration**

All All-Star players shall be registered with Region 130 and AYSO National. Each player shall have a current registration form signed and in the coach's possession at all games and practices.

A player shall have played over half of the current Fall season to participate on an All-Star team. A player shall play only in the age division he or she participated in during the regular season. During the All-Star season an All-Star player may play on a Spring Select or Cultural Exchange (CE) team if his or her CE or Spring Select participation does not conflict with All-Star games or practices. Players and/or coaches who willfully and with knowledge violate this policy will be removed from the CE and/or Spring Select teams.

Each player shall play at least half of each game.
3. **Season**

The All-Star season including tournament games will be scheduled by the Area and Section administrations.
4. **Coaches**

All-Star coaches must be selected each season. To be considered, coaches must apply by the deadline specified in the Region calendar. A committee of the Regional Commissioner and Regional Coach Administrator will select All Star coaches.

A team shall have a head coach and at least one assistant coach. Coach and assistant coaches must be in good standing with AYSO Region 130. To coach an All Star team the head coach must have coached a regular season team and must be qualified to coach that age group with appropriate training, certifications and experience. Each coach and parent volunteer shall be registered with the AYSO National Office on the appropriate forms prescribed by AYSO.

The head coach is responsible for the conduct of his or her players and parents at all games and practices. Coaches are expected to teach their players soccer skills and strategies, and to teach good sportsmanship by precept and by their example.
5. **Team Formation**

All Star players are selected based on their skills. They can be selected by open or closed tryouts, or simply selected by the coach. The coach has the final say on the players who play on the team. The coach shall provide a team roster to the Regional Commissioner with each player's name and telephone number. If tryouts are held the coach shall notify each player who participated in the tryout as to whether or not they were selected for the team. Such notification shall take place prior to the first team practice. Failure to make such notification shall subject the coach to discipline as outlined in Article Fifteen of these guidelines.

An age division may have only one All Star team.

6. Practice

Practices for All Star teams shall not interfere with regular season team practices or games. A player shall not practice more than three hours per week including regular season team practices.

Practice field assignments shall be determined by the Practice Field Coordinator.

7. Parents

Parents shall be positive role models while working with coaches, referees and other parents to promote good sportsmanship and fair play on and off the field.

8. Costs

Because the All Star program is part of the regular season, registration and administrative expenses are the responsibility of the region.

9. Travel

Each player shall provide his or her own transportation to and from a tournament. If a player travels with someone other than his or her parent or the coach, the player must carry a medical authorization form.

10. Injuries

All injuries must be reported immediately to the Region 130's safety director.

ARTICLE ELEVEN

SPRING DEVELOPMENT PROGRAM

1. Purpose

Spring Development is a secondary season program that gives Region 130 players opportunity to develop soccer skills in a fun, family environment that applies all AYSO philosophies. shall be strictly followed. The Spring Development program shall function within both regional guidelines and guidelines established each season by the Spring Season league administrators.

2. Registration

All Spring Development players shall be registered with Region 130 and AYSO National. Each player shall have a current registration form signed and in the coach's possession at all games and practices.

The Spring Development program is open to all players in the Under-6 (U6) through Under-14 (U14) age divisions. Age division cut off dates for the prior regular (or Fall) season determine a player's Spring Development age division eligibility. During the Spring Development season a Spring Development player may not play on a Cultural Exchange or a Spring Select team.

Each player shall play at least three quarters per game.

3. Season

The Spring Development season shall start and conclude as scheduled by the Spring Development Coordinator.

4. Coaches

Coaches are responsible for the conduct of his or her players and parents at all games. Coaches are expected to teach their players soccer skills and strategies, and to teach good sportsmanship by precept and by their example. Referees will be provided when available. In their absence, coaches should assume this responsibility and/or recruit parent/spectator volunteers.

5. Practice

Practices for Spring Development teams shall not exceed one and a half hours per week. Practices for U-6 and U-8 divisions shall not exceed one hour per week. Practice field assignments shall be determined by the Practice Field Coordinator and Spring Development Coordinator.

6. Parents

Parents shall be positive role models while working with coaches, referees and other parents to promote good sportsmanship and fair play on and off the field.

7. Costs

The Spring Development program shall be financially self-supporting through registration fees determined by the regional board prior to the start of the Spring Development season. Registration fees will cover administrative expenses and uniform costs.

ARTICLE TWELVE

SPRING SELECT PROGRAM

1. Purpose

Spring Select is a secondary season program that gives Region 130 players opportunity to play teams from other regions with emphasis on strategy and advanced skills generally not provided during the regular (fall) season. Spring Select players can improve their soccer skills in a fun, family environment.

All AYSO philosophies shall be strictly followed. The Spring Select program shall function within both regional guidelines and guidelines established each season by the Spring Season league administrators.

2. Registration

All Spring Select players shall be registered with Region 130 and AYSO National. Each player shall have a current registration form signed and in the coach's possession at all games and practices.

A player shall have played over half of the current Fall season to participate on a Spring Select team. A player shall play only in the age division he or she participated in during the regular season. During the Spring Select season a Spring Select player may not play on a Spring Development team, but can

play on a Cultural Exchange (CE) team if his or her CE participation does not conflict with Spring Select games or practices. Players and/or coaches who willfully and with knowledge violate this policy will be removed from the CE and/or Spring Select teams.

Each player shall play at least half of each game.

3. Season

The Spring Select season shall start and conclude as scheduled by the Spring Select league administrators. Spring Select games shall not conflict with regular season games including regular season regional games, regular season post-season and All-Star tournament games sponsored by the area and section.

4. Coaches

Spring Select coaches must be selected each season. To be considered, coaches must apply by the deadline specified in the region calendar. A committee of the Regional Commissioner, Spring Select Coordinator and Regional Coach Administrator will select Spring Select coaches.

A team shall have a head coach and at least one assistant coach. Coach and assistant coaches must be in good standing with AYSO Region 130. To coach a Spring Select team the head coach must have coached a regular season team in the same age division and must be qualified to coach that age group with appropriate training, certifications and experience. Each coach and parent volunteer shall be registered with the AYSO National Office on the appropriate forms prescribed by AYSO.

The head coach is responsible for the conduct of his or her players and parents at all games and practices. Coaches are expected to teach their players soccer skills and strategies, and to teach good sportsmanship by precept and by their example.

5. Team Formation

Spring Select players are selected based on their skills. They can be selected by open or closed tryouts, or simply selected by the coach. The coach has the final say on the players who play on the team. The coach shall provide a team roster to the Spring Select Coordinator with each player's name and telephone number. If tryouts are held the coach shall notify each player who participated in the tryout as to whether or not they were selected for the team. Such notification shall take place prior to the first team practice. Failure to make such notification shall subject the coach to discipline as outlined in Article Fifteen of these guidelines.

An age division may have more than one team when that division has enough players with advanced skills to create two (or more) Spring Select teams. The Spring Select program shall not rank teams within an age division.

6. Practice

Practices for Spring Select teams shall not interfere with regular season team practices or games. A player shall not practice more than three hours per week including regular season team practices.

Practice field assignments shall be determined by the Practice Field Coordinator and Spring Select Coordinator.

7. Parents

Parents shall be positive role models while working with coaches, referees and other parents to promote good sportsmanship and fair play on and off the field.

8. Transfer of Players

Transfer of a player from one team to another during the secondary season is strongly discouraged. The team giving up the transferring player is left at a disadvantage which is unfair to the team and its players. On the rare occasion when a transfer is warranted, the player's parents, both teams' coaches, the secondary season coordinators and the regional commissioner must approve the transfer. A transfer of players must be requested in writing.

9. Costs

The Spring Select program shall be financially self-supporting through registration fees determined by the regional board prior to the start of the Spring Select season. Registration fees shall cover administrative expenses and uniform costs.

10. Travel

Each player shall provide his or her own transportation to and from a tournament. If a player travels with someone other than his or her parent or the coach, the player must carry a medical authorization form.

11. Injuries

All injuries must be reported immediately to the Region 130's safety director.

ARTICLE THIRTEEN

CULTURAL EXCHANGE AND TOURNAMENT PROGRAMS

1. Purpose

Cultural Exchange and Tournament teams are secondary season programs that give Region 130 players opportunities to play teams in a variety of tournaments with emphasis on strategy and advanced skills generally not provided during the regular (Fall) season. Players are expected to improve their soccer skills in a fun, family environment.

All AYSO philosophies shall be strictly followed. The programs shall function within both regional guidelines and guidelines established for each tournament.

2. Registration

All players shall be registered with Region 130 and AYSO National. Each player shall have a current registration form signed and in the coach's possession at all games and practices.

A player shall have played over half of the current Fall season to participate on a Cultural Exchange or Tournament team. A player shall play only in the age division he or she participated in during the regular season. A Cultural Exchange or Tournament player may not play on a Spring Select or a Spring Development team.

Each player shall play at least two quarters per game unless superseded by tournament rules.

3. Season

The Cultural Exchange and Tournament season shall start December 1 and conclude August 1. Cultural Exchange games shall not conflict with regular season games including regular season regional games, regular season post-season and All-Star tournament games sponsored by the area and section.

4. Coaches

Coaches must be selected or, in the case of returning coaches, approved each season. To be considered, coaches must apply by the deadline specified in the region calendar. A committee of the Regional Commissioner, Cultural Exchange/Tournament Coordinator and Regional Coach Administrator will select or approve the coaches. A team shall have a head coach and at least one assistant coach. Coach and assistant coaches must be in good standing with AYSO Region 130. To coach a team the head coach must be qualified to coach that age group with appropriate training, certifications and experience. She or he must have coached in the regular season and have at least one prior season experience as a Spring Select season head coach or the equivalent. Each coach and parent volunteer shall be registered with the AYSO National Office on the appropriate forms prescribed by AYSO.

The head coach is responsible for the conduct of his or her players and parents at tournaments. Coaches are expected to teach their players soccer skills and strategies, and to teach good sportsmanship by precept and by their example.

5. Team Formation

Players are selected based on their skills. They can be selected by open or closed tryouts, or simply selected by the coach. The coach has the final say on the players who play on the team. The coach shall provide a team roster to the Coordinator with each player's name and telephone number. If tryouts are held the coach shall notify each player who participated in the tryout as to whether or not they were selected for the team. Such notification shall take place prior to the first team practice. Failure to make such notification shall subject the coach to discipline as outlined in Article Fifteen of these guidelines.

An age division may have more than one team when that division has enough players with advanced skills to create two (or more) teams. The program shall not rank teams within an age division.

6. Alternate Players

Any player who is not on the team as a regular (or full time) member, must be made aware of his or her "alternate player" status. He or she shall not be required to pay full team fees while an alternate.

7. Practice

Practices for cultural exchange teams shall not interfere with regular season team practices or games. A player shall not practice more than three hours per week including regular season team practices.

Practice field assignments shall be determined by the Practice Field Coordinator and Cultural Exchange/Tournament Coordinator.

8. Parents

Parents shall be positive role models while working with coaches, referees and other parents to promote good sportsmanship and fair play on and off the field.

9. Referees

Each team shall strive to have at least three referees representing them at each tournament.

10. Transfer of Players

Transfer of a player from one team to another during the secondary season is strongly discouraged. The team giving up the transferring player is left at a disadvantage which is unfair to the team and its players. On the rare occasion when a transfer is warranted, the player's parents, both teams' coaches, the secondary season coordinators and the regional commissioner must approve the transfer. A transfer of players must be requested in writing.

11. Tournament Applications

Teams shall submit team rosters certified and signed by the Regional Commissioner. In his or her absence, the Assistant Regional Commissioner or designee shall certify and sign a team roster.

Teams shall inform the Coordinator of all tournaments for which they have applied. The Cultural Exchange/Tournament Coordinator shall maintain a region tournament calendar to help resolve scheduling conflicts. In the event that two or more teams have applied to a tournament which allows only one team, the team that first applied shall represent the region.

12. Costs and Fund Raising

The Cultural Exchange and Tournament programs shall be financially self-supporting through registration fees and/or fund raising activities.

Fund raising activities may not conflict with regular season AYSO fund raising. Any fund raising activity at AYSO Parc must be approved by the Regional Commissioner and the Cultural Exchange/Tournament Coordinator.

Team monies shall be maintained and managed in the region's Arrowhead Cup bank account. This account is managed by the Cultural Exchange/Tournament Treasurer. A receipt is necessary documentation to withdraw funds. The Region shall be responsible for reviewing and auditing this account. The Regional Commissioner shall be one of the signatories on this account.

To apply to a tournament, a team must have sufficient money in the regional Cultural Exchange/Tournament bank account to cover all tournament costs.

13. Travel

Each player shall provide his or her own transportation to and from a tournament. If a player travels with someone other than his or her parent or the coach, the player must carry a medical authorization form.

14. Uniforms, Equipment and Team Funds

All costs for uniforms shall be the responsibility of the team and/or the players. All uniforms and equipment purchased by the team are the sole property of the team.

Any soccer equipment that is purchased using team funds shall be transferred to next year's team or transferred to the Arrowhead Program when a team is disbanded. Any excess moneys from a disbanded team, after a refund of registration fees, belongs to the Arrowhead program to be divided among next year's teams.

15. Injuries

All injuries must be reported to the tournament director at the time of the accident. The coach must also report injuries to the region's safety director.

ARTICLE FOURTEEN

FINANCIAL, BANKING AND RELATED MATTERS

1. Budget and Financial Statement

The Regional Board shall adopt a budget which provides the basis for setting registration fees. At the end of each season, the Regional Board shall cause to be prepared a statement of income received and amounts expended in connection with the program. Both financial documents shall be available to all region members upon request.

2. Account Signatories

All checks drawn on the Region's bank account shall bear two signatures, one of which must either be the Treasurer's or the RC's. Additional signatories must be authorized by Regional Board action. Two signatories from the same household shall not be allowed. No one should sign a regional check in blank or which contains any item to be filled in later.

3. Transfer of Funds

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

4. Reimbursement/Refund Requests

All requests for reimbursement or registration refunds shall be made in writing, on a form approved by the Region, and submitted to the RC, or designee, for approval. All requests shall be supported by a receipt, attached to the request form. Failure to provide a receipt may result in denial of the request. All requests for reimbursement shall be made within 30 days of incurring an expense. Registration reimbursement requests shall be made on or before the second game of the season currently in play. Failure to comply with these deadlines may result in denial of the request.

5. Collection of funds

All monies collected or received on behalf of the Region shall be delivered to the RC or designee or Treasurer, immediately upon receipt, for deposit into the Region's checking account. No Region member shall accept or retain any funds on behalf of the Region without the written approval of the RC or designee.

6. Cash handling procedures

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

All registration fees collected in cash and checks must be reconciled to the bank deposit slip and the AYSO registration forms.

Arrangements should be made to have the cash received deposited into the regional bank account on the first banking day possible.

When handling cash, at least two regional volunteers should be present.

A cash receipt book must be used to record all payments received on behalf of the region in cash. The original receipt for each transaction shall be given to the payor and the copy kept in the cash receipt book. All cash receipts shall be signed or initialed by the volunteer completing the cash receipt.

The cash receipt book shall be reconciled with the bank deposit slip.

ARTICLE FIFTEEN

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, if possible. Compromise should be emphasized whenever possible, and personality conflicts should be avoided. If disciplinary action is found to be necessary, it is the region's policy to take only the minimum action necessary. All means available should be taken to avoid legal action.

It is the policy of the region to avoid punishing the players for the conduct of the parents except when there is no other solution (e.g., where a parent will not cease his or her disruptive behavior).

It is the policy of this region to avoid wiping out years of good memories of AYSO and good service to AYSO, and that suspension or removal procedures are to be used only as a last resort. Voluntary resignation is preferable to a suspension or removal procedure.

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 the individuals involved. However, the Regional Commissioner (RC) or Regional Board should notify the area director, the section director, the National Support & Training Center or members of the AYSO Legal Commission of the pending proceedings pursuant to the operating regulations, and must comply with all applicable regulations and laws requiring suspension for abuse and similar events.

2. General Due Process Procedures

Disputes involving day-to-day activities of the region should first be addressed and resolved, if possible, by the appropriate board member in charge of the activity and/or then by the entire Regional Board, if necessary. Disputes arising out of game conduct should first be addressed and resolved, if possible, by the Regional Referee Administrator and/or then by a disinterested review board appointed by the RC and/or then by the entire Regional Board, if necessary.

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 that person of that intention. The notice shall specify the action to be taken, the reasons for that action. The notice shall notify the person that he or she, upon request, will be given a reasonable opportunity to explain why such action should not be taken. Opportunity to respond may be in person at a hearing, by telephone or in writing. The RC or Regional Board may appoint a disinterested hearing board of neutral persons to consider such discipline. After an opportunity to respond has been given, the RC, Regional Board or hearing board shall make its determination and announce it in writing to all persons concerned.

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 the participant. This suspension must be followed by a disciplinary hearing described in Paragraph Two. A suspension is considered to be temporary in nature, and may be removed or set aside by a majority of the Regional Board at any time.

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.

5. Hearing Procedures

The disciplinary hearing shall be held at a neutral location. The hearing procedures shall be communicated to and understood by all parties prior to the

commencement of this hearing. All interested parties are to be informed of the date, time, and location of this hearing.

A person who has direct interest in the outcome of the matter shall not participate in any stage of the procedure. In the event the regional commissioner has a direct interest in the outcome of the matter, any authority to be exercised by the regional commissioner shall be referred to the area director. A person has a direct interest in the outcome of the matter if that person's conduct is in any way called into question by the events, or if that person is a witness to the events, has a family relationship with any person involved in the matter, has a financial interest in the outcome, or whose judgment, for any reason, cannot be unbiased and neutral.

A hearing board of disinterested persons shall conduct the hearing as quickly and as fairly as possible, but may structure the proceedings as circumstances may require to keep them as positive as possible as well. The proceedings should be kept as confidential as may be necessary to protect all parties. The hearing board shall listen to the facts of the situation from all interested parties. Each "side" may be permitted or requested to make their presentation outside the presence of the other if necessary to prevent undue acrimony or harm to the participants. Parties do not have the right to involve attorneys or to cross-examine other parties or witnesses, although either may be permitted within the discretion of the hearing board if it believes that such participation will be helpful and positive. It is strongly recommended that players and other minors not be permitted to participate as witnesses or to offer "testimonials" either in person or in writing unless it is unavoidable. The hearing board may ask such questions and request such documents or other evidence as may be necessary to obtain all pertinent facts, but should refrain from being overbearing with such examinations and requests.

At the conclusion of the hearing, the hearing board shall adjourn to a private session where the decision will be reached. Under no circumstances shall the hearing board deliberate in the presence of the parties involved in the dispute. The hearing board will then decide the issues raised pursuant to AYSO operating regulations and these regional guidelines based on the evidence submitted, and by a majority vote determine the appropriate action to be taken. Such action may include that no action should be taken against the individual accused, or that a warning or caution be given, that a written reprimand be given, that further education or probation be required, or that such person should be suspended or removed from involvement in regional activities. All interested parties shall promptly be notified of such decision after, in the case of removal or where otherwise deemed appropriate, such individual is given a opportunity to resign voluntarily. All decisions of the hearing board must be ratified and /or modified by the Regional Commissioner prior to taking affect.

6. Review

Any determination made in accordance with this Article shall be final and binding on all concerned unless it is determined by the area director, or, if he/she is not disinterested, the section director, that such determination was arbitrary and capricious, or that the procedure was not fair, or that the person or persons making such determination are found not to have been disinterested. Any interested party dissatisfied with the decision or action taken by the hearing board may request a review of their decision by the area director, section director or National Board of Directors, as may be appropriate pursuant to the operating regulations relating to dispute resolution and due process. There shall only be one review of each matter.

ARTICLE SIXTEEN

CHILD PROTECTION POLICY

Administration

1. Region 130 is committed to the protection of all its children from all forms of abuse and neglect while participating in the program, and it promotes the awareness and prevention of child abuse in the community at large.
2. Region 130 shall have a *Child Protection Advocate*, who shall be responsible for overseeing the child protection program in accordance with AYSO guidelines. He or she shall be a member of the regional board and will act as the main resource on child protection issues and shall be the region's liaison with the *Coordinator of Child Protection Advocacy* at the AYSO Education Department.
3. Region 130 requires all volunteers to complete, date and sign the appropriate volunteer application form and its authorization to AYSO to perform applicant screening. All volunteers shall be screened at a level appropriate to the level of risk.
4. Region 130 shall have the right to revoke the participation of any individual who lies or knowingly misrepresents information on the application form, or who violates the principles of these child protection policies. AYSO shall have the right to revoke both the registration and certification of any volunteer who falsifies information, is found guilty of child abuse, or fails to fill in and return the volunteer application form.
5. The complaint, grievance, and appeal process shall be as described in Article Fifteen of the regional guidelines, with the addition of appeal to AYSO if it is the screening agency. The names and identities of the claimant and the defendant shall be protected at all times during the proceedings. The claimant need not be present to give evidence at any ensuing hearing, thus avoiding victimizing the child a second time.
6. A volunteer accused of abuse will be asked to resign voluntarily. If the volunteer refuses, the board will move to suspend the volunteer until the matter has been resolved. Regardless of civil or criminal guilt for the alleged child abuse, the continued presence of the volunteer in the program will damage the reputation of the region, even during the investigation and pretrial phase.
7. A volunteer accused of child abuse but subsequently cleared may apply for reinstatement in the region. However, reinstatement is not a right, and reinstated volunteers are not guaranteed to return to their former positions.

Training

1. All coaches, referees, other volunteers who work directly with children, and the child protection advocate shall be trained before working with children. Head coaches must be certified; assistant coaches and referees should be certified.
2. Only official AYSO materials and courses (or those approved by AYSO) may be used to train and certify these key volunteers.
3. Properly signed rosters of attendees will be sent to AYSO Education to validate each attendee's training, and certification, and to insure that the coaches and referees are registered with AYSO.
4. Courses and clinics shall be taught by AYSO certified and registered teachers and instructors, or be under the supervision of AYSO trained instructors. Only official AYSO programs, procedures, and policies will be taught.
5. Other volunteers will be trained before they do their jobs, including child protection training as appropriate. Whenever possible, "on the job training" will be avoided.
6. Volunteers shall be subject to ongoing evaluation, and additional training may be required to maintain good standing within the region and the organization.

Supervision

1. The coach administrator and referee administrator shall cooperate with the child protection advocate to ensure the safety of the region's players.
2. The coach administrator and the child protection advocate annually shall meet with the head coach of each team, either jointly or separately, to review child protection and supervision responsibilities.

3. The coach administrator shall observe and review the performance of coaches to see that it conforms to the standards set by this child protection policy.
4. The head coach of each team shall be responsible for assuring that at least two responsible adults (one of whom may be the coach) are with his or her team at all times (See #6 for supervision ratio). The head coach is also responsible for informing assistant coaches and team parent about child protection issues, supervision ratios, and reporting procedures.
5. Once the head coach has assumed charge of the children on his or her team, he or she remains responsible until a duly designated adult has taken charge of each child after practice or a game. No child shall be left unsupervised after a game or practice. Parents who are unreasonably late or consistently tardy should be reported to the child protection advocate for action. Each coach may establish a standing policy of where children may be picked up by late parents.
6. The supervision ratio shall be 1:8 or less; that is, one adult for every eight or fewer children, with the stipulation that there be two adults present at all times.
7. The referee administrator and the child protection advocate annually shall meet with the referees, either jointly or separately, to review child protection and supervision responsibilities.
8. The referee administrator shall observe and review the performance of the referees to see that it conforms to the standards set by this child protection policy.
9. The game referee is responsible for providing a "child safe" atmosphere for the match, and has both the duty and authority to take any reasonable action to make it so. The referee is to report to the referee administrator and child protection advocate any cases of questionable conduct toward children by any coach, player, parent, sibling, or spectator before, during, or after the match.
10. For the protection of both the children and the volunteer, AYSO and Region 130 strongly recommend that no volunteer permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.
11. Volunteers shall not have AYSO activities away from the practice or playing fields without prior notification to the RC, the child protection advocate, and the parents. Such notification shall be in writing, stating the nature of the activity, the names of the children involved, and the names of the adult supervisors. The RC, or designee, must approve any such activity prior to commencement.

Conduct

1. Region 130 advocates and expects exemplary behavior by all its participants, and it will hold a **strict line** on conduct as laid out in these policies, regardless of whether misconduct is committed by coaches, referees, players, siblings, parents, or spectators.
2. Demeaning verbalizations are not permitted, especially those abusive statements that deal with race, ethnicity, religion, nationality, gender, age, or sex.
3. In addition to verbal abuse, physical, emotional, sexual, and ethical abuses are prohibited, as is neglect of a child. Examples of potentially abusive behaviors include but are not limited to striking, hitting, slapping, pushing, kicking, shaking, biting, yelling, threatening, insulting, mocking, demeaning, indecent gesturing, wanton gesticulation, ogling, suggestive posturing, inappropriate touching, lewd remarks, indecent exposure, unwanted physical contact, suggestions to cheat or to harm another, or unreasonable pressure to play when sick or injured.
4. Some forms of touching are acceptable as long as they are respectful and appropriate:
 - *Touching should be in response to the need of the child, not the need of the adult.
 - *Touching should be with the child's permission.
 - *Resistance to touching must be respected.
 - *Touching should never include the breast, buttocks, or groin.
 - *Touching should be done in the open, not in private.
 - *Touching should have a brief, limited duration.
 - *Touching is age and developmentally dependent; what's appropriate changes over time.

ARTICLE SEVENTEEN

CHANGES IN GUIDELINES

These Guidelines shall become effective after being approved by the Regional Commissioner (RC) and the existing Regional Board, the Area Director (AD), the Section Director (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.