

AREA 5G GUIDELINES

Adopted/Revised (06-2013)

AMERICAN YOUTH SOCCER ORGANIZATION

TABLE OF CONTENTS

ARTICLE ONE: PURPOSE AND SCOPE	Page 1
ARTICLE TWO: THE INTERREGIONAL SCHEDULING PROCESS	Page 1
ARTICLE THREE: INTERREGIONAL PLAY	Page 3
ARTICLE FOUR: FINANCIAL, Banking, AND RELATED MATTERS.....	Page 6
APPENDIX A: Amendment History	Page 7
APPENDIX B: Substitution Monitor Sheet	Page 9

ARTICLE ONE – PURPOSE AND SCOPE

The purpose of these Guidelines is to regulate the affairs of AYSO Area 5G. These guidelines are subject to the National Bylaws of AYSO, the AYSO Articles of Incorporation, the AYSO National Rules and Regulations, the Section 5 Guidelines, as well as policies adopted from time to time by the AYSO National Board of Directors (collectively the “National Regulations”. To the extent that these Area Guidelines conflict with or are in contradiction to any of the “National Regulations”, those “National Regulations” shall prevail. Except where noted and as applied, these Area Guidelines shall supersede Regional Guidelines adopted by any Area 5G Region.

ARTICLE TWO – THE INTERREGIONAL SCHEDULING PROCESS

1) Purpose of Interregional Play

Interregional play is provided so that regions having 4 or less teams in a given division can pool those teams with other regions for a more desirable game schedule. Thus, allowing kids to play.

2) Considerations of the Scheduling Process

In preparing the Interregional schedule, information is compiled from each region including field availability, field directions, teams and reasonable special requests. This information establishes the parameters that are used to compile the schedule. Every effort is made to provide each team in each region an equitable schedule. Every attempt is made to balance traveling distance, home and away games, etc. For example, in some situations it may be determined whether it would be more desirable to play the same team twice, than to drive a great distance to play another team. Sometimes a region may be given more home games than others, yet the few away games may be a farther distance. These are a few of many things that we factor in to the schedule. We try to consider everyone’s preferences; however, we must often compromise our individual preferences for the equalized good of everyone.

3) Overview of the Process

Each season, the Area will distribute a package of interregional scheduling registration documents to be completed by Regional Officials. By a specific date scheduling information certified by the Regions shall be provided to the scheduler. This date is usually about two weeks prior to the beginning of the season, so that each region has adequate time to assemble teams. The information and schedules are then compiled by the Area Interregional Games Scheduler and his/her appointed team of schedulers. The schedules are then entered into a computer database for final printing and distribution. It is the goal of the Area to have the final schedules distributed, no later than, 5 days before the first game of the season.



4) The Area Interregional Game Scheduling Team

The scheduling team members include the Area Interregional Games Scheduler and other people are appointed by the Area IR Games Scheduler with approval of the Area Director. Such persons shall not be RC's or coaches for teams entered into the IR schedule. Every attempt will be made to appoint those who have no conflict of interest, if a conflict of interest situation is found the member shall not participate in the scheduling of such division where the conflict exists. The role of the scheduling team shall be to assist the Area IR Game Scheduler with the production of the schedules.

5) General Requirements and Rules for Entering the Interregional Schedule

1. Number of Teams

Regions with four teams or less may enter all four teams into the IR schedule, though, in such cases, it is recommended that only two of these teams be entered as "floating" teams with a request to the Area that no the two teams from the region be scheduled to play each other, thus allowing the region to have two of its teams at home each week to play each other, scheduled by the region. Regions with 5, 7 or 9 teams may enter one team into the IR schedule. This team is called a "floating bye team" and will prevent the region from having a bye in its weekly schedule. In instances where the team entered is a "floating team", the contact/coach listed on the team contact form should be the Regional Coach Administrator, Division Coordinator, or other designee. This should be noted by checking the "floating team" box instead of "actual team box" on the team contact form. These requirements may only be waived by the Area Director, in extenuating circumstances.

2. Fields

- a. Each region must provide fields for Interregional play, to be utilized for their teams' home games. A region submitting more than 5 teams for a single field shall provide a back-up field or alternate days within the same weekend.
- b. Each region must submit and update as required, well written directions to such fields submitted. The fields should be referred to by the same name on all documentation (the field directions sheet and the field use form), with the Region # preceding the field name in all instances.
- c. The Area does recognize that there are occasional weekends that fields are not available for Interregional play in a given region. The number of such instances, however, may reduce the number of home games allowed.

3. Playing Times

- a. On such weekends when fields are provided, the region shall make every attempt to provide one time slot for each team entered into the Interregional Schedule.
- b. Each time slot (designated on the field use form) must have the following minimum length of time allotted:
 - Division U8 - 1hr 15min
 - Division U10, U12, & U14 - 1hr 30min
 - Division U16 & U19 - 2hr
- c. No games shall be scheduled earlier than 9 am, later than 8pm or earlier than 1pm on Sundays, without consent of each RC and the Area Director.



- d. Special notation should be made on the team contact form if a team is unable to play at, before, or after specific times.
- 4. Referees
 - Each region must furnish the referees for its home Interregional games.
- 5. Scheduling Calendar
 - The area will publish a calendar of the available scheduling days for Interregional Games, along with a season “begin and end” day. Regions shall make special note on the team contact form when teams are unable to play on any given days and should cross-reference this notation from the field use form when fields are unavailable for an entire day, as well.
- 6. Special Requests / Information
 - a. The team contact form provides a place to make special requests or special information. Every attempt will be made to meet the special needs of each region/team as long as such requests are reasonable and are not to the detriment of the other teams or to the overall fairness of the schedule. Some examples of special requests/information are:
 - No home games on weekend xx
 - Two regional teams to play 1st and last game at home
 - Team xx, no game on xx dates
 - b. The Area cannot accommodate the following special requests:
 - request to alternate home and away games - every other weekend
 - requests for two or more teams not to play at home on same weekends
- 7. Intra-Area Scheduling
 - From time to time it may be necessary for teams from area 5B to participate in the Area 5G interregional scheduling, or vice-versa. This shall only be permissible when either Area has less than 5 teams and thus would be unable to offer an adequate schedule for these teams. The Area Director of both Areas must approve any Intra-Area scheduling. Furthermore, all communications concerning such scheduling shall be communicated through the Area Directors or their designees. Each Area is subject to all other requirements as outlined in these guidelines.

ARTICLE THREE – INTERREGIONAL PLAY

- 1) Jurisdiction of Area Guidelines Regarding Interregional Play
 - With reference to the “Interregional Play” portion of these guidelines, the Area Guidelines supersede Regional Guidelines in all Interregional Games, regardless of game location. Furthermore, if two teams from the same region are playing each other, the game remains under jurisdiction of the Area Guidelines when such teams are officially entered into the Interregional schedule.
- 2) General Issues Concerning Games
 - a. Coaches should review their entire game schedule upon receipt to check for correctness.
 - b. Coaches should make every effort to play all games as scheduled. Canceling games without rescheduling takes away play for both teams.
 - c. Coaches should make it a routine to personally contact the opposing coach at least one week before each game to confirm the game.
 - d. If it becomes necessary to change or cancel a game, coaches shall be responsible for working it out among themselves. The following people must be notified of any changes:



- Host Region: Team Coach and All players
- Visiting Region: Team Coach and All Players
- RC or Game/ Field Scheduler
- The Game Referees' and/or the Referee Administrator

- e. If a team coach cannot be reached, contact someone else. Included with the schedule are various other alternate phone numbers for RC's, Coach Administrators, Referee Administrators, and the Area Staff.
- f. If the weather is bad in your location, do not assume that the weather is bad at the game location. If you are the host region for the game and it is obvious that the weather will force game cancellation, the opposing team should be notified as soon as possible to prevent a wasted trip.
- g. All games shall be played in accordance with FIFA Laws of the Game, the National AYSO Rules and Regulations and these Area Guidelines.
- h. AYSO is for the kids and our number one priority is recreational soccer fun, NOT winning at all costs. It is the mission of AYSO to develop and deliver quality youth soccer programs where everyone builds positive character through participation in a fun; family environment based on the AYSO philosophies:

Everyone Plays
 Balanced Teams
 Open Registration
 Positive Coaching
 Good Sportsmanship
 Player Development

All games and conduct shall be in accordance with this mission and these philosophies.

- i. Every coach, referee, and administrator in AYSO is a volunteer. Each shall be considerate of the other and treat them with the gratitude and respect they deserve.
 - j. Public show of dissent with the referee is neither effective nor appropriate behavior. Such actions demonstrate lack of maturity on behalf of an adult and are not model behavior for the kids of our program: it will not be tolerated. The appropriate way to handle serious misinterpretations of the laws by a referee is to make report with the Regional or Area Referee Administrator for his / her review and any necessary positive constructive correction.
 - k. Coaches are responsible for educating their spectators on the policies and philosophies of AYSO. The coach shall ensure that parents and spectators comply with these at all times, especially during games.
 - l. The region shall make every effort to utilize the Diagonal System of Control, with 3 official referees, especially in Divisions U14, U16, and U19.
- 3) Substitutions
 No player may play four quarters until every player on that team has played three quarters. The only exception is sickness or injury. This is to be monitored by referee.
- 4) Monitored Substitution for U19 and U16



- a. Monitored substitution shall be utilized in U19 and U16 games only. All other divisions shall continue to use the AYSO substitution procedures as established in the National Rules & Regulations.
- b. Time monitors must be present, otherwise substitution at quarters must be used.
 - i. If Home Region provides a Time Monitor, and visitors do not play monitored substitution, then visitors sub at approximately quarter breaks while home team uses monitored substitution.
 - ii. If the Home Team provides a Time Monitor, visitor can provide their own time monitor
- c. Coaches must make every effort to ensure that all players play, at minimum, one-half of the game and generally abide by the spirit of the substitution policy above.
- d. A time monitor can be a parent from either team, a trained neutral 4th official (Referee), or a neutral adult volunteer. It **cannot** be a coach, assistant coach, player, or referee who is involved in the match.
- e. The Time Monitor takes a position on the team side of the field, completes a worksheet documenting playing time for each player. The worksheet is provided to the Referee after the match.
- f. The Time Monitor is there as a record keeper **only**. They have no authority.
- g. The center referee shall have sole discretion on allowance of substitutions. During the pre-game discussion, the center referee shall instruct the lines person on the appropriate way to handle substitutions.
- h. Substitutes shall enter at the half line only with the permission of the center referee.
- i. Substitution for both teams is allowed, with the permission of the referee.
- j. Regions are charged with reviewing the submitted worksheets to ensure compliance. Violations will be handled by the region.

5) Send-Offs, Game Suspension or Early Termination

- a. Each Region should provide the Standard AYSO Misconduct Reports to its referees. The Standard AYSO Misconduct Report can be found in the Regional Referee Administrator's Manual. The report should be completed for any send-offs, game suspensions or early terminations, etc. which occur during an Interregional game and forwarded to the Area Director or the Area Referee Administrator within 48 hours of the incident. The referee involved or the Regional Referee Administrator may forward it. The report should be preceded by verbal notification (phone call), which should occur within the first 24 hours of incident. The report should be completed thoroughly, answering all questions and providing all details. It is strongly recommended that the regions maintain such policy internally for non-Interregional games.
- b. Players sent-off shall not be permitted to participate in the next scheduled game. The AD or ARA shall make appropriate regional contacts to ensure this policy is enforced. Only the Area Director and/or the Area Review Board shall have the authority to waive such policy.

6) Small-sided Play for Divisions U6, U8, U10, U12

All interregional games played in these divisions will be governed by the rules as set forth in the appropriate AYSO coach's manual.



Basic Rules for Interregional Small Sided Play

Div	Number of Players Including Goalkeeper	Goalkeeper	Ball Size	Field and Goal Size as Set Forth in Appropriate AYSO Division Coaching Manual	Length of Game	Laws and Rules
U6	3	No	3	Size appropriate if at all possible	Two 10 minute halves with substitution break halfway thru 1 st & 2 nd halves	FIFA as modified by AYSO and U6 Coaching Manual
U8	5	Regional discretion	3	Size appropriate if at all possible	Two 20 minute halves with substitution break halfway thru 1 st & 2 nd halves	FIFA as modified by AYSO and U8 Coaching Manual
U10	7	Yes	4	Size appropriate if at all possible	Two 25 minute halves with substitution break halfway thru 1 st & 2 nd halves	FIFA as modified by AYSO and U10 Coaching Manual
U12	9	Yes	4	Size appropriate if at all possible	Two 30 minute halves with substitution break halfway thru 1 st & 2 nd halves	FIFA as modified by AYSO and U12 Coaching Manual

ARTICLE FOUR: FINANCIAL, BANKING, AND RELATED MATTERS

- 1) Account Signatories: All checks drawn on the Area's bank accounts (discretionary and tournament) shall bear two signatures, one of which must either be the Area Treasurer's or the Area Directors. Any additional signatories must be authorized by the Area Staff. Two signatories from the same household shall not be allowed.
- 2) The area will collect from each region a player fee in the amount of \$0.75 cents per player once a year. \$0.65 for the area assessment fee and \$0.10 for the section assessment fee.
- 3) Transfer of Funds: All funds received by the Area, whether from fees, gifts, or otherwise, must be deposited in the Area's discretionary account, from which all expenses and disbursements must be paid.
- 4) The Area Treasurer will prepare an annual budget with input from the Area Staff. Once the budget is approved by the Area Staff, it will be distributed to all executive members.



Appendix A

Amendment History

Date	Action
06/2007	Area Guidelines adopted.
06-11-2009	Area Guidelines amended to add financial section
06-23-2012	Minor edits and clarifications. Deleted scheduling meeting.
6-8-2013	Area Guidelines amended to change Article II.3.c

Referee's report

Region: _____

Division: _____

Team number: _____

Team name: _____

Team colors: _____

Date: _____

Time: _____

Field: _____

Halftime score: _____

Final score: _____

in favor of: _____

winning team: _____

losing team: _____

Conduct:

	Excellent	Normal	Poor
Players	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coaches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spectators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Disciplinary Action Taken:

Additional Comments:

Signatures:

Referee: _____

Assistant Referee: _____

Assistant Referee: _____

