

## **APPENDIX 1.0 PLAYER REGISTRATION – REGISTRATION FEE REFUND POLICY**

The Regional Board fixes the Registration Fees and Refund Policy for Region 4 annually.

Generally, the fee includes uniform, Accident Reimbursement Program, soccer resources for families, soccer education and training for coaches and other officials, as well as the fee charged for each player by our national organization.

The fee may be partially refunded for a player who withdraws from the program dependent upon the time and circumstances of the withdrawal.

### **Refunds**

Refunds minus \$25 processing will be given upon request if submitted on or before the date registered players are provided to team balancers (usually mid-June).

Request for refund(s) must be in writing via post or e-mail. The request must be sent to the Division Director with a copy to the registrar. The request must include the date, name of the player, division (and/or DOB), reason for request, and relationship of the requestor to the player. Please allow 4-6 weeks for processing the request. A mandatory form will be available on the documents page of the region 4 website. ([www.aysoregion4.com](http://www.aysoregion4.com))

## APPENDIX 2.0 TEAM POINTS POLICY

Volunteering is how we make the AYSO program work.  
AYSO Region 4, in implementing the "team points policy, affirms that a true championship team excels in the three key areas of AYSO participation:

"SPORTSMANSHIP"  
"VOLUNTEERISM"  
"SUCCESS ON THE FIELD (win/loss)"

**Unless otherwise stated below, the word 'Referee' applies equally to Center Referee and Assistant Referee.**

**How do Coaches qualify?** Attend the age-appropriate Coach clinic and become AYSO SAFE HAVEN certified.

**How do Referees qualify?** Attend and pass the Regional Referee clinic and become AYSO SAFE HAVEN certified.

*A new referee may request Assistant Referee assignments until he/she feels ready to take the Center Referee position.*

**Guidelines for points:** In order to qualify for the regional post-season playoff tournament, a team must have at least 20 Team Points, **5 of which must be referee points**. Team Points will be awarded as follows:

- 2 points per win, 1 point per tie, 0 per loss.
- 1 point per game officiated, ½ point as Stand-By referee, with a maximum of 18 Referee Points per team.
- 1 point for normal sportsmanship, 0 for poor sportsmanship. Players, coaches and spectators are expected to display good sportsmanship at all times, regardless of referee decisions made on the field, in order to earn the team sportsmanship point. Field referees will determine if sportsmanship point is earned or not. Dismissal of any coach, parent or player from the field will result in automatic loss of sportsmanship point. Any failure to earn sportsmanship point will be reviewed by Regional Referee Administrator.

### **Notes:**

1. If a referee signs up for a game and does not complete the game due to injury, the referee points will still be awarded to the team. However, if the referee cancels out on a game or does not show up for a game the points will not be awarded to his or her team.
2. If a referee is not scheduled for games in a certain week, he or she may receive one-half point for signing up as a stand-by and being present at that game, if stand-by positions are available.
3. A team can receive 2 Referee Points for any referee who successfully completes the regional referee clinic, refresher clinic if offered or upgrade clinic and referee at least 9 games. Two points maximum per team.
4. Referees officiating Area games in the U16 and U19 divisions are eligible to receive points toward their Regional teams.
5. **Total win/loss, sportsmanship and referee points will determine the regular season standings.**
6. For playoff eligible teams, seeding will be based on **game** and **sportsmanship** points **ONLY**.
7. All referees must declare their point allocation(s) by week 4 of the regular season.
8. If a volunteer so wishes, they may be a referee for a second team. The referee points will be divided evenly between those teams unless specifically stated to, and agreed by, the RRA in writing before the start of the season or the referee's first match.

### **Team Guidelines for Recruiting Volunteers:**

- A Team may recruit volunteers for their team from parents, guardians, siblings or anyone capable of fulfilling the requirements.
- Teams shall have at least one certified referee as outlined in this appendix. A second referee is advised, but no more than two referees may gain points for any one team.
- Team Managers or Coaches will inform their volunteers of the dates and locations for clinics and Safe Haven courses.
- Team Manager will fill out the team volunteer information card and send it to the Division Director after the team meeting and before the start of the season. This card includes contact information for Referee(s), Assistant Coach, etc.

### **Responsibilities of the Regional Board:**

- Division Directors will do their best to divide experienced referees and potential new referees amongst all teams.
- If requested, the Regional Referee Administrator (RRA) and staff will assist any team in referee recruitment if necessary before the start of the season.
- The RRA will have posted on the Region 4 AYSO web-site, as well as other methods of distribution, the dates and times of all clinics, sign-up nights and other pertinent information needed to fulfill the necessary referee requirements. It is the responsibility of the teams and the individual volunteers to fulfill these requirements.

### **Regular Season League Winners, Playoff Qualification, Playoff Seeding and Tiebreaks:**

- The league or division winner of the regular season is based on win/loss, sportsmanship and refereeing. The team with the most Team Points will finish first, the team with the second most points will finish second, and so on. Trophies, if awarded, will be based on total Team Points and associated tie-breaks, as shown below. In divisions where there is more than one league, the leagues will be combined into overall standings.
- A total of 20 team points are needed for playoff qualification, 5 of which must be referee points.
- Teams will be seeded for Region Playoffs based on game and sportsmanship points only. Points are awarded as noted above.
- **If** teams are tied (same number of Team Points), tie breaking procedure will be as follows:
  1. Team that won in head-to-head competition
  2. Team with the greater number of sportsmanship points.
  3. Team with the greater number of officiating points.
  4. Team with the greater number of wins.
  5. Determined by lot or coin toss

### **Special Notes:**

- All teams must provide at least one referee who must referee at least one playoff game on the first weekend of playoffs in order for their team to be eligible to continue through playoffs. If the team does not provide the referee or the referee fails to referee their scheduled games, the team may be eliminated from further playoff games and may be replaced by a team decided upon by Regional Commissioner, Assistant Commissioner and appropriate Division Director.
- The minimum Team Points requirement for Playoff eligibility may be waived only under extreme circumstances as determined by RRA and approved by the Regional Commissioner.
- First place teams of regular season leagues will be invited to advance to the Area 10E League playoff tournament. This does not necessarily mean the team with the most wins advances.
- One or more wildcard teams may be invited by an Executive Committee to advance to Area 10E League playoffs from those qualifying for the Regional playoff tournament.

## APPENDIX 3.0 TEAM SIZES & PLAYING REQUIREMENT

AYSO's short-sided concepts for the younger age groups now cover all players from 6U through 12U. This means fewer players on the field at any time, more touches for each player and a better learning and playing experience.

The guidelines for play in 6U, 7U, 8U, 10U, U12 and 14U, during regular Region 4 season play, are as shown below. FIFA rules apply unless otherwise shown.

	6U	7U	8U	10U	12U	14U
Number of players per team (nominal)	6	7	8	9	12	14
Maximum number of players on field (including goalkeeper)	4	5	6	7	9	11
Minimum number of players required for a game	3	4	4	5	6	7
Duration of game (minutes)	30	40	40	50	60	70
Ball size	3	3	3	4	4	5
Fraction of game time on-field for each player (min)	3/4	3/4	3/4	3/4	3/4	3/4
Fraction of game time allowed as goalkeeper (max)	N/A	1/4	1/4	1/2	1/2	4/4*
Indirect free kicks	All	All	All	FIFA	FIFA	FIFA
Direct free kicks	No	No	No	FIFA	FIFA	FIFA
Penalty kicks	No	No	No	FIFA	FIFA	FIFA
Corner kicks	[Yes]	FIFA	FIFA	FIFA	FIFA	FIFA
Goal kicks	[Yes]	FIFA	FIFA	FIFA	FIFA	FIFA
Offside called? [CP=Cherry-Picking only]	No	CP	CP	FIFA	FIFA	FIFA
Throw-in attempts	Kick	2	2	FIFA	FIFA	FIFA
Yellow/Red cards	No	No	No	FIFA	FIFA	FIFA

**Notes** (meeting the following requirements are the responsibility of coaches, not referees)

**6U** teams are organized with six players on a team. With four players on the field, two players will be able to play only one half of the game. Assuming full attendance for each game, the two half-game players must be rotated in equal order from week to week. Under normal circumstances, half-game players should not be rested in consecutive quarters. There are no goalkeepers in 6U.

**7U** teams are organized with seven players on a team. With five players on the field, one player will be able to play only one half of the game. Assuming full attendance for each game, the resting player must be rotated in equal order from week to week. Under normal circumstances, the half-game player should not be rested in consecutive quarters. The half-game player should be a field player only, not a goalkeeper.

**8U** teams are organized with eight players on a team. With six players on the field, and all eight present, all players will be able to play 3/4 of the game.

**10U** teams are organized with nine players on a team although in some instances team may have 10 players. With seven players on the field, and all nine present, all players will be able to play 3/4 of the game and one will play the entire game. With seven players on the field, and all 10 present, eight players will be able to play 3/4 of the game and two will play the 1/2 of the game. Under normal circumstances, half-game players should not be rested in consecutive quarters.

**Continued on next page.**

**12U** teams are organized with eleven or twelve players on a team. With nine players on the field, and all twelve present, all players will be able to play 3/4 of the game.

**14U** teams are typically organized with thirteen or fourteen players on a team. With eleven players on the field, and all fourteen present, all players will be able to play 3/4 of the game and two will play the entire game.

*\* In U14, a player who plays ¾ of the playing time may play ¾ of the game as Goalkeeper if the goalkeeper is willing. A player who plays the entire game may play all four quarters as Goalkeeper if the goalkeeper is willing.*

**16U/18U** players are required to play at least one half of each game.

**PLEASE NOTE THAT IN THE CASE OF ABSENT PLAYERS, IN ADDITION TO CERTAIN SCENARIOS SHOWN ABOVE, ONE OR MORE PLAYERS MAY BE ABLE TO PLAY THE ENTIRE GAME PROVIDED ALL OTHER PLAYERS ARE AFFORDED THEIR MINIMUM PLAYING TIME.**

## **APPENDIX 4.0 COACH & ASSISTANT COACH POLICY AND IDENTIFICATION**

### **A. COACH & ASSISTANT COACH POLICY**

1. Any Coach or Assistant Coach must have AYSO Safe Haven (Coach) certification and be registered with AYSO as a volunteer. Any head coach must be AYSO-certified as a Coach at the team's age level according to prevailing AYSO requirements. Any assistant coach U10 and above must also be AYSO certified. There shall only be one Head Coach who may have one or more Assistant Coach per team. However, there may only be two active coaches per team during a scheduled game.
2. Coaches must be at least 18 years of age by the first practice. A minor (i.e. a person under 18 years of age) may not be a coach.
3. Any prospective Coach or Assistant Coach, regardless of age, must sign an agreement with Region 4 stating:
  - (a) that he or she has read and understood the Regional Guidelines, Regional By-Laws and AYSO National Policy Statements, and
  - (b) that, as required by the AYSO Standard Regional Guidelines, he or she will ensure an adult of same gender as the players will be present for the duration of all practices, plus another adult if more than 8 players are on the team roster.
4. The final decision on the acceptance of any candidate for the position of Coach or Assistant Coach rests with the appropriate Division Director and the Regional Coach Administrator.
5. Members of the AYSO Region 4 Board of Directors will randomly monitor all teams at practices - if the above requirements listed above in section 1 & 3 above are not met, the Coach will be suspended, at a minimum, for the remainder of the season, including All-Stars, League Playoffs and AYSO-sponsored tournaments and will also be denied application to be the Coach or Assistant Coach for any AYSO team.

### **B. COACH & ASSISTANT COACH IDENTIFYING GARMENT/IDENTIFICATION BADGE**

1. Identifying garments or identification badge will be used as the means of identifying the Coach and the Assistant Coach for a team, and will be provided by the Region to each participating team, and are to be worn by the Coach and Assistant Coach while present at a field where he or she has a team playing in a formal match.
2. The identifying garment or identification badge is such that the distinction between Coach and Assistant Coach and other spectators will be easily made by all 3 officials of a match from any position on the playing field, and allows Board members and Field Monitors to quickly locate the Coach and Assistant Coach of a team.
3. The failure of a Coach and/or Assistant Coach to wear the identifying garment or identification badge will result in his or her preclusion from participating in a coaching that match, and from occupying the "Technical Area", as long as the failure to wear the identifying garment or identification badge persists.
4. The identifying garment or identification badge is to be worn at least 10 minutes before the scheduled kick-off for a match in which the wearer is actively participating, and at least 5 minutes after the end of the match.

## APPENDIX 5.0 UNIFORMS, EQUIPMENT AND FIELDS

### A. UNIFORMS AND EQUIPMENT

1. **Supplied by the Region** - Region 4 will supply each player with a uniform for the regular season consisting of a pair of socks, a jersey, and a pair of shorts. Each referee will also be provided with a uniform and any accessories needed to officiate games except for a timepiece. All players and referees are expected to provide any equipment not provided by the Region. Each team will be provided one game ball for the season. Each coach and assistant coach will be supplied and identifying garment or identification badge as designated by the board.
2. **Shin guards** - Shin guards are mandatory. No player may participate in any practice or game without them.
3. **Game Uniform** - To participate in a game, all players must be dressed in a complete, matching uniform, have their shin guards on UNDERNEATH their socks, have their shirts tucked inside shorts, and wear regulation soccer shoes, sneakers or gym shoes. Players not dressed in proper uniform will not be allowed to play until properly dressed. In cold weather, a player may wear a long sleeved sweatshirt under the jersey and sweatpants under the shorts. Gloves may also be worn. Goalkeepers may wear soft knee or elbow pads, padded shorts or pants, and gloves.
4. **Medical, Dental, Vision Equipment** - Medical information bracelets should not be removed, but must be padded or covered and secured in such a manner that it is not dangerous to themselves or any other participant on the field of play. Prescription eyeglasses may be worn, but must remain firmly on the wearer's head or restrained by a strap. Non- prescription eyeglasses and sunglasses are not permitted to be worn by a player during a game. Players with permanent orthodontic braces are strongly encouraged to wear mouth guard.
5. **Prohibited Articles** - A player is not permitted to practice or to participate in a game with ANY type of hard casts (including padded casts), splints, helmets, hard padding and may not wear bracelets, wristwatches, removable dental pieces, barrettes, earrings, rings bandanas, hair or face paint or anything else deemed to be unsafe to the player or other players by the Regional Commissioner, referee, or coach. The only exception will be a FIFA approved head protection.
6. **Bicycle Shorts** - Bicycle shorts are optional for each player on a team. If a player chooses to wear them, they must be worn underneath the uniform shorts.

## B. PLAYING FIELDS

It is the policy of Region 4 to maintain a good relationship with the park districts, individual schools and districts, other organizations which provide or assist in providing playing fields, and the neighbors who live or work next to or near such playing fields. All participants in Region 4 are expected to abide by this policy.

1. **Field use by division** - On some fields we may have dual use by younger and older divisions. This will require marking lines on the fields for appropriate field sizes and putting in place the appropriate goals. Different color of paint will be used for each set of lines. Hence, the following is required, for all fields:
  - a. **Game day field set up**: It is the responsibility of teams assigned the first game of the day **for their division** to put up one net (a goalpost, if necessary) and two corner flags at the assigned field. Failure to set up the field by the scheduled starting time will result in the length of that game being shortened by the amount of time taken to complete the setup after the scheduled starting time. A sportsmanship point will be deducted from a designated team if it fails to set up the field.
  - b. **Game day field take down**: It is the responsibility of teams assigned the last game of the day **for their division** to take down one net (a goalpost, if necessary) and two corner flags from the assigned field. These are to be taken to their respective storage areas using provided bins for the nets. A sportsmanship point will be deducted from a designated team if it fails to take down a field.
2. **Home and Visitor** - The "Home Team" is listed first on the game day schedule. The players, coaches and spectators for each team must all take up position on the same side of the field, different to that used by the opposing team. It is advisable to bring chairs and safe shading if the weather is likely to be a concern. The determinant for "Home Team" side is first, school side, then building side, then closest to the parking lot. Usually, the home team is on the school side of the field. Where fields are perpendicular to the school side, use the next determinant, the building side. On park sites, such as Deerhill and Valley View, use the third priority determinant, the side closest to the parking lot. **It is important that spectators sit on the appropriate side (regardless of weather conditions) so that referees can assess accurately the sportsmanship points for spectators.**
3. **Trash pickup** - All teams are responsible for picking up its own trash (and that of others' would be nice) on its practice and playing fields and along adjacent sidelines. Trash must be disposed of away from the field site. Do not use the trash facilities at these sites to dump trash.
4. **Field condition hot line – (818) 707-8557** - Coaches can call for information on rain cancellation (both practice and game days). This information will also be posted on the website: [www.aysoregion4.com](http://www.aysoregion4.com).
5. **Parking** shall be limited to those areas designated at the fields.



## APPENDIX 6.1 TEAM ASSIGNMENTS

1. **Use of Ratings** - Each coach must rate and turn in written evaluations to the Division Director. Thereafter, all coaches of a particular division will meet, under the supervision of the Division Director and the appropriate Assistant Regional Commissioner (ARC) (or Regional Commissioner if no ARC is elected) to compare and to adjust the ratings in an attempt to achieve uniformity of ratings within a division. This process will be completed and approved by the Regional Commissioner by a date specified by the Regional Board. The age of a player, the ratings of returning players, skill evaluations of new players conducted at registration or before assignment to a team, and any other criteria deemed necessary by the Board will be used in the following year to balance the teams. Ratings must be kept confidential by coaches and Board members and may not be divulged to the players or their parents.
2. **Selection of Coaches** - Team coaches are assigned randomly and may not be requested, except for the following condition: A coach is entitled to keep his/her child or children on the team (subject to the condition of item 7 below). If the coach has no child registered in the program, he/she may select one child of his/her choosing on the team with the consent of the child's parents.
3. **Requests for Assignment with Another Player** - No parent or player may request that the player be assigned on the same team with any other player, except that siblings may be assigned together if they are in the same age division and of the same sex.
4. **Required Coaching Clinic** - Individuals are required to attend and complete a coaching clinic before they can coach in Region 4. All coaches must upgrade their coaching certificates as they move up through the divisions as follows:
  - a. Division U6, U7 & U8 appropriate online Youth Clinic (Note: U7 takes U8)
  - b. Division U10, U12 appropriate Youth Clinic (by age)
  - c. Division U14 Intermediate Clinic
  - d. Division U19 & U16 Advanced Clinic
5. **Requests for Assignment to Coach of Previous Season** - No player shall be assigned to the same coach as in the previous season except by coincidence in a blind draw.
6. **Transfer of Players Between Teams** - No transfer of any player from one team to another may be made except by the Division Director and with the approval of the appropriate Assistant Commissioner and the Regional Commissioner.
7. **Playing Out of Age Group**
  - a. No child will be allowed to play down in any lower aged division except in the VIP division where age does not apply.
  - b. A child in the older half of the age group in U10, U12, or U14 with a rating of 90 or above may, at the discretion of the Regional Coach Administrator, play in the next division up. In U16, a player may play up at the discretion of the Division Director, Assistant Commissioner and the Regional Commissioner.
  - c. A player entering high school but with a birth date for U14 should play in U16 if he/she will be playing high school soccer so that the player will complete the regular AYSO season in compliance with CIF rules.

## APPENDIX 6.2 ATTENDANCE AND PARTICIPATION

1. **Release Forms** - All coaches **MUST** have their player forms with them at all games and practices. Each form must be signed by a parent or legal guardian of the child. Copies of signatures are NOT acceptable. Electronic signatures are accepted.
2. **Game Participation**
  - a. Every participant in Division U19 & U16 shall be entitled to play at least one half of every game.
  - b. For Division U14 and lower, please refer to **Appendix 3.0**.
  - c. **Division U12 and lower, all players must play at least one quarter on the field** as specified in **Appendix 3.0**.
3. **Discipline** - Unacceptable behavior will lead to suspension from playing in games and potential removal from the team, subject to the approval of the Division Director, Assistant Commissioner, and Regional Commissioner.
4. **Practice Requirements**
  - a. Only registered AYSO players and volunteers may participate in team practice sessions.
  - b. It is the responsibility of the coach to ensure that no child is left without adult supervision of the same gender both during and after practices.
  - c. Each team in Division U19 through U10 will be assigned to a practice field one hour twice a week. Divisions U8-U6 will be assigned to a practice field one hour once a week. Fields are assigned by the Field Scheduler, and teams will practice only on their assigned fields at the designated hour. Any changes must be requested of, coordinated with and approved by the Field Scheduler.
5. **Scrimmages** - Scrimmages may occasionally be substituted for a practice hour (not in addition) and must be arranged ONLY with other AYSO teams. Fields for such must be requested from the Field Scheduler. All requirements regarding coach and player eligibility for, and presence at, practice must be observed. In particular, players not registered in AYSO may not participate.

## APPENDIX 6.3 CONDUCT

### 1. Sportsmanship

- a. The highest standards of good sportsmanship and respect for others are expected to be maintained by everyone in Region 4 at all times. Physical violence, threats, intimidating behavior, and foul or abusive language is forbidden and may subject the individual involved to removal from the Region.
- b. In AYSO, a team may not “run-up” a score. A win should be by no more than five (5) goals. Each coach is responsible for adjusting his/her lineup on the field accordingly to prevent the team from running-up the score. If it is determined that no attempt was made to control the score, all sportsmanship points will be lost for that game.

### 2. The Referee - The referee is the sole authority on the field of play in accordance with the Laws of The Game. The referee has the power and authority to remove spectators, players, or coaches from the playing area if their conduct violates the Laws of the Game, AYSO Guidelines (Region, Area, Section, or National) or otherwise interferes with the course of play.

### 3. The Coach

- a. The function of the coach is to provide encouragement and a positive direction. Excessive or negative coaching is not permitted.
- b. The coach and assistant coach are limited to a coaching area that extends ten (10) yards on either side of the halfway line along the sideline to which the team is assigned. This is the same distance as the radius of the center circle.
- c. The coach or assistant coach may only enter the field of play with the consent of the referee.
- d. Coaches are expected to set the best example of sportsmanship for their players and to control the behavior of their players, spectators and assistant coaches.
- e. The coach, one assistant coach, and any substituting team members are the only persons permitted inside the technical area as defined in the “Laws of the Game”.
- f. The coach must wear the shirt or other identification apparel or identification badge as designated and provided by the Region is to be worn at least 10 minutes before the scheduled kick-off for a match in which the wearer is actively participating, and at least 5 minutes after the end of the match. It is NOT to worn at any other time, or forfeit the opportunity to coach the players in any manner during that game.

### 4. Spectators

- a. Spectators are forbidden from sideline coaching and must remain between the two penalty areas.
- b. Spectators audible efforts are limited to positive cheering and encouragement to the players.
- c. No one is allowed behind the goal lines in any division, except photographers with prior permission of the referee. Any such photographer must refrain from making any comments to the goalie or players.
- d. Negative or derogatory remarks to the players, coaches, or referee are not permitted under any circumstances. Such behavior will be cause for removal from the field by the referee, field monitor, Regional Board Member, Regional Commissioner or such other persons authorized by the Regional Commissioner.

### 5. Pets and Animals - **NO DOGS OR PETS ARE ALLOWED at game or practices**. The schools and parks have a “no dog rule” during team sports. Games will be stopped until all animals are removed from game sites!

6. **Cautions and Ejections/Send-off**

- a. All cautions and ejections/send-off must be noted on the game card by the referee and a written report filed with the Regional Referee Administrator within 24 hours of the game.
- b. If a player, coach, or spectator is removed from a game by the referee ("Red Card/Send-off") or removed from a game by the Regional Commissioner, the violator must immediately leave the field and surrounding area. A player may retire to the sidelines if he/she does not have a parent present at the game. The violator will also be suspended from participation in the next game in which he/she is scheduled to participate. In the event the individual does not leave the field immediately following his/her removal, or is on the field for his/her next scheduled game, the game may be suspended or terminated by the referee or Regional Commissioner. Each "Red Card/Send-off" received during the playing year counts as three (3) points. (See **e**) of this section.)
- c. A player, coach or spectator may be officially cautioned by the referee ("Yellow Card/Caution") during a game. Each "Yellow Card/Caution" received during a playing year will count as one (1) point. If an individual receives a "Yellow Card/Caution" in a game which is then followed by a "Red Card/Send-off" in the same game, he/she will accrue a total of three (3) points for the game. (The "Red Card/Send-off" supersedes the "Yellow Card/Caution" for point accrual purposes). (See **e** of this section.)
- d. If a player, coach or spectator receives a third caution ("Yellow Card/Caution") during the season, the violator will be suspended from participation in the next game in which he/she is scheduled to participate.
- e. Any individual who accrues more than six (6) points during a playing year shall be immediately suspended from further participation in Region 4 for the balance of the playing year. Points and suspensions accrue to the participant, not his/her team.

7. **Misconduct** - The referee, Referee Administrator, Regional Commissioner or such other person authorized by the Regional Commissioner may terminate a game prematurely due to misconduct (behavior violating the AYSO philosophy, mission, and/or code of ethics) by the coach, players, or spectators. The following apply for any game terminated:

- a. The referee and assistant referees are required to indicate on the back of the game card why the game was terminated and must complete a detailed Game Termination Report.
- b. Disciplinary action may be taken against the offending individuals(s). The Regional Commissioner and Regional Referee Administrator will decide the outcome of the game. The Regional Commissioner must notify each coach of the decision.

8. **Protests** - No protest of games shall be permitted. However, coaches are encouraged to file with the Regional Referee Administrator a written report within 48 hours after a game of any misapplication by a game referee of the Laws of the Game or rules and regulations. This procedure shall not be used as a means of complaining of, or criticizing, any judgment call of a referee or assistant referee. If, after investigation by the Regional Referee Administrator, it is found that a law, rule or regulation was misapplied, such referee shall be so informed and given appropriate training in order to ensure that no further misapplication occurs.

## APPENDIX 6.4 PRACTICE AND MATCH SCHEDULES AND PLAYOFF TIE RESOLUTION

### A. PRACTICE AND MATCH SCHEDULES

1. **Practice Schedules** – Practices start in early-August. The day, time, and location of practices are requested by the coach and are determined only by the Field Scheduler and are subject to field availability. Coaches must only practice at their assigned times and fields. **No Sunday practices are allowed.** Violations of this policy will lead to disciplinary actions up to and including expulsion. "Any team that practices prior to the official start date will have the coach removed and a replacement coach assigned to the team."
2. **Game Schedules** - Game schedules will be distributed to all coaches and Board members. The schedule for each division is determined by the number of teams, play-off format (if any), and the availability of fields.
3. **Length of Season** - The regular season generally runs from the first Saturday after Labor Day to early December. The specific length of the season is decided by the Regional Board based on Area and Section calendars and guidelines. Formal matches are not scheduled for those days which conflict with Rosh Hashanah, Yom Kippur or the Saturday following Thanksgiving.
4. **Playoffs** - Playoff eligibility will be decided by the Regional Board prior to the start of each season in Division U14 through U10. The champion of each division may be invited to play in the Area League Championships. There are no play-offs for Division U8, U7, or U6, and these divisions do NOT play in Area League Championships.
5. **Tied Games** - Regular season games may end tied and do NOT go into over time.

### B. PLAYOFF TIE RESOLUTION

1. Tie-breakers for play-off games including semi-finals will be the taking of Kicks from the penalty mark in accordance with the FIFA "laws of the Game. For final rounds only, the tie-breaker will be a full 10 minute Overtime period (no "golden goal") divided into (2) five minute increments with The teams changing sides at the end of the first 5 minute period. If the score is still tied at the end of 10 minutes, the taking of kicks from the penalty mark as outlined in the FIFA "laws of the game" will determine the winner of the Match.
2. **SUBSTITUTIONS:** During the Tie-Break Periods, players may only be substituted at the short break between periods. The only substitution permitted during the course of a Tie-Break Period shall be for an injured player, in which case the injured player shall be prohibited from taking any further active part in the game. Any player who has already participated in the game may be brought on as a substitute, unless that player has been (a) ejected (Red Card) at any time or (b) injured during a Tie-Break Period and replaced by a substitute.
3. **CAUTIONS/EJECTIONS:** Cautions given by the Referee at any time during the entire game remain in effect during the entire game. Thus a player who has already received a Caution ("Yellow Card") earlier in the game shall be ejected from the game ("Red Card") if he or she receives a second Caution during regular time or during the Tie-Break Period(s).

## APPENDIX 6.5 TERMINATION OF GAMES

1. **Inclement Weather** - The school and park districts that allow Region 4 to use their fields forbid play on their fields 24 hours following any measurable rain. Games may also be canceled or suspended at any time if unsafe field conditions exist in the judgment of the Referee, Regional Commissioner, Fields Manager, Safety Director or person identified by the Region Commissioner.
2. **Suspended or Terminated Games** - If a game has been suspended or terminated prematurely for any reason, the Regional Commissioner will consult with the Regional Referee Administrator (and any other Executive Board members deemed necessary) to decide the outcome of the game. After reviewing the circumstances for the termination, they will decide whether or not to allow the score to stand or to replay the game in its entirety. In the case of misconduct, a forfeit win will go to the non-offending team.
3. **Make-up Games** - Canceled games may be made up if time permits. The Regional Commissioner will make This decision.
4. **Forfeits** - If a team forfeits a game for any reason, the final score is recorded as 1-0 in favor of the other team. If a team does not have the minimum number of required players for a game, the referee will allow a 5 minute grace period before declaring the game a forfeit. In the event neither team fields a minimum lineup, the game may be rescheduled if time permits; otherwise, both teams will receive a loss.

## **APPENDIX 7.0 ALL-STAR, EXTRA™ & CLUB COACH/TEAM SELECTION**

### **A. ALL-STAR**

Region 4 has All-Star teams in U10, U12 and U14 divisions. An All Star team is a team comprised of the players who combine to form the best team from Region 4 in the judgment of the All-Star coach for each division and accept an invitation from an All-Star coach. All-Star teams will play in Area E All-Star competition and selected tournaments and may proceed to Section and higher competition. The number of teams in each division shall be determined by the number of available qualified players.

1. **Player Selection** - A player may be considered to play on a Regional All Star team if the player meets the following criteria:
  - a. has a rating of 60 or above (100 point scale). This rating is given by the team coach in agreement with the other coaches in the league at the ratings meeting and with the Division Director.
  - b. can maintain regular attendance at practices.
  - c. has played in at least half of the regular season games (unless injured, or moved into Region 4 and added to the team roster at such time to make this impossible).
  - d. displays good sportsmanship, is cooperative at practices and games; and has not received a RED CARD/SEND-OFF during the regular season.
2. **Coach Selection** -
  - a. Head Coaches must submit an All-Star Coach Application to the appropriate Division Director by the specified deadline.
  - b. Those coaches are evaluated by the All Star Coach Selection Committee comprised of a Regional Commissioner, Regional Assistant Commissioner for U10/12/14, Regional Coach Administrator, appropriate Division Director and the Post Season Coordinator which will choose coaches as needed per division, pending final approval by the Area Director.
  - c. If there are no applicants in a division, all coaches may apply (assistant coaches and those from other divisions) to the appropriate Division Director by a specified deadline.
3. **Team Selection** - The All-Star Coach in each division, having been selected by the Selection Committee, will choose players for the Regional All-Star Team. He/she may not contact any player or the players' parents/guardians regarding All-Star play prior to November 15. The final roster is subject to the approval of the Division Director, appropriate Assistant Commissioner and the Regional Commissioner.

### **B. EXTRA™**

1. **Player Selection** - Any player is welcome to tryout for an EXTRA team. Tryouts are open to any player fitting the corresponding division of play.
2. **Coach Selection** -
  - a. Head Coaches must submit an EXTRA Coach Application to the EXTRA Program Coordinator by the specified deadline.
  - b. Those coaches are evaluated by the EXTRA Coach Selection Committee comprised of a Regional Commissioner, EXTRA Program Coordinator, Regional Coach Administrator, appropriate Board Members which will choose coaches as needed per division, pending final approval by the Area or Section EXTRA Program Director.
3. **Team Selection** - Each EXTRA team will hold open-tryouts where a Selection Committee designed in accordance with the Section Guidelines will evaluate players and select the team of players. The final roster is subject to the approval of the EXTRA Program Coordinator and the Regional Commissioner.

### **C. AYSO Club**

1. **Player Selection** - Any player is welcome to tryout for an AYSO club team. Tryouts are open to any player fitting the corresponding division of play.
2. **Coach Selection** -
  - a. Head Coaches must submit an Club Coach Application to the Club Program Coordinator by the specified deadline.
  - b. Those coaches are evaluated by the Club Coach Selection Committee comprised of a Regional Commissioner, Club program coordinator, Regional Coach Administrator, appropriate Board Members which will choose coaches as needed per division.
3. **Team Selection** - Each Club team will hold open-tryouts where a Selection Committee designed in accordance with the Section Club Guidelines will evaluate and recommend players. The head coach will select the team of players. The final roster is subject to the approval of the Club Program Coordinator and the Regional Commissioner.



## **APPENDIX 8.0 POLICY ON ABUSE OF YOUTH VOLUNTEERS**

### **POLICY ON ABUSE OF YOUTH VOLUNTEERS**

Youth development is the central focus of AYSO. This includes development of youth whether they are soccer players, coaches or referees. AYSO policies that provide a “safe, fair and fun” environment for players also apply to other youth volunteers. AYSO provides that only “positive, instructional or encouraging” comments are allowed to be directed toward our youth volunteers. **Abuse** of any kind directed toward a youth player or volunteer will **not** be tolerated.

We do not contend that every decision that a youth volunteer makes is always the “right” decision or that the adult making the point is always “wrong”, but mistakes are part of the learning process as are challenging matches. We ask that any comments be based on learning and teaching whether the comments are made to the youth referees or to any other youth volunteer.

Any Region 4 Board member or AYSO-certified adult referee is authorized to and shall, if necessary, intervene if any coach, spectator or other adult is being abusive toward a youth referee or youth volunteer, verbally or otherwise, and may take immediate appropriate action including directing the offender to leave the site.

AYSO volunteers (adult or youth) shall report any incident of youth abuse to the Regional Referee Administrator or the Regional PRO Administrator as soon as possible.

Sanctions for failure to treat our youth volunteers with respect may include warnings, game suspensions, or suspension from the remainder of the season as determined by a committee appointed by the Regional Commissioner.

## **APPENDIX 9.0 SAMPLE VOLUNTEER POSITIONS**

### **Webmaster**

Maintain Website and post items sent via the Officers of the Board. Maintain all contact lists, e-mail links, postings, schedules, playoffs, practices and information as needed. Must be able to work many late night hours in order to have data posted timely.

### **Additional Regional Officers and Staff**

The Regional Board may, when determined appropriate or necessary due to the Region's size or geography, appoint one or more additional Regional officers or staff positions including, but not limited to, the following:

### **Assistant Regional Commissioners**

Each Assistant Regional Commissioner, if any, shall perform such duties as may be delegated to the Assistant Regional Commissioner by the Regional Commissioner and, in his/her absence, shall perform the duties of the Regional Commissioner on behalf of the Region.

### **Regional Director of Coach Instruction**

The Regional Director of Coach Instruction implements, monitors, and maintains the AYSO Coach Training Program at the Regional level. The Regional components are the annual orientation of all coaches and assistant coaches, the Region's Coaching Certification and Licensing Programs, and all AYSO training and clinics for coaching staffs up to and including the Youth Coach Course. The Regional Director of Coach Instruction obtains the course guides from AYSO National Support Center or Area staff; sets up orientations, clinics and training; and obtains qualified instructors to teach. The Regional Director of Coach Instruction works together with the Area Director of Coach Instruction to meet the ongoing training needs of the Region's coaches and assistant coaches.

### **Regional Director of Referee Instruction**

The Regional Director of Referee Instruction shall implement, monitor, and maintain the AYSO Referee Training Program at the Regional level. The Regional components are the Regional Referee Course and the Assistant Referee Training Course. The Regional Director of Referee Instruction obtains the course guides from AYSO National Support Center or Area staff; sets up orientations, clinics and training; and obtains qualified instructors to teach. The Regional Director of Referee Instruction works together with the Area Director of Referee Instruction to meet the ongoing training needs of the local referees, assistant referees and youth referees.

### **Regional Director of Referee Assessment**

The Regional Director of Referee Assessment shall implement, monitor, and maintain the AYSO Assessment Program at the Regional level. The main Regional component of such program includes arranging with the assistance of the Area Director of Referee Assessment for the assessments of Regional referees seeking improvement and upgrade to a higher certification level. The Regional Director of Referee Assessment shall also establish an ongoing Observer-Friend Program to provide for mentoring of new referees by experienced referees.

### **VIP Program Coordinator**

The VIP Program Coordinator, if any, shall serve as a liaison between the Regional Commissioner and the parents or guardians of children eligible to play in the Region's or Area's VIP program for special children with physical or mental disabilities or challenges. The VIP Program Coordinator's responsibilities shall include the supervision of the division of the VIP players into balanced teams, and the arranging and scheduling of practices and games for such VIP play.

### **Division Directors**

The Division Directors, if any, shall be responsible for the operation of their respective age-specific divisions, such as the division of the players into balanced teams, and help with the arranging and scheduling of practices and games for such divisions.

**Director of Playing Fields**

The Director of Playing Fields, if any, shall be responsible for obtaining and maintaining the playing fields. He/she shall ensure that goalposts, nets and corner flags are provided for each game, that they are put up before the first game of any day and taken down after the end of the last game of such day and properly secured at all times. He/she shall also ensure that the fields are properly lined. He/she shall also assist the Regional Risk Management/Safety Director in maintaining the playing fields in a safe condition.

**Sponsor Coordinator**

The Sponsor Coordinator, if any, shall be responsible for the obtaining of sponsors for Regional events and the proper acknowledgment of such support.

**Director of Purchasing**

The Director of Purchasing, if any, shall be responsible for the purchasing of uniforms and equipment for the Region.

**Director(s) of Special Events**

The Director(s) of Special Events, if any, shall be responsible for organizing and running any one of or all special events and activities of the Region approved by the Regional Board.

**Director of Volunteer Recruitment and Development**

The Director of Volunteer Recruitment and Development, if any, shall be responsible for assisting the Regional Commissioner and Regional Board in recruiting and developing new volunteers from the parents and other relatives of players, and from other sources in the community, to donate their time and talents for the successful operation of the Region and for the succession planning of Regional Board and staff members.

**Match/Field Scheduler**

The Match/Field Scheduler, if any, shall be responsible for scheduling games and other Regional activities in cooperation with the Regional Commissioner and other Regional staff members.

**Statistician**

The Statistician, if any, shall be responsible for gathering, verifying and publishing statistical information of interest to the Region, including but not limited to results and standings.

**Team Parent Coordinator**

The Team Parent Coordinator, if any, shall serve as a liaison between the Regional Commissioner, Regional Coach Administrator and other Regional board and staff members and the individual Team Parents. The duties of the Team Parent Coordinator may include distributing information to the coaches, players and families of AYSO players through the individual Team Parents, and assisting Regional Board and staff members distribute team and individual photos, fundraising materials and awards or certificates to the players.