



AYSO Standard Policies & Protocols



everyone plays[™]

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AYSO Standard Policies and Protocols

Article One: Introduction and Purpose

Welcome to the heart of the American Youth Soccer Organization – its Region.

The AYSO Region is where “the beautiful game of soccer” meets the children of our cities, townships and counties and in the process educates and develops our Nation’s young people through AYSO’s six philosophies of Everyone Plays®, Balanced Teams, Open Registration, Positive Coaching, Good Sportsmanship and Player Development. (See AYSO National Bylaws, Section 1.01 and Article Two of these Standard Regional Policies and Protocols.)

These Standard Regional Policies & Protocols¹ (P&Ps) have been established as a Governing Document by the National Board of Directors (NBOD) pursuant to the authority granted in Article One, Section 1.03(a)(6) and (11) of the AYSO National Bylaws and in support of AYSO’s other Governing Documents (Articles of Incorporation, National Bylaws, National Policy Statements and National Rules & Regulations).² They are designed to inform the Regional Leadership (Regional Commissioner and Regional Board Members) about how an AYSO Region must be administered, and to assure a successful and rewarding experience by our AYSO volunteers, players and families.

Pursuant to Bylaw 1.04(l) and NPS 6.1, the Region has the responsibility to operate in accordance with these P&Ps unless the Region has obtained permission from the NBOD or its delegate to vary from these requirements, through the addendum process set forth in Article Ten of these P&Ps. Any such variation must also comply with any Rules & Regulations appropriately adopted by the Region's Area Director and/or Section Director, pursuant to Bylaw 8.03. To the extent that there may be any contradiction or conflict between these P&Ps, including any approved Addendum thereto and other AYSO Governing Documents, the other AYSO Governing Documents will prevail.³

While these P&Ps are intended to advise AYSO's local leaders about what is required to operate a Region, suggested "Best Practices" about how to operate a successful Region can be found within the AYSO Reference Book Chapter 8.

Finally, know that you are not alone; Your NBOD, Section and Area Directors and the AYSO National Office Staff stand ready to support you and all who you serve. So, if you have questions, just ask!

¹ These Standard Regional Policies & Protocols are abbreviated and referred to as the P&Ps.

² References to some of AYSO's Governing Documents have been abbreviated for ease of use, as follows; AYSO National Bylaws = Bylaws; AYSO National Rules & Regulations = R&Rs; and AYSO National Policy Statements = NPS.

³ All of AYSO's Governing Documents, including these P&Ps, are available on-line at www.ayso.org.

Article Two: Mission

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

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

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

Open Registration - Our program is open to all children who want to register and play soccer. Interest and enthusiasm are the only criteria for playing.

Positive Coaching - Encouragement of player effort provides for greater enjoyment by the players and ultimately leads to better-skilled and better-motivated players.

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

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

(See Bylaw 1.01 and Reference Book, Chapter 6, AYSO Fundamentals.)

Article Three: Corporate Governance

AYSO is a single California corporation. Each Region is a part of that corporate entity and, as such, the assets and liabilities of the Region belong to the Corporation. Similarly, it is possible for the conduct of a Regional Board Member to impose legal obligations upon AYSO. Consequently, all material contracts in excess of one year duration, including proposed leases of fields or property must be reviewed and approved by the NBOD or its delegate and prior to their execution.

Since we are one corporation, no AYSO volunteer may file a lawsuit in the name of AYSO without the prior written approval of the National Office and any claim/lawsuit against an AYSO Region or Executive or Participating Member must be immediately reported to the National Office. Finally, AYSO takes great pride in its brand identity and in the trademarks, logos and other items of Intellectual Property it has developed over the years. (See NPS 1.1 for the requirements and proper use of trade name, trademark and logos.)

(See Bylaws 1.03, 1.04(p), and 9.02; NPS 1.1, 1.3, 3.5, 3.6, 3.11, 4.5, 5.3; and the Reference Book, Chapter 8.)

Article Four: Duties and Responsibilities of the Region

The obligations required of every AYSO Region are set out in AYSO's Governing Documents. The most significant of those are:

- A. To operate and offer quality youth soccer programs, which promote a safe, fair, fun and positive environment that complies in spirit and letter with the Bylaws, NPS, R&Rs, and Philosophies of the Organization. (See Reference Book, Chapter 6, AYSO Fundamentals.)

- B. To nominate a Regional Commissioner (hereinafter "RC") and to nominate and appoint, at a minimum, a Treasurer, Risk Manager/Safety Director, Coach Administrator, Referee Administrator, Registrar and Child And Volunteer Protection Advocate. (See Article Six, Paragraphs E and F.)
- C. To register all players, coaches, referees, administrators and other volunteers prior to the commencement of the season and, as applicable, throughout the season, in accordance with the registration procedures of the Organization;

Please note that the failure of a Region to properly register a player or volunteer on a timely basis presents significant risk management and insurance issues that could result in severe sanctions, including but not limited to, revocation of the Region's charter, removal of the RC, and/or holding the Region responsible for payments under the Soccer Accident Insurance program.

(See Bylaws 1.04(c) and 1.04(t) and NPS 3.7 for a discussion of the registration and application requirements and procedures for the registration of volunteers and players.)

- D. To comply with the Volunteer Protection Act of 1997 by ensuring that all volunteers: are trained and certified; are given a position description, preferably in writing; and know and perform their duties consistent with AYSO's Governing Documents. (See Reference Book, Chapter 9, Safe Haven, for a discussion of the Federal Volunteer Protection Act of 1997 and the requirements for a volunteer to obtain the legal protections it affords, and Chapter 15, for a listing of approved AYSO Position Descriptions.)
- E. To assign players and coaches to assure proper balance of teams within each age division within the Region or within a reasonable geographical part thereof; (See Bylaw 1.04(d).)
- F. To ensure the financial integrity of the Organization by complying with the obligations established by Bylaw 1.04(l) and (m), including, but not limited to, the timely payment of all National Player Registration Fees in accordance with the registration requirements and procedures of the Organization. (See Article Eight, Financial Banking and Related Matters, of these P&Ps.);
- G. To comply with the Soccer Accident Insurance (SAI) plan and to submit insurance claims according to current procedures; (See Bylaw 1.04(o) and www.AYSO.org, Volunteers/Insurance.)
- H. To educate and inform its members that AYSO is a mandated reporter in many states and that most states ask that any adult who knows or suspects child abuse or neglect, file a good faith report. (See Reference Book, Chapter 9, Safe Haven Guidelines, Child Abuse and Neglect for a partial listing of various state's child abuse reporting agencies. Please contact the Safe Haven Department of the AYSO National Office with any questions.);
- I. To contact the National Office if it believes that events in their community, even those not related to AYSO or youth sports, may create heightened sensitivity with respect to AYSO, its programs or its reputation; and
- J. To comply with the requirements set out with NPS 2.5 and all directions provided by the National Office whenever a Region is considering paying for services to be rendered. (See Paying for Services on the AYSO website at www.ayso.org and also Article Six, Paragraph G of these P&Ps.)

(See Bylaw 1.04.)

Article Five: Membership in the Region

A. There are three categories of members in AYSO: Executive Members, Participating Members and Honorary Members:

- **EXECUTIVE MEMBERS:** Every RC of a Chartered Region is an Executive Member. While RCs of Pilot Regions generally have most of the rights and responsibilities of their peers in Chartered Regions, they are not Executive Members and, therefore, do not have the right to vote, including at the National Annual General Meeting or in connection with the nomination of an Area Director. (See Bylaws 1.05, 1.06, and 7.02.)
- **PARTICIPATING MEMBERS:** All properly registered and accepted players and volunteers (except for RCs) within the Region are Participating Members.
- **HONORARY MEMBERS:** An Honorary Member is someone who has rendered outstanding or extraordinary service to the Organization, as recognized by the NBOD.

(See Bylaws 3.03, 3.04 and 3.02, respectively and AYSO Hall Of Fame Nominations on the AYSO website, www.AYSO.org, for nominating procedures for National recognition and for establishing local "halls of fame".)

B. The names, addresses and telephone number of all members of the Region, as well as the information contained in any Executive Member directory or any AYSO database are private and confidential. Such information and mailing lists or access to any AYSO database may not be disclosed or distributed to anyone, including any vendor or sponsor, without the prior written approval of the National Executive Director. (See NPS 1.2.)

Article Six: Management of the Region

The management of an AYSO Region requires conduct consistent with AYSO's Governing Documents and discretionary decisions that a Region believes are necessary to operate a successful AYSO program in that Region's unique environment. In AYSO's Governing Documents, words such as "required", "shall" and "shall not" describe mandatory acts. Words such as "may", "could", and "might" refer to decisions or acts considered to be discretionary. (For a discussion of recommended/discretionary "Best Practices" in the management of a Region, please see the Reference Book, Chapter 8.)

The following is a list of some of the more significant Regional Board management obligations.

A. Regional Commissioner and Regional Board Member Composition

1. Upon creation of the Region by the NBOD, the RC shall appoint the initial Regional Board to serve until the first scheduled Regional Board meeting, at which time nominations for board positions will take place, subject to appointment by the RC.
2. The Regional Board shall, at a minimum, consist of the RC, the Regional Treasurer, Regional Risk Manager/Safety Director, Regional Coach Administrator, Regional Referee Administrator, Regional Registrar and Regional Child and Volunteer Protection Advocate, all of whom are voting members. With the approval of the Regional Board, one person may serve in more than one position with the exception of the RC who cannot also serve as Regional Treasurer. In any case, where a Regional Board Member serves in more than one voting position, there is only one vote per person, not one vote per position. (See Bylaw 1.04 (n).)
3. The RC, in consultation with the Regional Board, may create such other voting or non-voting Board Members or other staff positions, as deemed desirable. Unless specifically noted to be a non-voting

Board Member, as required pursuant to the Addendum procedures set out within Article Ten of these P&Ps, all Regional Board Members will be deemed to be voting Board Members. The duties and responsibilities of these other positions shall be approved by the RC.

4. All members of the Regional Board understand that they owe a duty of loyalty to AYSO and by accepting appointment to the Regional Board agree to be bound by AYSO's Governing Documents.
5. All voting Regional Board Members must have reached the age of majority (adults), as defined by the State in which they reside, whereas youth volunteers may serve as non-voting Regional Board Members. (See NPS 2.15.)
6. Regional Board Members serve a one year terms, or until the next annual meeting of the Regional Board.
7. Any Regional Board Member, other than the RC, may be suspended, limited in activities or removed, in accordance with the Dispute Resolution procedures approved by the NBOD. (See Article Nine of these P&Ps, Dispute Resolution and Due Process for non-executive members.)

B. Duties and Responsibilities of Mandatory Regional Board Positions

A brief overview of the duties and responsibilities of the seven mandatory Regional Board positions follows:

1. Regional Commissioner (“RC”)

- a) The RC, with the support and assistance of the Regional Board, shall have the responsibility and authority to conduct the day-to-day business affairs of the Region; guide the development of its future; and assure its compliance with AYSO’s Governing Documents. (See Bylaw 7.03.)
- b) The RC’s initial term of service shall be as appointed by the NBOD and the RC may serve multiple terms so long as he or she is nominated by the Regional Board and approved by the Area Director and/or Section Director and appointed by the NBOD. It is the responsibility of the RC to ensure that his/her term of appointment does not expire. If the term does expire, all eAYSO access rights previously granted to the RC will be revoked and the RC will no longer have the rights and privileges of an Executive Member including, but not limited to, the right to vote at an NAGM or in connection with the nomination of an Area Director. These limitations will remain in place until such time as the RC’s application for reappointment, if any, is approved by the NBOD. (See Bylaw 7.05 and NPS 4.6; see also Policy for Access Rights.)
- c) The RC, in concert with the Regional Treasurer, shall insure that all fees collected and monies disbursed are done so in a fiscally responsible manner as described in Bylaw 1.04(m). (See Reference Book, Chapter 15, RC Job Description.)
- d) The RC, or his or her delegated Member of the Regional Board, shall preside at all Regional Board meetings. (See Reference Book, Chapter 15, RC Job Description)
- e) The RC shall maintain close liaison with the Area and Section Directors. (See Bylaw 7.03.)
- f) The RC shall act in all ways to avoid even the appearance of a conflict of interest. (See NPS, Article Five “Standards of Conduct and Conflict of Interest”.)
- g) The RC may be suspended by the Area Director or the Section Director and suspended or removed by the NBOD in accordance with the Bylaws. (See Bylaw 7.03.)

2. Regional Treasurer

The AYSO volunteer position of Regional Treasurer shall have custody of all funds and securities, evidence of indebtedness and other valuable documents, and shall deposit funds and securities in the name and to the credit of the Region in a bank or depository. The Treasurer shall comply with AYSO’s Governing Documents, including but not be limited to the following obligations: the preparation and

maintenance of the Region's financial statements and their dissemination to the Region's participants and the National Office, the timely payment of all National Player Registration Fees, the full participation of the Region in the National Accounting Program, including NAP Online, the AYSO Policy on the Reimbursement of Expenses Incurred by the Region's Members, proper bank account maintenance and, AYSO's Player Refund Policy. (See Bylaws 1.04(l) and (m); NPS 3.1, 3.2, 3.9 and 3.10; and the AYSO Treasurer Manual, Accounts Receivable Section.)

3. Regional Risk Manager/Safety Director

The AYSO volunteer position of Regional Risk Manager/Safety Director shall be responsible for the overall aspects of the Region's safety including the safe condition of the Region's equipment, goals and fields and for ensuring that the Region's players, volunteers and parents are aware of AYSO's Soccer Accident Insurance (SAI), and AYSO's Incident Report Procedures. This position, together with the RC, is also responsible for implementing and monitoring AYSO's Severe Weather and Concussion Awareness Policies. (See Bylaws 1.04(e), (f), and (o), as well as NPS 2.10, 2.13, and 2.14.)

4. Regional Coach Administrator ("RCA")

The AYSO volunteer position of RCA is responsible for implementing, monitoring and maintaining the AYSO National Coaching Program at all age levels within the Region, including program delivery, volunteer training and certification (including assisting the CVPA with Safe Haven), as well as staff development, communication and coordination. (See Bylaw 1.04(q) and the Reference Book Chapter 6, AYSO Fundamentals (Programs), and Chapter 10, National Coaching Program.)

5. Regional Referee Administrator ("RRA")

The AYSO volunteer position of RRA is responsible for implementing, monitoring and maintaining the AYSO National Referee Program at all age levels within the Region, including the program delivery, volunteer training and certification (including assisting the CVPA with Safe Haven), as well as staff development, communication and coordination. (See Bylaw 1.04(q) and the Reference Book Chapter 6, AYSO Fundamentals (Programs), and Chapter 11, National Referee Program.)

6. Regional Registrar

The AYSO volunteer position of Regional Registrar is responsible for the planning and implementation of the annual registration of all players. The Regional Registrar shall comply with AYSO's Governing Documents, including but not being limited to: the registration of all players prior to the commencement of the season and, as applicable, throughout the season, in accordance with the registration and application requirements and procedures of the Organization. (See Bylaw 1.04(c).)

7. Regional Child & Volunteer Protection Advocate ("CVPA")

The AYSO volunteer position of Regional CVPA is responsible for overseeing the Safe Haven Program within the Region. This includes working with the RC, RCA and RRA to provide Safe Haven training and certification of all coaches, referees and other volunteers in the Region. The CVPA is also responsible for the screening and registration of all regional volunteers prior to the commencement of the season and, as applicable throughout the season, in accordance with the registration and application requirements and procedures of the Organization. Finally, the CVPA, together with the RC, is also responsible for the implementation and monitoring of AYSO's Code of Conduct Policy against Harassment, Abuse, or Violence. (See Bylaw 1.04(c), NPS 2.12 and 3.7, together with Reference Book, Chapter 9, and AYSO Safe Haven.)

C. Meetings

As established within Bylaw 1.04(k), and consistent with the principles of established corporate governance, every Region shall hold an annual and thereafter periodic meetings of the Regional Board, conducting these meetings in an open and transparent fashion, excepting for any necessary executive sessions, and maintaining minutes thereof, which minutes are to be reasonably made available to the Regional Board, the Region's Participating Members, and the National Office.

For a listing of recommended “Best Practices” in the administration of the Region’s Board meetings, the limitations of when executive sessions are permissible, the requirements of a quorum and the general responsibilities of Regional Board Members, see the Reference Book, Chapter 8.

D. Voting and Veto Powers

Unless otherwise specifically provided by these P&Ps, decisions of the Regional Board must be made by a majority decision of the voting Regional Board Members deciding on any such matter; provided, however, that the RC may veto any such decision if (a) the effect of such decision would be to violate any of AYSO’s Governing Documents or applicable law or (b) in the RC’s discretion, as guided by application of his or her fiduciary obligations, would not be in the best interests of the Region or the Organization.

E. Regional Commissioner Initial Appointment/Reappointment/Replacement

1. When a new Pilot Region is formed, the NBOD appoints the initial RC based upon information provided by the applicable Area and Section Directors and the National Office. (See Bylaw 1.05.)
2. Once the Initial RC is appointed, a Regional nominating committee shall be established by (i) the RC, in consultation with the Regional Board, at least three months, and preferably six months, before the expiration of the RC’s term or the end of an RC’s term due to planned resignation, or (ii) the Regional Board, whenever there is a vacancy in the RC position due to the RC’s death, unexpected resignation or removal.
 - a) The nominating committee will be comprised of a reasonable number of both Regional Board Members and Regional Participating Members who are not players or Members of the Regional Board.
 - b) The nominating committee shall submit its list of one or more names of individuals who they have determined to be qualified as candidates for the position of RC to the Regional Board. The voting members of the Regional Board shall, by a majority vote, nominate an RC and forward such nomination to the Area and Section Director, whose territory includes the Region. If both the Area Director and Section Director approve of the nomination of the person as Regional Commissioner, then the nomination will be forwarded to the National Board of Directors for election. (See Bylaw 7.03)
 - c) In the absence of a nomination by the Regional Board, it is the responsibility and authority of the Region’s Area Director to work with the Region to ensure that an RC is nominated.
 - d) The NBOD has full discretion whether or not to appoint a nominee or to appoint a nominee for a term of three years or for a shorter period as it deems appropriate, after taking into account any input provided by the Area Director and/or Section Director.
 - e) In the event of a vacancy in the position of RC, the Region’s Area Director or other NBOD designee will step in and become the acting RC and work with the Regional Board to continue the operations of the Region until such time as a nominee for RC has been appointed by the NBOD. If there is no appointed RC, then the Region will not be represented at any vote for an Area Director or have a vote at an NAGM. (See Executive Member Selection Protocol under Best Practices in the Reference Book.)

F. Regional Board Member Selection and Appointment

1. At least one month prior to the annual meeting of the Region, or from time to time as may be needed, the RC shall appoint a nominating committee of not less than three individuals, consisting of Regional Board Members, one of whom shall serve as the Chair of the committee, and a reasonable number of Participating Members, who are not Members of the Regional Board.

2. The nominating committee shall publicize to the Participating Members of the Region the Regional Board positions to be voted upon, recruit candidates and accept the names of interested candidates for consideration.
3. Regional Board Members need not be parents of players in the Region.
4. At the annual meeting or from time to time as may be needed, the nominating committee shall present to the outgoing Regional Board a list of qualified candidates. By majority vote of the outgoing Regional Board Members present and voting, the final list of recommended nominees shall be presented to the RC for approval and appointment.
5. The RC may choose not to appoint a nominee to a Regional Board position, even though recommended, if the RC deems there is sufficient reason not to make the appointment. In such case, the RC shall ask the nominating committee to recommend additional candidates for approval and appointment. This inclusive and democratic process should be followed any time there are Regional Board positions to be filled, with the only exception being the appointment of the inaugural Regional Board.
6. An emergency or unplanned vacancy on the Regional Board before the expiration of the term, except that of RC, may be filled by a replacement candidate nominated by a majority vote of the voting Regional Board Members and approved and appointed by the RC. The person filling such vacancy shall serve until the next annual meeting.

G. Voluntary Service and Conflict of Interest

1. No Regional Board Member shall receive monetary or other compensation for his/her services to the Region related to their volunteer position. Nothing in this paragraph prohibits any Regional Board or staff member, or Regional participant, from being reimbursed for his or her appropriate out-of-pocket expenses incurred on behalf of the Region and in accordance with the expense reimbursement procedures set out within the Reference Book, Regional Operations, Financial Matters and NPS 3.1.
2. Consistent with NPS 5, no Regional Board Member may use his/her position to benefit him/herself directly or indirectly in any way, such as a supplier of equipment, materials or services to the Region except as permitted by NPS 2.5 and Article Four, Paragraph J of these P&Ps (Paying Volunteers) and the procedures established within NPS 5.3 (Conflict of Interest Policy).
3. The Region may not reduce or eliminate a player fee based upon volunteer work done by a participant's parents or guardians. This rule does not impact the Region's ability to set early registration discounts available to all participants, to create volunteer recognition programs, to provide scholarship programs and provide other programs available in the Region's program. No fee distinction shall be made based upon parental or player participation in Regional fundraising activities.
4. The Region may not condition the registration of a player based upon any requirement of volunteer participation by a parent or guardian.

(See NPS 5.)

Article Seven: Program Vision and Administration

A. Representative Visionary Requirements

The AYSO Mission of "Developing and delivering quality youth soccer programs which promote a fun, family environment" is best accomplished by assuring quality educational programs, implementing well-structured administrative systems, having an integral volunteer network focusing on AYSO's development; and guaranteeing a strong financial position. The following is a partial listing of acts necessary to best achieve these goals:

1. Regions must implement the Safe Haven, Coaching, Referee, and Management Programs, with a focus on providing volunteer training opportunities throughout the year. (See Bylaws 1.04(h) and (q).)
2. Regions must, at a minimum, implement AYSO's Standard Primary Program on an annual basis and, to the best of their ability, participate year-round in the other various National Programs available and indicate which programs are available within their Policies and Protocols which may include but not limited to: VIP, EXTRA™, Kids Zone™, a (U5), U-16/U-19, Soccerfest, Tournaments, and NAASA - AYSO Adult, together with attending leadership events such as RC Training, Nationally-supported Section events (Section Conferences/Meetings, AYSO EXPOS, etc.) and the National Annual General Meeting (NAGM). (See Bylaw 1.04(q) and (s).)
3. Player and volunteer recruitment, development and retention must be a focus of the Region. (See Bylaw 1.04(h) and (r).)
4. To assure that the Region enjoys a vibrant future, the RC and Regional Board are expected to develop reasonable fundraising and sponsorship opportunities. (See Bylaw 1.04(m).)
5. The creation of both a short-term and long-range Strategic Plan for the future development of the Region is critically necessary and, once created, must be periodically reviewed and updated with the Area Director providing approval. (See Bylaw 1.04(r).)

(See Reference Book, Chapter 6, AYSO Fundamentals, Mission Statement Comments.)

B. Operational Expectations

A number of concrete steps is required to meet the previously stated visionary goals. The following is a partial list of many most often achieved by successful Regions:

1. The Regional Board shall establish and communicate annually the registration fee for each player, as well as have a documented refund policy. (See Bylaw 3.06 and NPS 3.10.)
2. Teams must be formed as established in Articles II and III of the R&Rs, assuring proper balance of teams within each age division within the Region or within a reasonable part thereof. (See Bylaw 1.04(d).)
3. The only team member(s) a head coach may specify to be on his/her team is his/her own child or children. Otherwise, there shall be no automatic retention of players on any specific team or with any specific coach from the previous season. (See R&Rs Article II, Paragraph G and Bylaw 1.04(d).)
4. Every player on every team must play at least one-half of every game; (See R&Rs Article I, Paragraph C.1.)⁴

⁴ Through the Addendum process described in Article 10, Regions will have the opportunity to select the so-called "three-quarter rule" for their Regions, whereby no player will play an entire game unless all other players on the team will play at least "three quarters" of the game. This option is frequently used in Regions throughout AYSO.

5. Regions shall provide all necessary equipment (including goals, nets and corner flags) and, for all players, provide matching team uniforms, consisting of jerseys (with approved AYSO Logo), shorts and socks. (See Bylaw 1.04(f) and R&Rs, Article VI, Paragraph A.) Any variances shall be outlined as an addendum to the Region's Standard Policies and Protocols.
6. The highest standards of conduct and good sportsmanship, consistent with the AYSO philosophies, must be maintained at all times by player, volunteers and spectators. (See NPS 2.12 (AYSO's Code of Conduct Policy against Harassment, Abuse, or Violence).)
7. Offensive, insulting or abusive language, the consumption of alcoholic beverages, the use of tobacco products, or smoking or simulating smoking or the use of tobacco products, at Regional-sponsored events whenever children are present, is forbidden. (See, in part, R&Rs Article I, Paragraph E.1 (d) and (e).)

C. Best Practices and "How-To's"

To assist the Region in meeting its responsibilities and in achieving the greatest successes possible, proven "Best Practices" and "How-To's" can be found in the AYSO Reference Book, Chapter 8.

Article Eight: Financial Banking and Related Matters

Consistent with the obligations established within Bylaw 1.04(l) and (m), every AYSO RC and Regional Board Member agree as a condition of the assumption of their Regional Board membership to comply with and assure proper oversight of the following financial obligations:

- A. All Regions must use the National Accounting Program (NAP) and NAP Online and must adhere to the financial policies and procedures described in the Treasurer's Manual, unless otherwise authorized by the National Office.
- B. An annual budget must be adopted that provides the basis for setting player registration fees, submitted to the National Office, and made available to the participants of the Region and AD no later than June 1, which is 30 days prior to the end of the Organization's fiscal year; (See Treasurer Manual.)
- C. Annual budgets must be prepared, submitted to the RC, the Regional Board, the Area Director and/or Section Director and the AYSO National Office and made available to the participating members of the Region; (See Bylaw 1.04(l), NPS 3.2 and the Treasurer Manual.)
- D. Ensure the financial integrity of the Organization by complying with the obligations established by Bylaw 1.04(l) and (m), including, the timely payment of all national player registration fees prior to the commencement of the season and, as applicable throughout the season, in accordance with the registration requirements and procedures of the Organization.;
- E. Any suspected financial irregularity/fraud or misuse of funds must be immediately reported to the Area Director, Section Director, and Finance Department of the National Office;
- F. Regional financial records must be maintained for seven (7) years;
- G. The use of regional credit cards, ATM/debit cards, deposit-only cards, electronic transfer of funds and online banking are prohibited, with the exception of an AYSO issued restricted use corporate credit card. However, view-only online account management is permitted;
- H. All checking/savings accounts must have a minimum of three (3) signatories (the RC, Treasurer and Area Director, when reasonable), and any other Regional Board Member; and none can be members of the same family or household;

- I. All checks must be signed by two (2) account signatories, one of whom should be the RC or Treasurer. At no time can a signatory sign for or authorize a check made payable to the signatory.
- J. Pre-signed checks and blank checks cannot be used;
- K. Only one (1) checking account and two (2) savings accounts/CDs are permitted, unless previously authorized for Tournaments and/or Cultural Events;
- L. Payments to independent contractors (vendors) must be reported to the National Office for the potential issuance of 1099 forms;
- M. Fundraising in various states may trigger the obligation to pay sales or other various taxes. Whenever fundraising is considered, the National Office must be contacted to determine if a tax applies;
- N. Tournaments must be self-sustaining as Regional funds cannot be used. Similarly, Regional funds cannot be used to subsidize traveling AYSO teams, but can be used to cover many Regional operating expenses for hosting Cultural Exchanges;
- O. Please consult the AYSO Treasurer Manual for a discussion of additional requirements and "Best Practices" for the following: cash handling protocols, submission of monthly financial reports, use of PayPal, coding of income and expenses, audits of Region finances, reconciliation of registered players to player registration fees received, refund policies, requirements of Regional Auditors, volunteer reimbursement, attendance at Nationally-supported Section events and the NAGM, land ownership and leaseholds, AYSO Supply Center purchases and other similar subjects.

(See Bylaw 1.04(l) and (m), together with the AYSO Treasurer Manual and the Treasurer's Position Description contained in the Reference Book, Chapter 15.)

Article Nine: Dispute Resolution and Due Process

The successful resolution of disputes involving the day-to-day activities of our AYSO volunteers is one of the most important goals in achieving a harmonious and healthy Region. As such, guiding principles such as "compromise," "suspension or removal as the last resort," the "recognition of valuable service" and "finding a fair and just resolution" are the cornerstones of AYSO's approach in dealing with such situations.

While the concepts of Dispute Resolution and Due Process apply to both Executive Members (RCs) and Participating Members, there are differences between the procedures and protocols. As a result, the following discussion only applies to the Region's Participating Members. (See Article five of the P&P's for the definitions of Executive and participating Members.)

When a Participating Member's conduct, or that of a parent or guardian, even if not a Participating Member, has risen to the potential need of "limiting, suspending or removing/terminating" that person's participation in AYSO, the Region must follow the Due Process protocols adopted by the AYSO NBOD, as authorized within National Bylaw 3.07(d). While these procedures and protocols are set out in their entirety in the Reference Book, Chapter 8, Due Process, the following are several of the more significant provisions:

- A. When disciplinary action is found to be necessary, only the minimum action necessary should be taken. In that spirit, when possible, the Member should be allowed to resign and disputes should not be publicized to respect their individual privacy,
- B. Regions must avoid punishing a player for the conduct of the parents, except when there is no other solution,
- C. There are required means by which Notice of the contemplated action must be given,

- D. The RC is ultimately responsible for determining which of several alternative Due Process procedures will be used,
- E. If the gravity of a person's conduct presents an imminent danger to any participant or to the program, the RC may immediately suspend the person(s) involved,
- F. The RC has the ultimate authority to remove a Participating Member, a parent or guardian, as well as those not entitled to Due Process, such as other family members and spectators, from further involvement in the program,
- G. A precise Due Process procedure has been established for holding a "Disciplinary Review Panel",
- H. A onetime Appeal Process has also been established to verify that the original determination was not arbitrary or capricious, that the original procedure was fair, and that the established procedures for Due Process were followed.

If questions arise, please do not hesitate to contact your Area Director, your Section Director and the National Office.

Article Ten: Regional Amendments to Standard Regional Policies and Protocols

A. Adoption of AYSO Standard Regional Policies & Protocols

These AYSO Standard Policies & Protocols (P&Ps) shall be deemed adopted by the Region, unless and until amended as set forth below. (See NPS, Article Six.)

B. Amendment to the AYSO Standard Regional Policies & Procedures

Should a Region desire to amend these P&Ps, it may only be accomplished with the following steps:

1. A two-thirds (2/3) vote of the Regional Board Members,
2. The recommendation of the RC,
3. Copies of the signed Standard P&Ps Addendum Form, with the recommended change(s), sent by the RC to the Area Director, Section Director and the AYSO National Office,
4. Approval by the NBOD or its delegate.

C. Publication of P&Ps and Addendums

The Region must make these P&Ps, along with any Regional addendums, if they exist, available upon request to the members of the Region pursuant to Bylaws 1.04(i) and (l).

AYSO Standard Regional Policies & Protocols - Attachments

A. SR P&Ps Addendum Form

This form, available on the AYSO website, www.AYSO.org at the following link, SR P&Ps Addendum Form, is intended to capture all appropriate changes to the SR P&Ps that the Region determines is best for its members and community. This could include, for example, "having $\frac{3}{4}$ play before any player played the full game".



AYSO Standard Regional Policies & Protocols – Addendum A

(Please check or fill in the appropriate box)

Article	Paragraph	Change
6	A.3.	List of non-voting Regional Board positions. _____
6	E.2. (d)	Requested length of term for Regional Commissioner, if not 3 years: <input type="checkbox"/> 2 years <input type="checkbox"/> 1 year
7	B.4.	Minimum playing time for each player, if not one-half: <input type="checkbox"/> No player plays a full game until all players play three-fourths.

Additional Addendum Items

Article	Paragraph	Change
		See attached document - page 17-47

Section	Area	Region
11	S	116

Date Signed by RC	Regional Commissioner Name	Regional Commissioner Signature
8-21-19	Secorra Getty	<i>Secorra Getty</i>
Approved by:		
Date Signed by AD	Area Director Name	Area Director Signature
	Steve Minton	
Date Signed by SD	Section Director Name	Section Director Signature
	Audrey Castreje	
Received by:		
Date Sent to National Office	National Office	Received By/Team/Date

AYSO Standard Policies & Protocols 04/2017

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B. Additional Region Policies and Guidelines

Regions with additional Region specific policies and guidelines, not covered in the AYSO Standard Policies and Protocols, are required to submit these policies and guidelines for review and approval by the Area Director, Section Director and NBOD or its delegate. The following Addendum B Cover Sheet must be used to itemize each local policy and guideline approved by a two-thirds vote of the Regional Board and be accompanied by a full copy of these Regional policies and guidelines. Examples of Region specific policies and guidelines may include a Registration Fee Refund Policy, Player Sponsorship Guidelines, All-Star Team or Secondary Play Selection Criteria, etc.

The signed and approved SR Addendum and Addendum B including a complete copy of any Regional policies and guidelines, must be forwarded to the National Office upon approval.



Addendum B – Additional Regional Policies and Guidelines

#	Policy or Guideline
1.0	Player Registration – Registration Fee Refund Policy
	- included in the attached guidelines (Article 7, Section B.1)
2.0	Added Article 11 (Guidelines specific to the administration of Region 116)
	Pages 17-47



**AYSO REGION 116
REGIONAL GUIDELINES
2019-2020**



REGION 116 GUIDELINES

AYSO REGION 116 HEREBY ADOPTS THE AYSO STANDARD POLICY AND PROTOCOLS AS SUPPLEMENTED BY THE FOLLOWING ADDENDA AND GUIDELINES SPECIFIC TO ADMINISTRATION OF REGION 116, AND REGION 116 INCORPORATES THOSE POLICY AND PROTOCOLS HEREIN AS THOUGH SET FORTH IN FULL. (The Standard Regional Policies and Protocols may be found on the AYSO national website, www.ayso.org.)

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None

ADDENDA TO ARTICLE FIVE

MEMBERSHIP IN THE REGION

Addendum to “Participating Member” definition:

The volunteer application of a Participating Member must be approved by a majority of the then-existing Regional Board. There is no appeal from a decision of that Board not approving a person’s volunteer application for a particular term/season, and the Dispute Resolution procedures contained in these Guidelines do not apply to that decision. **Participating Members are hereby placed on notice that their conduct during their term as a member, whether or not the subject of discipline by the Regional Board, may be considered by the Board in determining whether to approve a member’s volunteer application for any following membership term/season.**

Addendum to Article Five:

Note: A member’s term is from August 1st of the current year through July 31st of the following year (e.g. 8/1/09 – 7/31/10).

ADDENDA TO ARTICLE SIX

MANAGEMENT OF THE REGION

Addendum to Section B.1.f. of Article Six:

The Regional Commissioner shall be prohibited from coaching teams in 10U or older divisions without approval of the Regional Board.

Addendum to Section C of Article Six:

“The Region’s Participating Members” means Participating Members and parents/legal guardians of Playing Members. Posting any notice referenced in this article on the Regional website will constitute compliance with any obligation to provide notice to all participants in the program.

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Addendum to Section D of Article Six:

A majority of the members of the Regional Board, present either in person or by proxy, shall be necessary to constitute a quorum at any meeting of the Regional Board. In the absence of a quorum, no business may be transacted at a meeting of the board, except that any such meeting at which a quorum is not present may be adjourned by a vote of the majority of the members represented either in person or by proxy.

Every member of the Regional Board is entitled to vote at a meeting of the Regional Board and may authorize another member of the Regional Board to act for her/him by written proxy. Every proxy must be signed by the Board member who is granting the proxy. (A scanned or facsimile copy of the signature or e-mail shall constitute a valid signature.) No proxy shall be valid for more than one month from the date it was executed. Every proxy shall be revocable at the pleasure of the Board member executing it. A proxy, in order to be valid at a particular meeting, must be delivered to and accepted by the Regional Secretary or the person designated to act as the Regional Secretary prior to the opening of the meeting. **A Board member may not appear at a meeting of the Regional Board through use of a proxy more than two times per membership year.** The proxy must be executed on a form approved for that use by the Regional Board. The form currently approved is attached hereto in Appendix I. The regional Secretary will bring to every meeting a year-to-date list of proxy use.

ADDENDA TO ARTICLE SEVEN

PROGRAM VISION & ADMINISTRATION/INFORMATION ABOUT THE PROGRAM

Addendum to Section A.4. of Article Seven:

Contributions made on behalf of individual Post-Season teams (Area Playoff and All Star Teams), Spring Select teams and Matrix Program teams will also be considered charitable contributions as described above, subject to the conditions set forth in this paragraph. Contributions on behalf of a particular Post-Season and Spring Select team will be made payable to the Region and deposited into the Region's account on behalf of the team. Contributions on behalf of a Matrix Program will be deposited into the Regions' Matrix Program account on behalf of the team. The Region will retain ten percent (10%) of each of the above referenced contributions that are deposited into its account to cover overhead and expenses. The Matrix Program will retain ten percent (10%) of each of the above referenced contributions that are deposited into its account to cover overhead and expenses. The remaining ninety percent (90%) of each of the above referenced contributions may be used by the team on whose behalf the contribution was made for expenses deemed appropriate by the Regional Board. Examples of appropriate expenses include, but are not limited to, equipment expenses, uniform expenses and tournament fees. Examples of non- appropriate expenses include, but are not limited to, team parties and payments for personal services, such as coaching and training. Requests for payments from such contributions shall be made to the Regional Treasurer. If the Regional Treasurer has any question as to the propriety of the expense for which the reimbursement is sought, the Regional Treasurer will contact the Regional Commissioner and the Regional Commissioner will either approve or disapprove the request. If the same team does not play the following season, any

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money remaining in the account at the end of the current season will revert to the general fund if it is a Spring Select or Post-Season team and into the Matrix Program Fund if it is a Matrix team. (The definition of “same team” is a team with at least eight of the same players as the current season team.)

Addendum to Section B.1. of Article Seven:

Refund requests made on or before July 15th will receive a full refund. After July 15th, a \$40.00 administrative fee may be deducted from the refund amount. All refund requests must be made in writing and submitted via the website refund page located under the “forms” tab. No refunds will be given after October 1st.

Addendum to Section B.2. of Article Seven:

VIP players have no upper age limit

ADDENDUM TO ARTICLE EIGHT

FINANCIAL, BANKING AND RELATED MATTERS

Addendum to Section “O” of Article Eight:

Requests for reimbursement to Regional volunteers for out-of-pocket expenses incurred on behalf of the Region must be submitted with receipts and within 6 months of when the expense was incurred.

ADDENDA TO ARTICLE NINE

DISPUTE RESOLUTION

Addendum to the end of the First Sentence of the Third Paragraph of the Preamble of Article Nine:

Persons subject to do the due process procedures described in this article also include a parent, legal guardian or other family member of a Playing Member

Addendum to Section C of Article Nine:

The Regional Commissioner or Regional Board will attempt to provide as much notice as possible; however when a game or event involving a player, parent or coach subject to discipline is scheduled for the following weekend, 24 hour notice of disciplinary review proceeding will satisfy these rules.

ARTICLE 11: ARTICLE SPECIFIC TO ADMINISTRATION OF REGION 116

1. Questions or Issues Concerning the Program

Parents should direct questions or issues concerning the program to their team Coach. If the question or issue is not resolved, the question or issue should next be referred to, in order, that team’s Division Representative (the term “Division Representative is also referred to in these guidelines as an “age

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division director”), then to the Regional Coach Administrator, then to the Assistant Regional Commissioner and finally to the Regional Commissioner (“RC”). If the question or issue is still not resolved, such questions or issues may be presented in writing to the Regional Board for resolution.

2. Registration

- A. The region’s early registration (discounted registration fee) period may start in March and end no later than the first Saturday in June. The region’s regular registration period for each season may begin and end as scheduled by the Regional Registrar subject to approval by the Regional Commissioner. All players will be placed on a team with a coach. Registration forms will be sequentially numbered at registration. Placing a player in the draft pool will be done on a first come, first served basis, with the sequential number used to determine precedence. The total number of players may be limited by availability of coaches and/or fields in that division.
- B. Late Registration:
 - 1. Late registration closes August 31. Players can be registered after this date at the discretion of the RC up to October 31.
 - 2. Late registrants shall first be placed to balance the number of players per team and thereafter shall proceed as the team formation draft (Article Eleven, Section 4.D.2.i).
- C. After registration, all players will be assigned to the proper divisions as listed in the National Rules and Regulations. Players are to play in their proper age brackets, exceptions can be made only with approval of the RC and only prior to the team formation meeting for a child to play in a higher division than his/her age mandates, but not in a lower division unless extreme circumstances are existing, such as a physical disability.
- D. Region 116 will operate a 5U Jamboree Program for 4 year olds, a Division 6U for all 5 year olds, a Division 7U for all 6 year olds, a Division 8U for all 7 year olds and a VIP Division for players with disabilities ages 4 and up. Division 5U, 6U, 7U and 8U will have separate divisions for girls and boys, whenever possible. There will be no standings kept, no all-stars and no regional awards in Divisions 5U-8U. Region 116 will operate a Division 10U for 8 and 9 year olds, Division 12U for 10 and 11 year olds, Division 14U for 12 and 13 year olds, Division 16U for 14 and 15 year old and Division 19U for 16-18 year olds. There will be standings and awards for Divisions 10U-19U and All Stars for 10U-14U. (Region 116 will also operate a Matrix and Extra program for qualified teams of ages U9 and above subject to the rules applicable to each of those programs.)
- E. At registration time, players must provide the registration representative (trained and appointed by the registrar) with proof of their age by presenting a birth certificate or other legal documents which verifies their birth date. Each child shall present the RC, upon request, proof of their age to ensure eligibility of all teams.
- F. No player under the age of 18 may register without written consent of a parent or guardian.

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- G. A player becomes a team member only after payment of a required registration fee and acceptance of their registration form by the region.

3. Teams

- A. Team names shall bear no resemblance to a religion or nationality. A particular team's Division Representative, the RC and/or the Regional Board may disapprove team names not consistent with Article Two of these guidelines
- B. Teams shall participate only in games approved by the RC and/or Regional Board.
- C. Each team shall have a maximum of fifteen (15) players and every effort shall be made to obtain at least twelve (12) registered players per team, with the following exceptions:
 - 1. Division 19U and 16U shall have a maximum of eighteen (18) registered players per team at any one time and play 11 v 11.
 - 2. Division 14U shall have a maximum of sixteen (16) registered players per team at any one time and play 11 v 11.
 - 3. Division 12U shall have a maximum of twelve (12) registered players per team at any one time and play 9 v 9. The region may consider other short sided game formats with a different maximum number of players per team.
 - 4. Division 10U shall have a maximum of ten (10) registered players per team at any one time and play 7 v 7 short sided games. The region may consider other short sided game formats with a different maximum number of players per team.
 - 5. Divisions 7U and 8U shall normally have a maximum of six (6) registered players per team at any one time and play 4 v 4 short sided games. Goalkeepers shall not be used in these games. The region may consider other short sided game formats with a different maximum number of players per team.
 - 6. Division 6U shall normally have a maximum of six (6) registered players per team at any one time and play 4 v 4 short sided games. Goalkeepers shall not be used in these games. The region may consider other short sided game formats with a different maximum number of players per team.
 - 7. The 5U Jamboree Program shall play 3 v 3 short sided games after the lesson of the day is played. Goalkeepers shall not be used in these games. The region may consider other short sided game formats with a different maximum number of players per team, but intends to comply with the AYSO 5U guidelines as set forth in the AYSO 5U Master Coach Manual, which includes jamboree play.

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8. The region may adopt single age divisions, in lieu of the traditional two year age divisions, when playing intra-regional games.
 9. Exceeding any maximum roster size requirement requires approval of the Regional Commissioner and is subject to the approval of the Area Director.
- D. Every effort shall be made to balance team strength within each age division.
- E. There shall be **NO** major and minor teams within a division in this region, including a division's All Star teams.
- F. No conference structure may be used within a division without a minimum of six (6) teams per conference.
- G. Only Players on a team's roster may play for that team. A player on the roster of an AYSO Matrix Team or an AYSO Extra Team may not play for any other AYSO team in that region.**

4. Team Formation Policy

- A. Registration Forms:
Each Division Representative will be provided with copies of the registration forms for each player assigned to that division.
- B. Player Ratings: (Divisions 19U through 10U)
The Division Representative will be provided with ratings for all players that have participated in Region 116 during the previous season. For all players who do not have a rating from the previous season, a skill assessment will be conducted to establish ratings, whenever possible, or rated as U = unrated. These ratings shall consist of an overall average rating number, determined by the players' head coach during the previous season, and some additional information that may prove useful.
- C. Division Representative Responsibility prior to Team Formation Meeting:
(Divisions 19U through 10U)
Prior to holding a coaches' meeting for the actual team selection, the Division Representative should organize the information and registration forms so as to facilitate the team selection process. The following steps below will aid in achieving this method of team selection:
1. Do **not** write, mark on and/or use a highlighter on the registration forms. Highlighters will black out information when copies are made. Do not staple the rating slips to the registration forms, as staple removal will delay the meeting. Also, do not punch holes in the registration forms as this may remove vital information.
 2. Transfer any missing vital information from the registration form to the "Rating Slip" provided by the region for the individual player. Verify that each slip has an overall

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rating number. Each player must have a rating slip. If the player does not have a rating, then the rating, for the player should be "U" (unrated).

3. Identify the coach's child(ren) and/or assistant coach's child, mark as "preselected". Each team may have only a maximum of two preselects and, other than allowing siblings to play on the same team, **no exceptions will be allowed.**
4. Identify players from the prior year's all-star team(s), current and lower divisions, and indicate on their rating slip.
5. Identify all brothers/sisters to be selected on the same team, except do not violate Article Eleven, Section 4.C.3.
6. Separate the "Rating Slips" into two age groups for Divisions 16U through 10U and three age groups for Division 19U and, then, by rating starting with the number seven (7) down to the number one (1), plus an eighth category for unrated players.
7. Provide blank AYSO Team Roster forms for each coach to fill in at the conclusion of the Coach's meeting.
8. Coaches at team formation meetings may only use player lists provided by the division representative in charge of that meeting.

D. Team Formation Meeting: (Divisions 19U through 10U)

A Coaches' team formation meeting is to be arranged and held with only these people present at the meeting: a Regional Board Member without a child in that division, the Division Representative, and each head coach and his/her assistant coach. (No previous year Division Representative may attend the draft to personally assist any individual coach.) In the absence of both the head coach and assistant coach, a designated adult may be appointed to represent the coaches. One-hundred percent (100%) attendance is desirable. **(Children are not allowed at Team Formation Meetings.)**

1. Individual player ratings may be challenged before the draft begins. The rating may be modified only by majority vote of the head coaches or representatives (one vote per team). In the event of a tie, the Division Representative will cast the deciding vote. Generally, a player from last season's all-star team should be rated six (6) or seven (7), and a player nominated to play on an all-star team but not chosen should be rated five (5). In addition, somebody who played on an Extra or Matrix team in the immediately preceding season should also generally be rated five (5)
2. Select teams by open draft as follows below:
 - a. Have the coaches draw a team number from a hat (numbers one (1) through the number of teams that are to be formed).

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- b. For the older age group, arrange all "Rating Slips" on a table in rows/columns with all number seven (7) rated players in the top row/column, number six (6) rated players in the second row/column, etc.
- c. You are now prepared to start the team selection method. Starting with the Team Number one (1), have the coach select a player from the number seven (7) rated player stack. Proceed with Team Number two (2), then Team Number three (3) and so on until the number seven (7) rated players are exhausted, then continue onto the number six (6) rated players, etc...
- d. The sequence of the drawing is from the lowest team number (team 1) to the highest team number, then from the highest team number to the lowest team number, etc.... (In other words, if there are 10 teams drafting, in the first round, the team with the 10th selection will draft last but in the second round, that team will have the first pick, followed by the team that selected 9th in the first round, etc....
- e. It is permissible to substitute a lower rated player upon your turn, if desired, but only a maximum of one (1) point less in rating than the highest rated available player (preselects are not available), i.e., for a number seven (7) rated player you can substitute a number six (6), not a number five (5) or lower.
- f. When a coach encounters a "preselected" player(s) during his/her turn to select, he/she must choose his/her preselect(s) first of the level in which they were rated. A higher rated player may be selected if available. (For example, a coach has a pre-select with a rating of '5', and there is still one player rated '6' available. The coach may select the player rated '6' or his/her preselect, but may not select any other players rated '5').
- g. The drafting process for the older group ends when each team has the same number of players in the older group and there are insufficient players left for a full round. You may not draft from the younger age group until the drafting process of the older group ends.
- h. Drafting continues with the younger age group by duplicating the procedure above, including step one (1), with the drafting being reversed (e.g., for six teams, 1 becomes 6, 2 becomes 5, 3 becomes 4, 4 becomes 3, 5 becomes 2, and 6 becomes 1).
- i. After drafting of both age groups ends, undrafted players' names, from both age groups are put into a hat to finish the draft. A new draft order is chosen. If there are sufficient players for one or more rounds, the coaches will pick complete rounds. When there are insufficient players for a full round, add blanks to allow each coach a pick.

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- E. Player Trading: (Divisions 19U through 10U)
Player trading is not permitted unless authorized by the Regional Commissioner or his/her designee. The RC may seek concurrence of the players' Division Representative before permitting any trade.
- F. Team Rosters:
Once all the teams have been selected and agreed upon, the coaches should fill in their two blank roster forms that have been provided them and should contain all information required to allow the Division Representative to form teams within the authorized AYSO database. The coaches shall leave a copy of the team roster with the Division Representative prior to leaving the coaches' meeting. The Division Representative or that person's designee will then enter the coach, assistant coach, team parent and player information into the authorized AYSO database and save the rosters in that database. Any scheduled games will be subject to forfeiture by those teams not complying. Uniform numbers are to be turned in to the Division Representative by August 31st. The Division Representative or that person's designee shall then enter the uniform number information onto the eayso.org rosters before the first game.
- G. Team Selection Method for Divisions 8U, 7U and 6U:
1. Division 8U, 7U and 6U teams shall be formed as determined by the Division Representative. The Division Representative will consider neighborhood, school and zip code information as well as player requests when forming teams. However, not all player requests can be honored.
 2. During seasons in which there is no 7U Division or 5U Division, when forming teams in 8U or 6U teams, players on those teams shall be selected so that an approximately equal number of older age group players are placed on each team.
- H. Special Considerations:
1. Assistant coaches: Specific request for one (1) assistant coach by the head coach is allowed as are two co-coaches. A maximum of two preselects is allowed for 10U and older teams.
 2. A transfer of a player from one team to another within a region or from one region to another is done only under special circumstances, and in accordance with the National Rules and Regulations. The transfer of a player shall be granted after **all** of the following conditions have been met:
 - a. Approval of **all** coaches in that division.
 - b. Approval of the player and the player's parents/legal guardians.
 - c. Approval of the Regional Commissioner(s).
 3. Replacing Dropped Players: "Dropped" players will be replaced with a player of equal rating wherever possible, unless there is a waiting list. If a waiting list exists for the division, then dropped players will be replaced with the next player on the waiting list.

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4. Assistance with “no shows”: Players are expected to attend practices regularly. If a player is not coming to practice on a regular basis, the coach should contact the parents to determine the problem. If, after a second parental contact the problem persists, the coach should contact their Division Representative or the Regional Coach Administrator. If necessary, the RC or the designee of the RC will investigate and determine the player's eligibility. Refer to Article Seven, Section 5.
5. The child of a coach or assistant coach who is intended to be a pre-select player must be fully registered before the team formation meeting. Siblings who wish to play on the same team as each other must be fully registered before the team formation meeting.

I. Rating of Players for the Following Season:

All head coaches shall rate the players on their team using the rating forms provided by the region, separating age groups, and submitting them to the Division Representative no later than Nov 1st. 8U players and above are to be rated. 7U, 6U and 5U players are not to be rated.

Player ratings should be reviewed by each coach in attendance at the Coach's Review Meeting to be held prior to the end of the regular season. Individual player ratings may be challenged at this meeting. The rating may be modified only by a majority vote of the head coaches or representatives (one vote per team). In the event of a tie, the Division Representative will cast the deciding vote.

- H. Formation of Matrix and Extra Teams are conducted pursuant to the guidelines of those Program's and are not subject to the Team Formation Policy set forth above unless otherwise indicated by those guidelines.

5. Duration of Games and Playing

- A. Division 6U games shall be two (2) ten (10) minute halves.
- B. Division 7U and 8U games shall be two (2) twenty (20) minute halves.
- C. Division 10U games shall be two (2) twenty-five (25) minute halves.
- D. Division 12U games shall be two (2) thirty (30) minute halves.
- E. Division 14U games shall be two (2) thirty-five (35) minute halves.
- F. Division 16U games shall be two (2) forty (40) minute halves.
- G. Division 19U games shall be two (2) forty-five (45) minute halves.

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- H. Half time periods shall be a minimum of five (5) and a maximum of ten (10) minutes as designated by the referee.
- I. **EVERYONE PLAYS!** Each player shall play a minimum of one half (1/2) of each game, with the following exception:
 - 1. In division 8U, 7U and 6U, No player shall play four quarters of a game unless all other players have played three quarters (3/4) of the game.
 - 2. Late arriving players shall be substituted as follows:
 - a. If the player arrives during the first quarter, the player must play a minimum of two (2) of the remaining three (3) quarters.
 - b. If the player arrives during the second or third quarter, the player must play a minimum of (1) quarter.
 - 3. Division 5U, 6U, 7U and 8U shall play without goalkeepers.
- J. Charging the goalie shall not be permitted in the penalty area, nor shall the goalie be harassed or interfered with while attempting to put the ball in play.
- K. Unless otherwise agreed upon by a majority of coaches present at the team formation meeting, and subject to AYSO National Policies and Protocols and FIFA Laws of the Game, 6U, 7U and 8U games will be conducted pursuant the AYSO National Rules & Regulations and the age appropriate AYSO Coach Manual for those divisions 6U.

6. Size of Ball

- A. Divisions 19U, 16U, 14U:
must be 26.5 to 28.0 inches in circumference and weigh between 14 and 16 ounces.
(Size 5)
- B. Divisions 12U and 10U:
must be 25.0 to 26.5 inches in circumference and weigh between 12 and 14 ounces.
(Size 4)
- C. Divisions 8U, 7U, 6U and 5U:
must be 23.0 to 25.0 inches in circumference and weigh between 10 and 12 ounces.
(Size 3)

7. Proper Dress

- A. Each registered player shall be issued a uniform consisting of a jersey, shorts, and socks. The uniform shall be properly marked in accordance with the drawing attached to the National Rules and Regulations.
- B. In order to compete, a player must be dressed as follows:
 - 1. Issued jersey, tucked into shorts.

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2. Issued shorts or athletic shorts of the same color.
3. Issued socks, worn over the shin guards.
4. Regulation soccer shoes, gym shoes, or sneakers (with or without rubber cleats) are permissible in all AYSO competition.
5. Age appropriate shin guards are required and must be covered entirely by the issued socks.
6. Eyeglass straps are highly recommended for any player wearing eyeglasses. Though not required, it is highly recommended that prescription eyewear be made of impact resistant frames and polycarbonate or trivex lenses.
7. Players with permanent orthodontic braces are strongly encouraged to wear mouth guards.
8. Hearing aids with ear molds made of soft material will be allowed. It is recommended to secure the hearing aid to the head with double stick tape.
9. Visible undergarments, including bike shorts, if worn, must be the same color as the uniform shorts and, except for the goalkeeper, must not extend past the player's knee.

C. Players with any type of splint or cast will not be allowed to participate in practices or games.

8. Competition-

- A. It shall be mandatory to play all regularly scheduled region games, unless a valid reason is supplied to the RC. In cases of failure to play a regularly scheduled game in 10U or older divisions, the offending team shall lose. The score will be determined by the point system currently being used. In cases of postponed or cancelled games, the RC shall have full power to re-schedule said game or not.
- B. In 10U and older divisions, game results will award teams points as follows:

3-Point System	10-Point System
Win: 3 points	Win: 6 points
Tie: 1 point	Tie: 3 points
Shutout: N/A	Shutout: 1 point (allowing 0 goals in a game) <ul style="list-style-type: none"> • Games ending in a tie will result in 4pts being awarded to each team
Each Goal: N/A	Each Goal: 1 point (3 points max per game)
Ejection (Player, Coach or Spectator): <ul style="list-style-type: none"> • Player: (-1) per ejection • Non-Players: (-5) per ejection 	Ejection (Player, Coach or Spectator): <ul style="list-style-type: none"> • Player: (-1) per ejection • Non-Players: (-5) per ejection

When division conference structures are used, **ties within the conference** are broken by a point system. The method of play-offs, if any, per division will be determined after all teams have been formed and the game schedules prepared. Conference playoff guidelines will be prepared by the RC and scheduler of games. These guidelines will be available on the division schedules which will be published on the region website.

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- C. Coaching from one side of the field per team only is our regional policy. Unless otherwise designated by field markings or official direction, the home team has the option of which side of the field to coach and place his/her team on.
- D. Coaches and any other officials or persons may NOT enter the field of play during a game without express permission from the referee. Except in the case of an injury to a goalkeeper, in all cases where an injury to a player was the sole reason for the stoppage of play, and a coach or other team official is allowed to enter the field of play, the injured player is required to leave the field and shall not be permitted to return until the referee gives permission after play has restarted. If the ball is in play when the referee allows the player to return, then the player may only re-enter the field from the touch line.
- E. To determine placement within a division and/or conference, the **tie breaker system** will be used. The team with the most points will be designated as first place, second most points as second place, and so on. They will then be seeded according to the method described in Article 11, Section 8.B. When there is a tie in overall points, you go to head-on play (when teams played against each other), and the team having won taking the higher position. If they are still tied in head-on play, you go:
1. To fewest goals scored against "in those head to head games".
 2. To fewest goals scored against during regular season games.
 3. To most shutouts.
 4. To a coin toss. If three teams are tied, then the odd team wins.
- F. **Coaching shall at no time interfere with the referee's handling of any game, and the referee shall be the sole judge of whether coaching is interfering with the referee's handling of any game. Such interference could result in the referee sending off that coach.**
- G. Prior to the start of the competition, it shall be mandatory for each team coach to report to his/her appointed playing field and referee with a minimum of seven (7) players for Divisions 12U and older; five (5) players for Division 10U; five (5) players for Divisions 7U and 8U; three (3) players for Divisions 5U and 6U. Any team failing to have the minimum number of players within five (5) minutes after the scheduled starting time shall forfeit the game. The referee shall acknowledge the end of the game by a blow of the whistle and the score shall be 1 - 0, with the full team present receiving the win. All games should end prior to five (5) minutes of the next scheduled game's starting time.
- H. If one team has a shortage of players, then the opposing team may field a full team unless a short-sided-play agreement is in effect. A short-sided-play agreement is only in effect if it is listed on the game schedule for that division.
- I. The home team shall be responsible for providing the game ball, and the coach shall give the referee the ball prior to the scheduled starting time. The game ball is not required to be the ball supplied to the coach by the region, but any ball supplied by either team must be approved by the referee before being used in the game. The referee shall be responsible for returning

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the ball to the home team coach at the end of competition. At half time, the referee shall place the ball at midfield, and no players shall tamper with the ball.

- J. During competition, coaches and their assistants will have the responsibility to keep spectators away from the goal line, goals, and the area behind the goals. To aid in the officiating of competitive games & to provide a safety buffer on all fields used by the U-10, U-12, U-14, U-16 & U-19 divisions, when possible fields will be marked/lined with a Spectator Safety Line and Technical Box in accordance with FIFA and AYSO guidelines. The Spectator Safety Line (SSL) will be a dashed line three (3) feet off the touchline and will run from Penalty Box to Penalty Box. At the end of each dashed line will be a line perpendicular to the dashed line and approximately three (3) feet in length. In the absence of a marked Spectator Safety Line spectators must still abide by the guidelines as if the line was marked. A solid double line that runs ten yards on each side of the centerline will mark the Technical Box for coaches and players. In the absence of a marked Technical Box coaches and players must still abide by the guidelines as if the box had been marked. The end of the boxes will have two double lines perpendicular to the solid box. The color of these lines will be different from that of the field markings.
- K. Games may be cancelled, by the RC, at any time the health and safety of the children is involved (heat, smog, field conditions, etc...). Rescheduled Games may be scheduled on **any** given day based on field availability subject to the approval of the RC.
- L. AYSO and the school districts do not allow pets of any kind to be at the fields during practice or games (except for service animals). Games at a City park/field will not allow pets to be permitted at the game area as to ensure the safety of all youth and parents in attendance.
- M. A player who is sent off (issued a red card) will be suspended for one or more games subject to the discretion of the Regional Referee Administrator. A player who is sent off for Serious Foul Play or Violent Conduct will be suspended for two or more games subject to the discretion of the Regional Referee Administrator or his/her designate. The suspensions described in this paragraph are subject to the approval of the RC.
- N. We encourage snacks, if any, to be healthy.

9. Substitution

- A. All registered players in attendance at Region 116 and AYSO play-off games must participate and play at least half of the game. **SUCH PARTICIPATION IS CONTROLLED AS FOLLOWS BELOW:**
 - 1. Approximately halfway through the first half, and approximately halfway through the second half, the referee will suspend the game (usually when the ball is out of play, such as during a throw-in or a goal kick) and note on the lineup cards those players being substituted for. Additionally, substitutions may be made at halftime.

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2. A coach may substitute however she or he so chooses, as long as all players have played at least half (½) the game, or, where applicable, three quarters (¾) of the game, by the end of the game.
 3. Players substituting (players leaving the field) must report to the referee.
- B. Additional substituting is permitted, if authorized by the referee, in case of injury. All substitutions shall be marked on the lineup cards. The lineup cards will be signed by the referee after the game and forwarded to the Regional Referee Administrator.
- C. Divisions 19U and 16U have free substitutions. Coaches are still required to play each player at least half of the game. Substitutions may be made during any stoppage in play, but only with the permission of the referee, which permission may be granted or withheld in the sole discretion of the referee.

10. Officiating

- A. Region games will be officiated by at least one (1) referee. Referees shall at all times apply the Rules and Regulations of competition as designated by AYSO National Policies and Protocols and FIFA Laws of the Game. It will be the Referee Administrator's responsibility to schedule said referees for Regional play. Due to a shortage of trained referees, it may be necessary to have one coach or parent from each team officiate the game who shall apply the Rules and Regulations of competition as designated by AYSO National Policies and Protocols and FIFA Laws of the Game as would any referee assigned to officiate that match. No coaching shall be permitted from the field of play.
- B. In AYSO championship play-offs, FIFA laws will apply as modified by AYSO Rules and Regulations.
- C. Referees will be selected, trained, and assigned by the Referee Administrator.
- D. Misconduct by players, parents and/or coaches is a serious offense and violates the spirit of the game. Repeated instances of misconduct by a player, sideline parent or coach may result in formal disciplinary review (refer to Article Nine.) A repeated instance is defined as being sent off twice during the course of the season. A player will not be eligible to participate in scheduled games or practices until any pending disciplinary review process is completed. Any coach or player who is sent off before, after or during a game must leave the area immediately. Subject to the Addenda to Section 7 of Article Seven, above, the player and, possibly, the coach will not be allowed to participate in that person's next game with any type of AYSO team. Any violation of this rule will result in forfeiture of subsequent games in which that player or coach participated before serving his or her suspension.
- E. All coaches listed on the game card shall be Safe Haven certified and Age Appropriate Coaching certified.

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- F. A coach with a concern regarding misapplication of the Laws of the Game or AYSO rules and regulations may report that issue to the Regional Referee Administrator. Such a report **must** be in writing, copied to that coach's Division Representative and cite the actual language of the law, rule or regulation believed to have been misapplied. That written report should also be made within 48 hours of the completion of the game in question.

11. Volunteer/Referee Points Program

A. **Purpose.** The Volunteer/Referee Participation program is designed to increase the participation of adult volunteers. The program applies to the fall season only. All **Coaches, the Regional Commissioner and Assistant RCs, the Regional Referee Administrator and Regional Referee Staff, the Regional Field Coordinator/s, the Volunteer Points Coordinator/s and Division Representatives** should be familiar with this program. (The Volunteer Points Program does not apply to Matrix teams.)

Persons interested in volunteering as either a Board of Director Member, Field Crew Member, or Referee must complete an online AYSO Volunteer Application for the current season (required annually). This application must be e-signed, printed out, wet signed by the applicant, and verified and signed by a current Board Member. Each volunteer must also complete the online AYSO Safe Haven course (required to be completed only once) and print a copy of the completion certificate.

In order for a volunteer to donate points to a team or teams (maximum of two teams), the volunteer must also sign the Team Volunteer Points Form for each team. A copy of each volunteer's verified AYSO Volunteer Application and Safe Haven completion certificate must be attached to each team's Team Volunteer Points Form.

B. **Background.** We currently have approximately 150 volunteers listed as either referees or assistant referees to cover over 120 games each Saturday during the regular (Fall) season. Of those volunteers:

1. 50% are doing 2 to 3 games each week; and
2. 60% are either first year referees or youth referees

In order to properly staff games for any weekend, a total of 260 referees are needed. The reality is that we have relied on our senior referees, who no longer have children in AYSO, to referee more than one game a week. We need to prepare today for the time when these extraordinary referees will no longer be able to volunteer in support of our program. Because the board believes that these goals can only be accomplished by encouraging participation of new adult referees, it will be easier for teams to recruit new adult referees to satisfy the requirements of this program.

Similarly, our region uses fields spread all over eastern Chula Vista and Bonita, and preparing those fields requires significant effort, effort that is essential to the operation of a successful soccer program. The regional board encourages the participation of new volunteers for the region's field crew.

C. **Key Elements.** This program relies heavily upon the coaches to recruit parent volunteers from their team(s) and encourage those volunteers to work a minimum number of games during the fall season. The program provides teams and coaches with both positive and negative incentives. The

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positive is that their games will be officiated by trained referees. The negative is that their team(s) will not be allowed to participate in post-season play, including the Area 11S League Team Playoffs. 8U, 7U, 6U and 5U age levels are excluded from this program, but coaches are encouraged to ask for volunteers to support the future growth of this program.

D. Requirements. These requirements apply to each 10U - 19U age team, and a team's failure to earn the required points will render that team ineligible for post-season play. 10U, 12U and 14U teams must provide a sufficient number of referee and field crew volunteers to earn fifty (50) points for their team. 16U, 19U, and Extra Program teams must earn forty-one (41) points*. In addition, points can be donated to teams by Region 116 Board member as set forth in the Board of Director Points section. These requirements do not apply to All Star eligibility for coaches or players. All team referees must be a certified AYSO Referee (of any level) or a certified AYSO Assistant Referee.

***The eligibility of a team to participate in post season play is subject to the discretion of the Regional Commissioner (RC) whether or not that team has earned the minimum number of referee/field crew volunteer points.**

Referee Points. As part of the fifty (50) points required to advance to post season play, each team must earn a minimum of twenty-five (25) referee points. The referee point requirements can be met by a volunteer either being the center referee and/or an assistant referee. Each center referee will earn two (2) points for completing a center referee assignment in the 10U division, three (3) points in the 12U division and four (4) points in 14U and older divisions. One (1) point will be earned for completing each assistant referee assignment in 10U division, one and one-half (1.5) points in the 12U division and two (2) points in 14U and older divisions. Games cancelled due to weather will be deemed completed for any referees previously assigned to those games by 11:59 p.m. of the Thursday immediately preceding those games.

A team can earn bonus referee points by recruiting new Referees. A team whose referee list includes new certified Referees can earn up to six (6) bonus referee points for each new Referee. A new Referee will earn one (1) bonus point for each game refereed up through the sixth game officiated by that person.

A team can also earn bonus referee points by recruiting new certified Assistant Referees. A team whose referee list includes new certified Assistant Referees can earn up to three (3) bonus points for each new Assistant Referee. A new Assistant Referee will earn one (1) bonus point after each game refereed up through the third game officiated by that person.

***Note: New referees cannot earn both maximum points for center refereeing and assistant refereeing. For example, if a new referee Center Referees six (6) games, and then is an Assistant Referee for three (3) games, they will only earn the maximum of six (6) bonus Center Referee points. However, if they are an Assistant Referee for three (3) games and then a Center Referee for two (2) games, they will only earn a total of three (3) Assistant Referee bonus points as they reached the maximum bonus referee points as an Assistant Referee prior to earning the bonus points for Center Referee. They cannot earn both six (6) bonus points for Center Refereeing six (6) games, and then an additional three (3) bonus points for being the Assistant Referee for three games.**

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No team may earn more than eighteen (18) new referee bonus points in any one season. The remainder of the referee points earned must be from refereeing or serving as a referee scheduler.

Only certified AYSO referees, in full uniform, may earn points under the Referee Volunteer Participation program. The region will provide certified referees with full uniforms, excluding shoes. (A “full uniform” consists of a referee jersey, black shorts and shoes with referee socks fully pulled up.) A referee who appears at a scheduled game without a full uniform will not be awarded points for refereeing that game. The only exception to a referee being required to be in full uniform is when a certified referee not previously scheduled to work a certain game agrees to work a game for which there is not full coverage, so long as he or she is not related to a coach or team member of either team. (Said referee must report that extra work within three (3) days after that game to the Referee Administrator or Referee Scheduler responsible for that division to receive credit for points earned for refereeing that game.)

Certified referees will **not** earn points for refereeing games involving any team that they are coaching or for which their children, siblings or other relatives play or coach. Referee schedulers should attempt to schedule a referee for games outside of the division or conference in which that referee is coaching, has a child, sibling, or other relative playing or coaching.

Because support of new referees is important, persons may be appointed as Referee Advisors by the Director of Referee Assessment. This discretion will be exercised consistent with the AYSO National Referee Program. Referee Advisors may earn four (4) points per game for observing and advising a complete referee crew in a 10U or older division game. An advisor may only obtain four (4) advisor points per weekend, unless the Director of Referee Assessment and the Director of Referee Scheduling allows an advisor to be scheduled to advise two games in one weekend. Advisor points are counted as referee points.

Returning referees with no children or other relatives playing in Region 116 may donate up to twenty-five (25) referee points to only one team, unless the returning referee is a coach or youth, in which case he or she may donate his or her points to a maximum of two teams.

Should the region choose to reward prizes to referees, the more valuable prizes will be rewarded to persons with the greatest amount of referee points.

Field Crew Points. The volunteer point requirements can be achieved in part by a volunteer being a member of the field crew. Field crew points can be earned by either painting fields, opening or closing parks, or picking up or dropping off goals/flags and other field equipment to parks. Each field crew member will earn one (1) point for either dropping off or picking up goals at one park/facility on a game day. One (1) point will be earned by a field crew member for opening a field on a game day and one (1) point will be earned by a field crew member for closing a field on a game day. One-half (.5) point will be earned by a field crew member for turning on lights at a field before any practice and one-half (.5) point will be earned by a field crew member for turning off lights at a field after any practice. Refer to the attached Volunteer Points Breakdown for more details on how to earn Volunteer Field Crew Points.

A field crew volunteer may not earn more than twenty-two (22) field crew points in one fall season per team with a maximum of two teams. No more than half of a team’s required 50 volunteer points

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may be earned with field crew points (including field crew points earned by a Field Crew Scheduler). Any field crew points earned in excess of half of a team's required volunteer points will count toward any volunteer awards offered by the region.

Persons interested in volunteering as field crew members must contact the Regional Field Coordinator. Field crew volunteers are appointed as a member of the region's field crew at the sole discretion of the Regional Field Coordinator. Before earning points on behalf of a team, field crew volunteers must complete the requirements of being a registered volunteer as set forth in section 11A. Field crew members must also be trained for their specific job before being allowed to earn volunteer points. That training will be provided by the Regional Field Coordinator or the designee of the Regional Field Coordinator.

Head Coach Bonus Points. The head coach of a team may earn up to five (5) bonus points for their team to be used as field crew points by completing the following. A coach may earn three (3) bonus points for by attaching copies of their team volunteers Board Member verified AYSO Volunteer Application and a copy of the volunteers Safe Haven completion certificate to their Team Volunteer Points Form and turns in the completed form to the Regional Commissioner or his/her designee no later than the Saturday of the first game of the fall season. A coach may earn an additional two (2) bonus points for completing their team(s) player rating forms and turning them into to their Division Representative no later than November 1st, as set forth in Section 4, Team Formation Policy, Sub-Section I.

Board of Director/Member Points. Persons appointed to the Region 116 Board of Directors as of March of the calendar year in which the Region 116 Fall Season begins may earn five (5) Board Volunteer Points subject to the conditions below. No team may accumulate more than twenty-two (22) board member points. Before earning points on behalf of a team, Board of Director Members must complete the volunteer registration process as set forth in section 11A, complete training required for their, position if such training is provided online or by way of webinar, and timely sign that team's Team Volunteer Points Form. A Board Member's points may be split among a maximum of two teams.

To receive Board of Directors Points, each Board Member must remain on the Regional Board of Director through the end of the last Saturday before Thanksgiving of that Fall Season. Each Board Member must also personally attend at least four (4) Region 116 Board of Directors meetings between March of that year and said Saturday. The RC has sole discretion to award Board Member points to a Board Member appointed after March of the calendar year who performs important and substantial work on behalf of the region, such as a Division Representative, and who attends at least two board meetings before the last Saturday before Thanksgiving of that Fall Season. A late appointed volunteer must be approved as a Board Member by the Board of Directors on or before that season's October board meeting. (Approval of such a board member may be accomplished by a majority of Board Members present at such a meeting even though there may be no quorum present.)

Board Member points will not be awarded to any 10U-14U team for the Fall Season until after the last Saturday before Thanksgiving. Board Member points will be awarded to 16U and 19U teams the first Saturday in November. The RC has the discretion to award points if a Board Member resigns from board due to extenuating circumstances without otherwise satisfying the conditions set forth above.

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Board Members removed subject to a Disciplinary Review Proceeding before the last weekend of the fall season may have board member points deducted by the Disciplinary Review Panel.

Board members may accumulate up to six (6) additional points, at the discretion of the Regional Commissioner or any designated Assistant Regional Commissioner for participation in regional events, such as registrations, team formation meetings, picture day, and the General Coaches Meeting as well as by attending the Section 11 Expo/Conference.

Volunteer Points Awards. The region may provide an award to the team which earns the most volunteer points in excess of fifty (50) points in each 10U and older division when that team does not participate in post-season play. Teams eligible for this award must have at least thirty (30) points earned by referees, which points may include new referee bonus points.

E. Regional Commissioner and Referee Administrator. The Regional Commissioner, Referee Administrator or their designees shall communicate and support the Referee Point System to all coaches at the general coaches meeting. Additionally, the Regional Coach Administrator and Regional Coach Instructors will also communicate the Referee Point System to all coaches during each Coach training course.

F. Team Volunteer Points Form. Coaches are required to sign and turn in to the Director of Referee Scheduling or his/her designee or the Field Crew Coordinator, the Team Volunteer Points Form, no later than the second Thursday of October. This form must contain the name(s) and **signatures** of any persons who are willing to volunteer as referees, assistant referees, or field crew members on behalf of that team, as well as the names of any board of director members donating points to that team. Coaches can submit those forms as early as September 1st. Even if a team has no volunteers, the form must be signed by the coach and turned into the Director of Referee Scheduling by the above-referenced deadline. Because of the amount of time head coaches already donate to Region 116, it is recommended that head coaches not be listed on his or her team's volunteer points form as the team's referee, however they can if so desired.

Coaches and Team Parents must:

1. Recruit parent volunteers to be team referees or field crew members;
2. Submit the Team Volunteer Points Form to the Director of Referee Scheduling or his/her designee as soon as possible but no later than the 2nd Thursday in October;
3. Contact his/her referee(s) and/or field crew volunteers during the season to obtain updates on points accumulated, or they can track points earned by viewing the regional web site for current referee point information; and
4. Two weeks prior to the end of the season, contact the Referee Administrator and/or Field Coordinator to confirm their teams' accumulated points.

Referees, Board Members, Field Crew and Referee and Field Crew Schedulers can assign their points to any team of their choice, and they may not modify their choice after the volunteer form filing deadline referenced above. A referee, field crewmember and scheduler may split his/her points

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equally among up to 2 teams if he/she has more than one relative playing in the region. Once those points are split, they may not be un-split. Referees Field Crew and Referee and Field Crew Schedulers are allowed to donate his/her points to the team of their choice.

G. Division Representatives. Division Representatives will be responsible for making sure coaches complete and turn in the Team Volunteer Points Form to the Referee Administrator by the above-referenced deadline. This form must include the date any new referee volunteer attended the Basic Referee Course, if applicable. Division Representatives for 10U and older divisions should remind their coaches to advise the Director of Referee Scheduling when there was no referee for any game they played.

H. Referee Administrator. Referee Administrator and his/her staff will collect team referee volunteer names, provide training and uniforms, and record the points earned during the season. The Regional Referee Administrator, and/or the Director of Referee Instruction, and/or the Director of Referee Assessment will determine whether a referee is qualified to referee in divisions 12U and above. Persons who believe that they are qualified to referee games in 12U or older divisions may request that their qualifications be assessed by the above-referenced regional board members.

I. Referee Training. Referee training classes will be held before the commencement of the season. Dates, times and locations will be set forth in the regional Parent Handbook and on the regional website. Team Referees must sign a Team Referee Form before the deadline for the submission of those forms, and may not accrue points until he or she has successfully completed the appropriate AYSO referee training course. Interested persons may also seek permission from other regions to attend their training classes, but they must provide written confirmation from the administrator of that course to the Region 116 Regional Referee Administrator that they successfully completed said course.

J. Referee Schedulers. Referee Schedulers must register as a volunteer as set forth in Section 11A. Referee Schedulers must have reliable internet access and a stable e-mail account. Referee Schedulers will earn two referee volunteer points each week for the team of their choice, provided they complete the following.

1. Obtain referee coverage for games each week.
2. Keep track of who they assigned to games each week.
3. Report electronically who they assigned to the Regional Referee Administrator or his or her designated assistant no later than Monday of the following week.

Referee Schedulers who cover at least 80% of their assigned games with a full crew of qualified referees on a weekend will earn one extra volunteer point for that weekend.

Referee Schedulers who do not contact every name on the available referee list provided by the Regional Referee Administrator by the end of the Wednesday before a weekend during which one of their games is not fully covered shall receive no points for that weekend. Referee Schedulers are not authorized to schedule referees not in their own group of referees without permission of the Director of Referee Scheduling or his or her designee. Failure to comply with this rule will result in that scheduler not earning points for any weekend during which the scheduler does not comply with this rule. A Referee Scheduler who fails to timely report assignments electronically as described above will not receive points for the immediately preceding weekend. Referee Schedulers may schedule games more than one week in advance, but are not required to report assignments until after

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completing scheduling efforts for each weekend's games.

Each team referee will be responsible for reporting his or her weekly assignments to that person's referee scheduler. The system for reporting this information will either be via E-mail or online through the region website. The system reporting details will be finalized and provided before the start of play in the fall. The Director of Referee Scheduling or his or her designee will be responsible for posting accumulated referee points on the regional website during the season.

Once on-line scheduling becomes available to referees, a season's schedule will first be made available to returning referees on a seniority basis. The Referee Administrator, Director of Referee Scheduling, Director of Referee Instruction or Director of Referee Assessment have the discretion to alter assignments in order to ensure the best quality officiating for all games all season and maximize opportunities for all who wish to volunteer.

K. Field Crew Schedulers: Field Crew Schedulers have the same duties as Referee Schedulers relative to field crew members. A Field Crew Scheduler will earn 1 point per weekend only if he/she fills at least 90% of his/her assigned positions and two points if he/she fills 100% of his/her assigned positions. The points earned by Field Crew Schedulers on behalf of a team in satisfaction of the required 50 points are subject to the same point limitation that applies to field crew points. That limitation does not reflect on the absolute importance of properly preparing the fields for the kids, but reflects the number of referee volunteers needed to fully staff the games in our region.

12. Responsibility of Uniforms and Equipment

- A. The region shall be in control of all equipment and uniforms which are purchased, loaned, or donated for its use. The custodianship and disposition of such property shall be the responsibility of the RC.
- B. Uniforms issued by the region must be cared for by each player, and parents of same, in a reasonable manner.
- C. All-star uniforms no longer remain the property of Region 116. Annually, the all-star participants shall purchase the all-star uniforms from the region.
- D. One (1) ball of the correct size shall be given to each team in our region, and need not be returned at the end of the season.

13. ABC'S OF COACHING IN BONITA REGION 116:

Every Coach/Assistant Coach:

- A. Shall have the original or copy with original signature of the player registration forms at all practices and games and present them to the referee upon request. (No player may participate in practice or games without a player registration form at the field of play.)

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- B. Shall become educated in proper methods of coaching and working with children, and attend the provided coaches (or other) clinics provided by the Region or AYSO. **A coach must have completed the Safe Haven and Concussion Awareness certification course in the current or prior year(s) as well as Age Appropriate Coaching certification to be eligible to coach any AYSO team (e.g. regular season, All-Star, Spring Season, and AYSO Matrix). These certifications must be verifiable in the authorized AYSO database on the first Monday following the first game of the season.**
- C. **Shall submit a signed volunteer application to the Region CVPA each year which will be forwarded to the AYSO National Office for processing. The volunteer application must be submitted before said person's first coaching session, whether it is a practice or game, and verifiable in the authorized AYSO database on the first Monday following the first game of the season.**
- D. Shall schedule practices appropriate to the needs of the children. The recommended per week being a maximum of two during the regular season, because of our limited number of fields.
- E. Shall conduct him/herself in a mannerly fashion and act in a responsible way at all games, practices, and AYSO functions. Shall remind all parents and spectators that positive support is solicited and that **under no circumstances** will swearing, drinking of alcoholic beverages, use of tobacco products and/or illegal drugs, or use of abusive language directed at anyone, especially Youth Referees, will be tolerated. Coaches and their parents and helpers shall not direct negative, derogatory, or personal remarks towards referees, players, spectators, parents, adults, or children. Violations of this rule shall be noted on the lineup cards for disciplinary action in accordance with Article Nine.
- F. Shall be responsible for the behavior of all parents or spectators present in support of his/her team. To this end, the coach should remind parents and spectators to be cognizant of safety issues, including issues seen on fields used for games and practices. The coach shall instruct parents to park only in **designated parking areas and not block fire lanes and shall instruct parents not to bring pets of any kind (except service animals) to AYSO games.**
- G. Shall keep his/her team informed of all current changes to schedules and rules and regulations of our Region as provided by the Division Representative or the Regional Board or any of its members.
- H. Shall inform Division Representatives immediately of any changes in their official roster.
- I. **Shall ensure, without exception that only children registered with AYSO practice with his/her team and that player registration forms are present for all children at practice, including players' siblings or friends.**
- J. Both coaches shall report the game results of all season games to their Division Representative no later than forty-eight (48) hours from the conclusion of the game so that official standings may be kept and published. If result is not communicated, then game may not count for standings.

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- K. Shall help set up nets and goals when he/she has first game scheduled on any field and likewise help take them down when he/she has the last game on any field. The taking down of goalposts includes moving them to their designated storage location.
- L. Shall provide all team members with a copy of the team roster for proper intra-region communication and possible car pooling to games and practices.
- M. Shall at all times encourage clean competition and good sportsmanship (**e.g. no negative comments toward opponents, air horns, boom boxes, chants, etc...**).
- N. Shall enforce the rules and regulations of AYSO and FIFA.
- O. Shall hold out of play any player who has received a red card from a referee. The player is to be held out of that person's next game with any type of AYSO team, after the game in which the player received the red card. Failure to do this will result in the forfeiture of that game in which he/she was supposed to not participate. (Issuance of a Red card also means the player does not finish the game in which he/she receives the red card.)
- P. Shall distribute as quickly as possible any uniforms, newsletters, pictures, schedules, balls, and anything else to all team members.
- Q. Shall perform administrative duties (i.e. turn in player ratings, rosters, etc...) from the current or previous season within the time frames required by the region.
- R. Shall be responsible for the assignment of team volunteers.
- S. Shall return the original player registration forms to the Division Representative, in all divisions, at the end of the season to facilitate getting them to coaches of post season teams.
- T. Shall report any occurrence of abusive behavior to the Child and Volunteer Protection Advocate.
- U. **All coaches & assistant coaches are hereby placed on notice that their conduct during any particular season, whether or not the subject of any discipline by the Regional Board, may be considered by the Board in determining whether to approve a member's volunteer application to coach in any following season.**
- V. **Any coach sent off by a referee will be suspended for the next game he or she is scheduled to coach for the team he or she was coaching when sent off. Any coach wishing to appeal this discipline pursuant to the Dispute Resolution Procedures set forth in Article IX must contact the Regional Commissioner and request a Disciplinary Review Proceeding no later than 5:00 p.m. PST the Monday immediately following the date that he or she was sent off. The suspension shall be stayed until completion of the Disciplinary Review Proceeding. In addition to overturning the suspension, the**

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Disciplinary Review Panel may add to the suspension of a coach who appeals his or her suspension.

14. Injuries

- A. Any injury to an AYSO participant shall be reported without any delay to the Safety Director, who will oversee the completion of an Incident Report and provide information about the Soccer Accident Insurance (SAI) program.
- B. Failure to report injuries within the time period required by the SAI provider may result in loss of coverage. (To allow time for any SAI claim to be filed, injuries must be reported no later than one week following the player or volunteer first seeking care for that injury from a medical provider.)
- C. Coaches shall not allow a seriously injured player to participate in practices or games until he/she has obtained a copy of a written release that complies with AYSO guidelines. A coach is to consider a player to have been seriously injured upon learning that the injured player sought treatment from a medical provider for the injury in question. A coach must also submit an "Incident Report" for each such injury.

15. Youth Council/Community Service

- A. The Youth Council is designed for player involvement in the operation of the region because **AYSO is for kids!**
- B. The Youth Council members will be selected by the RC, Assistant RCs, Division Representative and Referee Administrator. The Assistant RCs will be the liaison between the Regional Board and the Youth Council.
- C. The Youth Council will meet and advise the Regional Board on regional matters (i.e. recruiting, uniform selection, problem resolution, suggestions on various issues that the Regional Board requests input, etc.). The Youth Council should also assist the Regional Board with fund raisers, picture day, concession stands, Opening Day and Awards Day ceremonies, etc.
- D. All time dedicated to AYSO through Youth Council will apply towards Community Service points.

16. Region and AYSO Championships

- A. Region 116 will have championships for each division except for Divisions 8U, 7U, 6U and 5U and VIP. Region 116 Division Championship teams, meeting the requirements of the Volunteer / Referee points system may compete in the Area League Team Tournament to

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determine Area League Team Champions and any other sanctioned post-Area tournaments for such teams.

- B. It is recommended that Division Champions continue play in post-season play (subject to satisfying the requirements of the Referee Volunteer Participation program) until eliminated. Division Champions will not be allowed to participate in post-season play if that team's coach has not timely submitted rating forms as described in Section 4.I. of this Article. That team's coach must have age appropriate coaching certification. That team's coach must complete an application to play in an Area or Section championship tournament, which application will contain a promise to provide two (2) certified referees and one (1) field crew volunteer for an Area tournament and two (2) referees for a Section tournament. (Those volunteers must sign that application confirming both their agreement to fulfill those duties and their understanding that fulfilling those duties may conflict with that team's games in that tournament. Those volunteers do not need to be the same people who donated volunteer points to that team during the Fall Season, though they must have appropriate certifications and be currently registered volunteers.) Coaches should be made aware of these requirements before deciding to enter post-season play.
- C. A minimum of one (1) team from each division may enter AYSO championship competition (preferably the Division Champions), unless selected as a wild card. Additional teams may be added at the RC's discretion, with the approval of the Area 11-S Board of Directors.
- D. All play-off competition shall be conducted under these Guidelines and Area and/or Section Tournament Guidelines, and coaches shall also be held responsible for following the rules as set forth in the National Policies and Protocols and in conjunction with FIFA laws.
- E. League Championship Teams are to obtain and follow the Area, Section and the National Rules and Regulations.
- F. In Region 116 playoffs, the following rules will apply if there is a tie at the end of regulation time:
1. At the end of regulation time, if the teams are tied, then two overtime periods will be played; nine (9) minute for 14U, seven (7) minute for 12U and five (5) minute for 10U. This is not sudden death, both periods will be played. Free substitutions are allowed upon approval of the referee during overtime periods. There will be a coin toss to start the overtime. The winner has the choice of which goal to defend.

After the first overtime period, teams change ends and the second overtime period is promptly started with a kickoff.
 2. If at the end of the overtime periods the score is still tied, then a penalty kick shoot out will be used. **Only players on the field at the end of the second overtime period may participate in the shootout.** All players on the field are to remain on the field in the event of a shoot out.

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A coin toss will be used to determine who kicks first. The winner of the coin toss chooses which team kicks first.

17. All-Stars

- A. At the conclusion of the regular Fall season All Star teams will be formed in the 14U, 12U and 10U divisions. The first place team coach in each division will be given the first right of refusal pending the approval of the RC. Upon the refusal of a coach to coach an All Star team, the coach of the next highest ranked team will be offered the opportunity to coach that division's All Star team. Regardless of the foregoing, a coach will not be allowed to participate in post-season play if that coach has not timely submitted rating forms as described in Section 4.I. of this Article or if that coach does not have an age appropriate coaching certification for the age division of the team in question.
- B. It is understood that All-Star teams should continue playing in post season play until they have been eliminated. Coaches should be made aware of this before taking a team.
- C. A certificate or patch may be provided by our region for each child who is placed on the All-Star team which is selected to represent our region in area or section play.
- D. Special uniforms will be used by All-Star teams competing in post season play. Starting with the 2001-2002 season, All-Star participants will purchase the All-Star uniforms in lieu of returning them to the region.
- E. The Rules and Regulations of Region 116, Area S, and Section 11, as well as the National Policies and Protocols are to be strictly adhered to during all competition of the All-Star games. All-star coaches are to be given copies of the Area and Section Rules and Regulations.
- F. A minimum of one (1) team from each division may enter All-Star competition. Additional teams whose coaches must satisfy the requirements set forth in this section may be added at the RC or Regional Board's discretion, with the approval of the Area S Board of Directors.
- G. The All-Star Selection Meeting should be scheduled in early November of that season whereupon the players are selected in accordance with the selection method agreed upon at the Team Formation meeting. The Division Representative shall provide each coach and the RC written confirmation of the selection method agreed upon (**except in Divisions 19U and 16U which must use the deadline established by Section 11**). Copies of All-Star team rosters must be provided to the RC by the Wednesday after Thanksgiving and any changes must be approved by the RC. All Star teams may begin practice on the first Monday following Thanksgiving or any later date determined by the Area Board of Directors.
- H. To be eligible for All-Star competition:
1. A player must have played in at least half of the total number of league games played by the team to which he/she was assigned during the regular season, except in situations where the player is assigned to meet this requirement but is unable to play because of illness or injury.

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2. A player and/or coach must continue to participate with his/her league team, if in post season play, to be eligible for All-Stars.
 3. Two or more red cards/send offs received during the regular season makes a player and/or coach ineligible.
 4. A coach who fails to follow and enforce these Region 116 Guidelines, including the ABC's of Coaching (Article Eleven, Section 15) will be ineligible.
 5. A coach must be registered in the current year in the authorized AYSO database, be Safe Haven for Coaches and Concussion Awareness certified in the authorized AYSO database and possess an age appropriate coaching certification as reflected in the authorized AYSO database.
- I. In any nomination of All-Star players, all teams must be represented. No tryouts or post season games are to be used to select players in lieu of observing players during the regular season. No alternates are to be chosen. In forming the team, the **maximum** number of players coming from one team is limited as follows:

<u>Number of League Teams</u>	<u>Maximum Number of Players/Team</u>
10 through 14	3 Players
7 through 9	4 Players
4 through 6	5 Players
1 through 3	open

If two All-Star teams are formed in a division, then each league team **must have at least one player** on an All-Star team. When division conference structures are used, then each conference All-Star team will be comprised only of players from that conference. When division conference structures are not used, then the two All-Star teams will be balanced using a method established by the Division Representative and approved by the RC.

18. Spring Season

- A. Region 116 may participate in Spring Season in Divisions 19U through 10U. Fall 8U teams (not 7U teams) may play in the Spring Season following 10U rules.
- B. To be eligible for Spring Season, a player or coach must meet the eligibility requirements outlined for All-Star competition in Article Eleven, Section 11.H.
- C. The RC and Spring Season Coordinator shall accept interest statements from coaches and if necessary appoint a Spring Season Coach Selection Committee to nominate coaches for the Spring Season teams, subject to approval by the RC. In the nomination of coaches and in considering interest statements from coaches, the RC and Spring Season Coordinator or the Spring Season Coach Selection committee will consider the following:
 1. Multiple teams may be formed in each division, field space permitting.

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2. Regular season coaches in the division will be given first consideration.
 3. Positive coaching and good sportsmanship.
 4. Level of Coaching License and Coach Certification
 5. Years of coaching experience.
- D. The selection of players will be at the discretion of the coach. Only players registered in the current AYSO season may participate in Spring Season. (Exception, if permitted in Area Spring Season Guidelines: 19U and 16U teams may have up to four (4) players who were not registered in the current season [aka “guest players”] provided they pay the national registration fee. 10U [including U9 Extra and Matrix teams] through 14U teams may have up to three (3) guest players provided they pay the national registration fee.) A coach may recruit players from other regions but Region 116 players are preferred. Any registered player in the current AYSO season requesting to play Spring Season will be placed on a team if the team has an opening at the time of the request. Roster size is to be in compliance with the Area Spring Season Guidelines and is to be submitted to the RC no later than March 1st. If any information suggests illegal players are being used, there may be disciplinary action taken as outlined in Article 9 Dispute Resolution.
- E. Players shall pay a Spring Season registration fee, as outlined in the Area Spring Season Guidelines in addition to any fees established by the region payable in full to the region prior to the first game. Failure to do so will eliminate the team from play until said fees are paid in full. Non-Matrix/Non-Extra Players who pay Spring fees may not play with a Matrix or Extra Team until the Spring Season schedule is completed, whether or not they request a refund after payment of those fees.
- F. Uniforms are the responsibility of each team and must conform to the standards of Article Eleven, Section 7. Region 116 may provide uniforms to each team at cost.
- G. Area Spring Season Guidelines will be made available to all Spring Season coaches. It is the responsibility of the coach to read and understand the guidelines. The Spring Season guidelines are an addition to the Region Guidelines which remain in effect throughout the year.
- H. Any player or coach suspended during the spring season for a number of games beyond the end of the spring season will serve the remainder of said suspension during the next season during which that person coaches or plays, be it a fall or spring season.