

Area 10/Q

Rules and Regulations

ARTICLE ONE

Purpose

These Area Rules and Regulations have been adopted by the American Youth Soccer Organization (AYSO) pursuant to the authority granted in AYSO National Bylaws to provide guidance to the Area in its organization and operation.

Under the AYSO National Bylaws and National Policy Statements, the Area had the responsibility to operate in accordance with these Rules and Regulations.

These Rules and Regulations are subject to AYSO's Articles of Incorporation, National Bylaws, National Policies Statements and the National Rules and Regulations (collectively referred to as the "operating regulations"). The Area Rules and Regulations are meant to enhance and to conform to the operating regulations. To the extent that there may be any contradiction or conflict among these documents, the operating regulations shall prevail.

These Rules and Regulations, or such other rules and regulations as the Area may adopt, must be made available to the members of the Area.

ARTICLE TWO

Vision

To provide world class youth soccer programs that enrich children's lives.

Mission

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

AYSO Philosophies:

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

The core values guiding AYSO are:

- Fun
- Ethics
- Education
- Accessibility

Our Area and Section accomplishes the mission by providing these essential services:

- Coaching and refereeing programs, including quality delivery systems
- Quality administrative and operating systems with a support network
- Strong Financial position
- Special network for volunteers, supported by Section and National Staff
- Program research and development

ARTICLE THREE

Duties and Responsibilities of the Area

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

1. To operate and offer a quality youth soccer program to all youth from ages 4-18 years old (defined in the operating regulations) in a safe, fun, fair, positive environment that complies in letter and spirit with the By Laws, Policies, Rules, Regulations and Philosophies of AYSO.
2. To maintain good community relations and become involved in your development and community activities.
3. To register with the National Office all administrators prior to the commencement of the season.
4. To obtain and maintain safe playing facilities and equipment.
5. To schedule inter-Region post season Area League and All Star Tournament games for those regions that desire to participate.
6. To recruit and assign volunteer coaches and referee staffs, and to assist the Regions with appropriate training and certification through clinics and audio/visual programs.
7. To disseminate information to the participants and the community concerning Area Q and Section 10 and its programs.
8. To recognize volunteer efforts.
9. To hold periodic meetings of the Area Board and disseminate to the participants and communities appropriate information concerning the operation of the Area.
10. To publish for the Area, and the files of AYSO, and make available to the participants at least annually, financial statements of the Area Rules and Regulations for the operation of the Area.

11. To collect and disburse fees and other monies for the sound financial organization and of the Area. To keep and submit to the Nations Office, as required, accurate financial records to insure continuation of the tax-exempt status of AYSO. To participate in the National Accounting Program, to utilize NAP Online, and to pay the National Office all amounts due with the respected to it purchases.
12. To elect an Area Director, who in turn will appoint at minimum a Coach Administrator, Referee Administrator, Management Administrator and a Treasurer.
13. To comply with the Soccer Accident Insurance (SAI) Plan and to submit insurance claims according to current procedures.
14. To notify the National Office and Section Director immediately of any threatened or actual claim or lawsuit brought against the Area or Regions.
15. To cooperate with neighboring Areas and develop personnel to promote growth, development and cooperation throughout AYSO.
16. To participate in Section and National events and programs
17. To cooperate in policies and procedures developed by the National Board of Directors of the National Office with respect to requiring designated volunteers to complete a volunteer form and with respect of verifying the information obtained, before permitting such volunteer to participate.

ARTICLE FOUR

Membership in the Area

There shall be three kinds of members in the Area:

Participating Members: Those persons serving in their Region in coaching, refereeing or in administrative capacity, including the members of the Area or Region boards. All coaches, referees, and other volunteer positions designated by the AYSO National Office shall be registered volunteers and the appropriate forms completed as prescribed by AYSO.

Playing Members: All registered soccer players

Contributing Members: Those other persons whom the Area board grants a membership for providing a contribution of value to the Area as an expression of its gratitude.

The names, addresses, telephone numbers, and email addresses of all members of the Area or Regions are private and confidential and shall not be made available for use in mailings lists, email blasts, or disclosed to anyone, including any vendor or sponsor, without prior written approval of the National Executive Director.

ARTICLE FIVE

Management of the Area

1. The Area Board shall conduct the business and affairs of the Area
2. The Area Board comprises of the Area Director, Regional Commissioners or their designees for:

Region 77 - Lompoc
Region 83 - 5 Cities
Region 180 - Santa Ynez
Region 599 - San Luis Obispo
Region 716 - Nipomo
Regions 741- Paso Robles
Region 1610 - Atascadero
3. Unless otherwise specifically provided by these Rules and Regulations, all decisions of the Area shall be made by a simple majority decision of the Board Members voting on any such matter pertaining to the area; however, the Area Director may veto any such decision if the effects of such decisions would be to violate any of the National operating regulations. Such veto may be reviewed by the Section 10 National Board of Director Liaison on request by a one third vote of the Area Board Members voting on such matter.
4. The Area Director shall appoint their support staff, who shall serve concurrent terms with the Area Director who appointed them.
5. The Area Director shall fix at its initial meeting each year, the dates, time and place of each regular meeting of the Area Board and send notice of such meetings to its participants in the program. In addition, the Area Director or one third of the Board Members may call a special meeting of the Area Board on three days prior notice stating the purpose of the meeting, which notice may be given in writing, email, telephone or in person. A majority of the Board Members shall constitute a quorum for the purpose of holding either a regular or special meeting. There will be four in person Board Meetings a year. In between the four Board Meetings the Area Director will attend one Regional Board Meeting for each Region. All Area Board meetings shall be open to all participating members, unless the Area Board determines that it is necessary to hold a special closed session. The Area Board shall provide for the taking of minutes of the proceedings at each meeting, and make them available to the members of the Area.

6. The Area Board shall, by a simple majority vote, nominate ninety days prior the National Annual General Meeting (NAGM), a Section Director and forward such nomination to the National Board of Directors. In the absence of a Area Board or in the absence of a nomination by majority vote from the Area Board, the Area Director will be nominated by Section Director. The nominee for Area Director shall be appointed by the National Board of Directors for a term of three years, unless a shorter term is specified in these Rules and Regulations.
7. In the event of a vacancy in the position of Area Director, other than the expiration of the term, the Area Board, including (if available) the outgoing Area Director, shall recommend an interim Area Director, and submit such recommendation to the Section Director. The interim successor shall remain in office until the completion of the election procedure in paragraph 6.
8. The Area Director may serve multiple terms so long as they are nominated and appointed as indicated as above.
9. It is the general policy of the Area that the Area Director will have normally served a year as Regional Commissioner before serving Area Director.
10. No Board Member or any other participant in the Area shall receive monetary or other compensation for their services to the Area, nor may they use their position to benefit directly or indirectly in any way, such as a supplier of equipment or camp programs to the Area. Nothing in this paragraph prohibits a Area Board staff member or volunteer from being reimbursed for their out-of-pocket expenses incurred for work on behalf of the Area with approval of the Area Director or designee.
11. Any Board Staff Member may be removed in accordance with Article Nine of the Rules and Regulations. The Area Director may be suspended or removed by the Section Director.

ARTICLE SIX

Officers

The Area Board consists of the Area Director and the Regional Commissioners. The Area Director shall appoint other non-voting members to the board. At a minimum the following non-voting positions will be appointed; Treasurer, Coach Administrator, Referee Administrator and Management Administrator. Other members may include Assistant Area Director, Secretary, Director of Coach Instruction, Director of Management Instruction, Director of Referee Instruction, Director of Referee Assessment, Child and Volunteer Protection Advocate, Safety Director, Auditor, Director of VIP Programs, Tournament Administrator and any other positions as the Area Director may from time to time deem necessary or desirable. Job descriptions for required Area Staff are located at www.ayso.org, and may be downloaded for review.

ARTICLE SEVEN

Information about the Program

1. Area Fees: Annual fees may be assessed to each Region based upon the number of Regions in the Area. The total fees assessed will be based upon the annual budget as provided by the Area Treasurer and approved by a simple majority vote of the Area Board.
2. Length of Season: The official playing season of Area Q shall be from August 1 through July 31. Player cut-off dates will be set each year by the Area Board. The Area tournament shall be conducted in accordance with all Nation Rules, Regulations, and operating regulations.
3. Teams/Players
 - a. No registration, placement or transfer of players shall be accepted after a cutoff date as established and published in the Area Calendar. There are no cut-off registration dates for the AYSO Playground, VIP, Jamboree (5U), 6U and 8U divisions.
 - b. A complete listing of Regional teams, by division and indicating the player names and birth dates shall be submitted to the Area Director and Section Director.
 - c. Regional league championships shall be determined by a system devised by the Regional Commissioner prior to the start of the season and approve by the Area Director.
 - d. In order for a Region to be eligible Area Tournament participation, the Region must be compliant in all fiscal obligations to AYSO. Specifically a Region that appears on the monthly Accounts Receivable Report with outstanding invoices over ninety-one (91) days is seriously in arrears and must correct the status immediately. Any Region appearing more than three times in twelve months prior to a Area/Section Tournament will not have teams invited to the tournament, without specific approval of the Area Director. For example:

Tournament	Twelve Months Prior
Section 10 16U-18U November 9-10, 2019	November 2018 - October 2019
Area Regular Season December 7-8 & 14-15, 2019	December 2018 - November 2019
Area All Star February 8-9, 2020	February 2019 - January 2020

- e. In order for a team to be eligible for Area Tournament participation, the teams must have played half of the Regional on Inter-Regional AYSO games scheduled.

- f. In order for a Region to have teams eligible for Area Tournament participation, the Region must:
 - 1. Have all seven required board positions filled by July 1 of the current Membership year.
 - 2. Ensure that all board members have the require certifications (see Appendix 1 -Section 10 Board Training Matrix) and training completed by July 1 of the current Membership Year.
 - 3. Require that after July 1 of the current Membership Year, a new board member has sixty (60) days to complete the certification and training required for their new position.
 - 4. Highly recommended that a volunteer be certified and trained before assigned to their position.
 - 5. Have all board members complete AYSO Safe Haven and CDC training. All other forms of safe training (BASIC, Coach Safe Haven, and Referee Safe Haven) do not meet this requirement.
 - 6. Highly recommended that Dispute Resolution is completed for Assistant Regional Commissioner, Regional Coach Administrator, Regional Referee Administrator. All other board position are encouraged to complete this course.
 - 7. Ensure that all board members attend the annual updates classes (if provided) for their positions, for example CVPA.

- g. In order for a player to be eligible for Area Tournament participation Area Q will comply with the requirements described in the AYSO National Policy Statement 2.2
 - 1. Player participation in secondary program shall require prior participation as a team member as a team member in the concurrent , or just concluded Standard Primary program, absent special circumstances.
 - 2. The players in the all-star programs must participate in the same division they played in the Standard Primary program exceptions may be approved by the RC, AD or SD.
 - 3. The player should have played in a minimum of one-half of the Standard Primary program.
 - 4. Special circumstances would include, but are not limited to an illness, a soccer related injury, a player's change of address (moved to a new Region), parental custodial rights, conflict with

secondary or high school rules of state which prevent the registered player from completing the Standard Primary program.

- h. In case of postponed games, the full power to rescheduled region games shall reside with the Regional Commissioner, Area games with the Area Director.
 - i. Jamboree (5U), 6U, 8U teams are not eligible to participate in Area Q Tournaments.
 - j. No roster additions or substitutions may be made for any reason to any league roster after deadlines established under these Rules and Regulations, except under the following conditions:
 - 1. The team has fewer players on the roster due to having played the season with less than 12 players in 18U, 16U and 14U divisions, or specified numbers in 10U and 12U short-sided play National Programs.
 - 2. The additional player(s) is (are) selected by “blind random draw” conducted by the Area Director from the remaining rostered players that are eligible for playoffs within that Region’s divisions.
 - 3. The roster is not expanded to greater than 13 players for 18U, 16U, and 14U divisions or the specified number of payer under the 10U and 12U short-sided National Programs
 - 4. The players who played on the team during the regular league season are no less than half of the population of the team after expansion.
 - 5. Under no conditions may replacements, additions or substitutions be made from any league team after the team’s first scheduled game in the Area competition, or such earlier deadline as the Area Director my establish.
 - k. Area Q, in accordance with AYSO Rules and Regulations (1.1 1-3), beginning on August 1, 2016 will follow the US Soccer mandates regarding heading the ball.
4. Coaches
- a. In order for a coach to be eligible to participate in an Area Q tournament:
 - 1. The coach and assistant coach must have completed the AYSOs Safe Haven course and certification within the last two years.
 - 2. The coach and assistant coach must have completed the CDC online Concussion Awareness Training within the last year.
 - 3. The coach and assistant coach must have completed and received credit for AYSO coach training for the age level of the team they are coaching according to the following table:

Division	Training
10U	10U AYSO Coach Training Course with field training
12U	12U AYSO Coach Training Course
14U	AYSO Intermediate Coach Training
16 & 18U	AYSO Advanced Coach Training

All teams must complete prior to October 1 for 16U and 18U. The training must be complete prior October 31 for 14U and below.

- b. All teams that participate in the Area League Tournament must have certified and trained coach and assistant coach. All teams that participate in the Area All Star Tournament must have a certified and trained coach and assistant coach. The coach shall be designated no later that October 1 for 16U & 18U and October 31 for 10U, 12U and 14U teams. The roster must be submitted by the roster deadline. Only certified and trained coaches and assistant coaches shall be allowed to coach. In the case of league coaches only a 14U, 16U or 18U may be making progress toward the training. In the case of 14U, 16U or 18U teams only the coach and assistant coach must have taken the prerequisite course within the last twelve months.
- c. For a 14U coach, the requirement is to have completed the 12U Coach Course within the last twelve months. For 16U or 18U coach, the requirement is to have passed the Intermediate Coach Course within the last twelve months.

5. Referees

- a. In order for a referee to be eligible to participate in the Area Tournament participations:
 1. The referee must be a current year AYSO registered Volunteer.
 2. The referee must have complete the AYSO Safe Haven course and certification within the last two years.
 3. The referee must completed the CDC Online Concussion Awareness Training within the last year.

6. Instructors

- a. The instructor must be a current year AYSO registered volunteer
- b. The instructor must have completed the AYSO Safe Haven course and certification within the last two years.
- c. It is highly recommended that the instructor completes the Online Concussion Awareness Training within the last two years.
- d. All coaches referee or management instructors must "Return" or "Cancel" the rosters in aysou within fourteen (14) days of the date of the course. Any instructor with "Approved" courses after fourteen (14) days will be ineligible to lead any course until the roster is cleared.

All Star Competition

1. The All Star program is intended to provide an opportunity for those players who have demonstrated outstanding soccer ability and who have displayed an attitude of fair play, enthusiasm, cooperation, and spirit to participate on a teams composed of players who have similar qualifications.
2. All Star teams shall be formed no sooner that ten (10) days prior to Thanksgiving for 14U, 12U and 10U teams, unless written exception is submitted to the Area Director and is approved by the Area Director prior to the requesting Region's start of season. This shall mean that no player can be confirmed as being on an all star team, no final roster may be published, no team meetings can be had, no practices may be conducted and no tryouts may be held until 10 days before Thanksgiving.
 - a. Between November 1st and ten (10) days prior to Thanksgiving coaches may, however, receive nominations or recommendations, inquire as to whether or not players will be available to play if selected to the team and evaluated players. A final roster shall be given to the Area Director on a date established by the Area Director. This date shall be prior to the team's first game in Area competition, or such earlier dates at the Area Director may establish.
 - b. All Star players must have competed in the division in which they participated in during the regular season.

- c. To be eligible for All Star competition a player must have been registered and played in the minimum number of league games as determined by the Region, but not less than half the total of league games played by the team to which he/she was assigned to during the just concluded regular season as defined in the National Rules and Regulations. League games shall be played by that team prior to playoff within the Region.

Sponsors

1. Area Q encourages local business and individuals to support its program
2. Suitable recognition should be given to them. In addition, the Area strongly encourages the Regions to support AYSO National sponsors in whatever manner possible, and conflicts with these sponsors should be avoided. Contributions should be made to the Regions rather than the Area. All such contributions are considered charitable contributions and are deductible for U.S. tax purposes, subject to the applicable limitations according to the Internal Revenue Code.

ARTICLE EIGHT

FINANCIAL, BANKING AND RELATED MATTERS

1. Budget Financial Statement

The Area Board shall adopt an annual budget no later than June 1 for the upcoming fall season that shall provide for setting of Region fees (See Article 7, Paragraph 1). At the end of each season, the Area Board shall cause to be prepared a statement of income received and amounts expended in connection with the program. The Area Board and staff shall approve a final statement and a copy shall be made available to Area Q members upon request.

2. Account Signatories

All checks drawn on the Area's bank account shall bear two signatures; one of which must be either the Area Treasurer's or the Area Director's. Two signatures from the same household of those related in family, or with common business ownership shall not be allowed. There must be three signatories on the Area bank accounts.

3. Immediate Accounting to the Area Treasurer

The Area Treasurer, in cooperation with other Area Board and staff members, shall establish internal control procedures to safeguard against the misuse or loss of Area assets, especially in regard to the immediate accounting to the Area Treasurer for monies received, checks written upon the Area Q account, invoices received for the accounts payable by the Area and request for reimbursement to volunteers for out-of-pocket expenses incurred on behalf of the Area. Such internal control programs will include the following:

- No one should sign an Area blank check, or which contains any items to be filled in at a later time.
- No one should sign an Area check without verifying the expenses by examining the request for reimbursement.
- No request for reimbursement to Area volunteers shall be honored without a voucher signed by the volunteer itemizing the out-of-pocket expenses incurred, and without receipts or other documentation attached.
- All bills and invoices received for payment by the Area must be forwarded to the Area Treasurer without his/her knowledge within 48 hours of the issuance or delivery of such check for payment of any Area expense.
- All bank withdrawal transactions and Area checks shall be noted with the appropriate National Accounting Program (NAP) code denoting the purpose for such transactions.

4. Monthly Bank Reconciliations

The Area Bank accounts shall be reconciled by someone who is not a designated signer on the account, Auditor, for example, and said reconciliations shall be review by another Board Member who is not authorized to sign on the account.

5. Region Bank Accounts

Banking regulations prevent an individual from obtaining access to the Region's bank account (balances, statement, etc.) without a signature on file with the bank. When there is a need for an Area Director or Section Director to discuss a Region's financial situation with the Region's banking institution, it cannot be done in timely manner without involvement for the Financial Department at the National Office without the Area Director designated as a signatory on the account.

Therefore, to expedite the access of information form the Region bank account, the Area Director shall be an authorized signatory on each of the Region's accounts within the Area. The Section Director shall be an authorized signatory on each of the Area Bank accounts. The Area Director and Section Director ar not expected to have access to Region/Area check or have the right to remove funds without proper notice to the Region or Area and may only do so if there is good cause to suspect improper and/or misappropriation of AYSO funds.

The Section, Area and Regions must use the NAP online system.

ARTICLE NINE

DISPUTE RESOLUTION

1. Policy

It is the policy of the Area to resolve all disputes involving persons involved in Ares in a amical way. Compromise should be emphasized whenever possible and personality conflicts should be avoided when disciplinary action is found to be necessary, it is the Area'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 Area to avoid punishing for the conduct of the parents, except when no other solution (e.g., where a parent cannot or will not cease their disruptive behavior).

It is the policy of the Area to avoid wiping out years of good memories of AYSO and good service 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 the Area to avoid publicizing the suspension or removal proceedings beyond those who need to know, and to respect the privacy of the individuals involved. However, the Area may notified the Section Director and the National Office or members of the AYSO Legal Commission of proceedings pursuant to the operating regulations, and must comply with all applicable regulations requiring suspension, abuse and similar events.

2. General Due Process Procedures

Disputes involving day-to-day activities of the regions should first be addressed and resolved, if possible, by the appropriate Regional Commissioner in charge of the activity and/or then the Area Director. Disputes arising out of Area game conduct should first be addressed and resolved, if possible, by the Area Coach Administrator and/or then by a disinterested Review Panel appointed by the Area Director and/or the Section Director, if necessary.

If it is determined that is is necessary that a person involved needs to be disciplined, or that their involvement in the Area should be limited or terminated and then the Area Director or designee shall give notice in writing to sue person of such intention. Such notice shall specify the action to be taken and the reason. Such notices shall further 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 Area Director may appoint a disinterested Review Committee to consider such discipline. After such opportunity to respond has been given, the Are Review Panel shall make its determination and announce it in writing to all persons concerned.

3. Suspension

The Area Director may suspend a person involved in the Area from further involvement in notice (by telephone, fax, Email, writing or in person). If there is found to be an imminent danger to the program by his/her continued involvement or if crime has been alleged to be committed by such participant then suspension must be followed by a disciplinary hearing described in paragraph two above. A suspension will be considered to be temporary in nature and such suspension may removed or set aside by a special vote of the Area Board at any time.

4. Removal

The Area Director may remove a person (whether or not suspended); who is involved in the Area, including a Board or staff member, from further involvement in the program. Such removal may occur upon prior notice and after a determination is made the removal is appropriate as the result of the hearing described in paragraph two, above. Such removal is only permitted when there is a foundation and proof of a violation of the National Bylaws or of the rules, regulations, policies or philosophies of AYSO or for an action which disrupts the Area's or AYSO's activities or programs.

5. Hearing Procedures

The disciplinary review shall be held at a neutral location, when possible. The review of procedures shall be communicated and understood by all parties prior to the commencement of such review. All interested parties are to be informed of the date, time and location of such review in advance with a minimum of forty-eight (48) hours notice.

At the review, the Panel shall listen to the facts on the situation from all interested parties and then adjourn to a private session where the decision will be reached. Under no circumstances shall the Review Panel deliberate in the presence of the parties involved in the dispute. The Review Panel will then decide the issue raised pursuant to AYSO operating regulations and these Area Rules and Regulations based on the evidence provided and by a simple majority to determine the appropriate action including whether no action should be taken against the individual; accused or whether such person should be given a warning or caution or if the person should be given written reprimand or whether such person should be suspended or removed from involvement in Area activities. All interested parties shall be promptly notified of such decision in the case of removal and where deemed appropriate such individual is given opportunity to resign.

6. Review

Any determination made in accordance with this Article shall be final and binding on all concerned parties unless it is determined by the Section 10 Board Liaison, 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 final decision or final action taken by the Area Director may request a review of such decision by the National Board of Directors, as may be appropriate in pursuant to the operating regulations relating to dispute resolution and due process.

ARTICLE TEN

CHANGES IN RULES AND REGULATIONS

Approval of Rules and Regulations

These Rules and Regulations shall become effective after being approved by the Area Director and the existing Area Board and Area executive membership and then submitted to the Section and the National Board of Directors.

Changes in Rules and Regulations

Once adopted these Rules and Regulations may only be amended by the Area Board, the Area section executive membership and then submitted to Section and the National Board of Directors.

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