



AYSO Region 34

Regional Board

Governance



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Regional Board of Directors Procedures & Protocols



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AYSO R34 Regulations on Board Meetings

1. Board Membership

- (a) The Regional Board consists of the following types of members:
 - i. Executive Member - Regional Commissioner (RC)
 - ii. Standard Board Members. The Standard Board will comprise at minimum the RC and the 7 required board positions as well as any other individual designated at the discretion RC with the approval of the existing Standard Board. The Standard Board Comprises:
 - a) Regional Commissioner
 - b) Assistant Regional Commissioner(s)
 - c) Registrar
 - d) Secretary
 - e) Treasurer
 - f) Director of Safety
 - g) CVPA
 - h) Region Referee Administrator
 - iii. Board Members At-Large. These are voting members of the board, but are subject to maintaining 'in-good-standing' voting status.
 - iv. Non-voting Board Members. The board may choose to invite certain temporary individuals to the board; these positions are to be listed on the Region's Addendums to the AYSO *Standard Policies and Protocols*.
- (b) Board membership will be granted in accordance to the *AYSO Standard Policies and Protocols*.
- (c) It is the general policy of the Region that the Regional Commissioner will have normally served at least one year on the Regional Board before serving as Regional Commissioner.
- (d) It is the general policy of the Region that the Regional Commissioner not serve as a lower division coach or assistant coach, nor hold any other board or staff position in the Region, except with the approval of the Regional Board. Where the Regional Commissioner or other board member also serves in another volunteer capacity, the Regional Board shall, at a minimum, adopt special procedures to insure that decisions affecting the Regional Commissioner acting in such other capacity are made by other, disinterested board members.

2. Meetings

- (a) Board meetings will be conducted in general adherence to *Robert's Rules of Order*.
- (b) Board meetings will typically be conducted monthly during the primary season and at least one every two months during the remainder of the year. The Regional Board shall provide for the taking of minutes of the proceedings at each meeting and make them available to the members of the Region.



- (c) All monthly and bi-monthly Regional Board meetings shall be open to all Participating Members, although the Board may hold special meetings designated as either 'Closed' or 'Executive Session'.
- (d) An 'Executive Session' is permitted only to review personnel matters, disciplinary matters, or legal matters, and should not be used where a vote upon any issue involving the affairs of the Region is taken.
- (e) A 'Closed' meeting is for the purposes dealing with sensitive issues, below the level of Executive Session, where input from all board members is desired but where full public disclosure is not desired. Board voting may occur at the discretion of the RC.
- (f) The Regional Commissioner or 1/3 of the board members may call a special meeting of the Regional Board on three days' prior notice stating the purposes of such meeting, which notice may be given in writing, by telephone, or in person.
- (g) Either a majority of the Standard Board Members having 'in-good-standing' status or a majority of all Standard and At-Large board members having 'in-good-standing' status shall constitute a quorum for the purpose of holding either a regular or special meeting.
- (h) While any Participating Member may request or be invited to speak at a board meeting, only board members can make motions before the Regional Board.

3. Decisions by Consensus

- (a) For simple matters where board members seem unified, decisions can be made by consensus.
- (b) Consensus can be decided a call for 'Ayes' or by declaration of the RC based on general discussion and input from the members of the board.
- (c) All board members, including Non-voting Members may contribute to a consensus.
- (d) Anyone present at the meeting, including Participating Members, may call for an official vote of any motion put before the board.
- (e) For any matter or motion where census is not clear or is disputed, an official vote would be required.
- (f) For time sensitive matters, the RC may choose to ask for a consensus through e-mail.

4. Matters Put to a Vote

- (a) A quorum is required for any official vote involving the affairs of the Region.
- (b) Except for Non-voting Board Members, each board member gets one vote.
- (c) Unless stated, votes are to be decided by a simple majority.
- (d) Only board members with 'in-good-standing' status have voting privileges and will be considered when determining a quorum.



- (e) A newly appointed Standard Board Member attains 'in-good-standing' status by being granted membership to the board. A newly appointed Board Member At-Large attains 'in-good-standing' status at the beginning of their 2nd consecutive meeting.
- (f) A Board Member At-Large can lose their 'in-good-standing' status if they miss 2 consecutive meetings or half the meetings in the previous 6 month period.
- (g) Standard Board Members can lose their 'in-good-standing' status if they miss 3 consecutive meetings or two-thirds of the meetings in the previous 6 month period.
- (h) Board Members can regain 'in-good-standing' status by attending 2 consecutive meeting; their 'in-good-standing' is restored at the start of their 2nd consecutive meeting.
- (i) At the discretion of the RC, a board member not 'in-good-standing' may still cast a vote on matters pertaining to their specific field of concern. For example, a snack bar coordinator may only attend 1 meeting per year, but would still be allowed to vote on matters concerning the snack bar.
- (j) Standard and At-Large board members having 'in-good-standing' status may provide their 'absentee' vote prior to a meeting by e-mail or written notice, which clearly states what they are voting for or against. Their 'absentee' vote will be considered as 1 person in attendance for the purpose of determining a quorum.
- (k) For time sensitive matters, the RC may choose to ask for a vote of members 'in-good-standing' status via e-mail. The process of the vote may be delegated to another board member.
- (l) The RC has veto powers in accordance to *AYSO Standard Policies and Protocol*.
 - i. Such veto may be reviewed by the Area Director (the "AD") on request by a 1/3 vote of the board members voting on such matter.
 - ii. By a 2/3 vote of the entire Regional Board members in-good-standing, any issue may be put before the Participating Members of the Region, subject to fair and reasonable voting procedures to be adopted by the Regional Board.

5. Special and On-going Committees

- (a) Special and On-going committees may be formed comprising members of the board to address various issues.
- (b) Committees may decide on and implement certain limited rules or policies with approval of the RC, but without the approval of the board.
- (c) The committee and/or RC will notify the board of any committee decisions or implementations of rules at the next opportunity, usually the next board meeting or via email.
- (d) Any board member who may disagree with decisions of a committee may bring up any matter for review and ask that it put before a vote of the entire board.



AYSO Region 34

Registration and Refund Policy



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AYSO R34 Registration and Refund Policy

1. Registration and Eligibility

- (a) All boys and girls, from the ages of 3 at the start of the season to 18 as of December 31 of the year in which the membership year begins, or by a different date determined by AYSO National Office, shall be eligible to register for the program, subject to field availability, volunteer support, AYSO operating regulations, and such rules as may be issued by the Regional Board.
- (b) Any 'play-up' requests are subject to approval of the Coach Administrator and Regional Commissioner.
- (c) It is the duty of the Region to assure that only eligible players are permitted to register and play.
- (d) Late Registration
 - i. All players registering after the close of the normal registration period will be put on a waiting list, in order by date of payment receipt.
 - ii. Prior to team formation, no child in the wait list group will be placed in the player pool until all children who were timely registered have been placed in the player pool.
 - iii. Prior to team formation, wait listed players will be placed in the player pool in order of wait list priority.
 - iv. After team formation, wait listed players will be placed on teams according to need. The Region will attempt to place all timely registered children first, but may be required to pull from any candidate on the wait list in order to meet proper balanced team requirements.
 - v. For a player who drops from a team, the Coach Administrator and DC will attempt to replace that player with a wait-listed player of similar skill level.
 - vi. In certain circumstances, often in older divisions, the number of teams and players may be capped, and the region may be forced to turn away players even if they registered before the close of normal registration.
 - i. Coach Administrator and DC may employ various criteria to determine priority such as registration date, player skill level to ensure balanced teams, coaching needs, or referee needs.
- (e) Spring programs follow the same general registration and eligibility requirements as the regular fall program.



2. Registration Fees & Refunds

- (a) The registration fee for each player participant shall be fixed annually by the Regional Board. The fee schedule will be posted in accordance to the *AYSO Policies and Protocols*.
- (b) The Regional Board may by specific grant or scholarship, or by Regional policy, waive such registration fee in whole or in part with respect to any participant if such fee would create a hardship for such participant or his or her family.
- (c) The Region will set special fees for programs such as Extra, Club, or Spring League, and may vary depending on division and specific program costs.
- (d) Refund Policy
 - i. The \$20 National fee mainly cover insurance which is triggered at the time of registering and is not refundable. The parent seeking refunds should be made aware this fee applies to all AYSO regions and will cover the whole Membership Year if they plan to return in spring.
 - ii. Any player who withdraws from the program prior to June 1st shall be entitled to a full refund of Region 34 fees.
 - iii. Any player who withdraws from the program after June 1st prior but prior to the draft shall be entitled to a refund of such registration fee less \$50 to cover uniform, equipment, and school fee costs.
 - iv. After the draft, no refunds are given except in special circumstances with the approval of the Treasurer or RC.
 - v. If there is a waitlist in a specific division and a player spot can backfilled, the region will make a concerted effort to approve exceptions to above restrictions for parents seeking refunds.
 - vi. The Region will offer a full, or prorated, refund for any player forced to withdraw due to a documented injury.
 - vii. Other programs such as spring season will have their own refund schedule.
 - viii. In exceptional circumstances, the cost of the uniform (if it cannot be reused) or other specific non-recoverable costs may be deducted from the refund.



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Due Process for Disciplinary Review



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AYSO R34 Due Process for Disciplinary Review

1. General

- (a) It is the policy of the Region to resolve all disputes involving persons involved in the Region in an amicable way, if possible. Compromise should be emphasized whenever possible, and personality conflicts should be avoided.
- (b) If disciplinary action is found to be necessary, it is the Region's policy to take only the minimum action necessary. All means available should be taken to avoid legal action.
- (c) It is the policy of the Region to avoid punishing the players for the conduct of the parents except when there is no other solution (e.g., where a parent cannot or will not cease his or her disruptive behavior).
- (d) It is the policy of the Region to avoid wiping out years of good memories of AYSO and good service to AYSO, and that suspension or removal procedures are to be used only as a last resort. Voluntary resignation is preferable to a suspension or removal procedure.
- (e) It is the policy of the Region to avoid publicizing the results of suspension or removal proceedings beyond those persons who need to know these results and to respect the privacy of the individuals involved. However, the Regional Commissioner or designee should notify the Area Director, the Section Director, the National Office or members of the AYSO Legal Commission of any pending proceedings pursuant to the operating regulations, and must comply with all applicable regulations and laws requiring suspension for abuse and similar events.

2. General Due Process Procedures

- (a) Disputes involving day-to-day activities of the Region should first be addressed and resolved, if possible, by the appropriate board member in charge of the activity and/or then by the Regional Commissioner, if necessary. For example, disputes arising out of game conduct should first be addressed and resolved, if possible, by the Regional Referee Administrator and/or then by the Regional Commissioner or a disinterested disciplinary review panel appointed by the Regional Commissioner, if necessary.
- (b) If it is determined that a Participating Member or Playing Member of the Region (including the parent, guardian or other family member of a Playing Member) needs to be disciplined, or that his or her participation in the Region should be limited or terminated, by way of suspension or removal, then the Regional Commissioner or designee shall give notice to such person of such action or proposed action, initially by telephone, FAX, in writing via email or in person.
- (c) Notice should always be followed by a written confirmation of the initial communication, delivered via a method which provides proof of mailing and/or delivery, not necessarily proof of receipt or signature by the non-executive member. The U.S. Postal Service "Delivery Confirmation Receipt", any Overnight/Next-Day delivery confirmation, or "In-Person" delivery by at least two volunteers will suffice.

The written confirmation shall specify the action to be taken and the reasons therefore. Such notice shall further notify such person that he or she, upon request, will be given a reasonable opportunity to explain why such action should not be taken. Such opportunity to respond may be in person, by telephone or in writing.

- (d) The Regional Commissioner may decide to conduct the review alone. If the Regional Commissioner was a witness to the incident or is otherwise involved in the matter, a neutral designee should be appointed to conduct the review. After such opportunity to respond has been



given, the Regional Commissioner shall make a final determination and announce it in writing to the persons concerned.

- (e) Alternatively, the Regional Commissioner may choose to appoint a disinterested panel of neutral persons to review the matter. If a disciplinary review panel is appointed, the person appointed to chair that panel shall provide a written recommendation to the Regional Commissioner based upon a review of the information presented to the panel, after which the Regional Commissioner shall make a final determination and announce it in writing to the persons concerned.

3. Immediate Suspension

- (a) If the gravity of the incident or preliminary information collected about the matter presents imminent danger to participants or the program, the Regional Commissioner may immediately suspend the person(s) involved.
- (b) In such a case of immediate suspension, notice must be provided to the person(s) being suspended and a disciplinary review provided, if requested, according to the procedures described in Paragraph Two of this Article Nine above. However, a suspension may be imposed before a disciplinary review is conducted. A suspension is considered to be temporary in nature, and any such suspension may be removed or set aside by the Regional Commissioner should all the facts remove the original cause for concern.

4. Removal

- (a) The Regional Commissioner may remove a Participating Member or Playing Member of the Region (including the parent, guardian or other family member of a Playing Member) (whether or not suspended) from further involvement in the program.
- (b) Such removal may only be made upon prior notice and, if requested, after a disciplinary review proceeding described in Paragraph Two of this Article Nine above has been conducted.
- (c) Such removal is only permitted when there is found to be (i) a violation of the National Bylaws or of the rules, regulations, policies or philosophies of AYSO or (ii) conduct which disrupts the Region's or AYSO's activities or programs.

5. Disciplinary Review Procedures

- (a) Disciplinary review proceedings under these guidelines are intended to provide due process to the person whose conduct is the subject of the review proceeding.
- (b) If a disciplinary review panel is appointed, it should be comprised of an odd number so as to avoid ties during deliberations.
- (c) Any disciplinary review proceeding shall be held at a neutral location.
- (d) The procedures shall be communicated to all parties prior to the commencement of such a review proceeding.
- (e) All interested parties are to be informed of the date, time, and location of the proceeding.
- (f) The person whose conduct will be subject to review at that proceeding is responsible for notifying any individuals who that person may want to speak at that proceeding.
- (g) If a disciplinary review panel is convened, neither the Regional Commissioner nor a person who has a direct interest in the outcome of the matter shall participate as a decision maker in any stage of the review proceeding.



- (h) A person has a direct interest in the outcome of the matter if that person's conduct is in any way called into question by the events, or if that person is a witness to the events, has a familial relationship with any person involved in the matter, has a financial interest in the outcome, or whose judgment, for any reason, cannot be unbiased and neutral.
- (i) The review shall be conducted as quickly and as fairly as possible, but the proceedings may be structured as circumstances may require keeping them as positive as possible.
- (j) The person(s) conducting the review may ask such questions and request such documents or other items as may be necessary to obtain all pertinent facts, but should refrain from being overbearing with such examinations and requests.
- (k) It is strongly recommended that players and other minors not be asked to participate as witnesses or to offer "testimonials" either in person or in writing unless it is absolutely necessary in order to determine any pertinent fact of the matter.
- (l) The proceedings should be kept as confidential as may be necessary to protect all parties. The person(s) conducting the review shall listen to the facts of the situation from all interested parties. There is no right to make a record or recording of the live proceedings in any form (written, electronic, audio or visual). Any request by a party to use a court stenographer, or a mechanical or electronic device to record the proceedings should be denied.
- (m) Each "side" should make their presentations to the person(s) conducting the review outside the presence of the other to prevent undue acrimony or harm to the participants.
- (n) Parties do not have the right to involve attorneys or to cross-examine other parties or witnesses. Assistance of attorneys or any other persons whose help may be sought by an interested person may be permitted to help present facts within the discretion of the person(s) conducting the disciplinary review if it is believed that such participation will be helpful and positive.
- (o) Interested persons may request that the person(s) conducting the disciplinary review obtain information from or ask questions of others who are providing information if there is a good faith belief that the requested information will reveal facts pertinent to the issues under review.
- (p) At the conclusion of the disciplinary review proceeding, the person(s) conducting the review shall deliberate in private to determine the recommendation. Under no circumstances shall any such deliberation take place in the presence of the parties involved in the dispute.
 - 1) The person(s) conducting the disciplinary review will then decide the issues raised pursuant to AYSO operating regulations and these Regional Guidelines based on the information submitted, and determine the appropriate action to be taken.
 - 2) In the event the review proceedings are conducted by a neutral appointee of the Regional Commissioner or by a neutral disciplinary review panel, the deliberations should result in a recommendation of action which is presented to the Regional Commissioner. In the case of a disciplinary review panel, the recommendation is determined by a majority vote.
 - 3) Such recommendation may include that no action should be taken against the individual accused, or that a warning or caution be given, that a written reprimand be given, that further education or probation be required, or that such person should be suspended or removed from involvement in Regional activities.
 - 4) In all cases, the Regional Commissioner makes the final determination of the action to be taken in the matter. If provided a recommendation from a neutral appointee or a neutral disciplinary review panel, the Regional Commissioner should not dismiss the recommendation(s) without careful consideration.
- (q) Where the final determination results in removal or where otherwise determined appropriate, the individual in question should be given an opportunity to resign voluntarily (except in instances



involving alleged acts of physical violence or alleged improper sexual behavior). All persons whose conduct was at issue in the matter shall promptly be notified of such resignation or, in the absence of a resignation, of the disciplinary action taken. Such notice shall include notice of a right to appeal the decision to the next highest executive member within a reasonable period of time.

6. Appeal

- (a) If the party is dissatisfied with the decision or action taken by the Regional Commissioner, he/she may request a review of such decision by the Area Director, unless it is determined by the Area Director, or, he/she is not disinterested, then by the Section Director unless it is determined by the Section Director, or, he/she is not disinterested, then by the National Board of Directors, as may be appropriate pursuant to the operating regulations relating to dispute resolution and due process.
- (b) The basis of any such appeal must be that the original determination was arbitrary and capricious, or that the procedure was not fair, including that the person or persons making such determination are found not to have been disinterested, or that the procedures described in these guidelines were not followed.
- (c) There shall only be one appeal of each matter
- (d) Any determination made in accordance with this Article shall be final and binding on all concerned.



AYSO Region 34

Regulations on Financial Management



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AYSO R34 Regulations on Financial Management

These regulations are designed to be in keeping with AYSO National Policies and Protocols as well as AYSO treasury best practices. Any deviations from this document or AYSO policies will be at the discretion of the Treasurer and must be noted for audit purposes.

1. Cash Handling Procedures:

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

- (a) Funds withdrawn for “cash box change” must be deposited back into the Regional bank account at the earliest reasonable opportunity.
- (b) All registration fees collected in cash and checks must be reconciled to the bank deposit slip and the AYSO registration forms.
- (c) Arrangements should be made to have the cash received deposited into the Regional bank account on the same day such cash is received, or the first banking day thereafter.
- (d) When handling a significant amount of cash monies, at least two Regional volunteers should be present.

2. Receipt Procedures:

The Regional Treasurer in cooperation with other Regional Board and staff members shall establish internal control procedures to safeguard against the misuse or loss of Regional assets, especially in regard to receipts for monies received. Such internal control procedures shall include the following:

- (a) A cash receipt book must be used to record all payments received on behalf of the Region in cash. The original cash receipt for each transaction must be given to the payer, and the copy kept in the cash receipt book. All cash receipts must be signed or initialed by the volunteer completing the cash receipt form.
- (b) The cash receipt book must be reconciled to the bank deposit slip.
- (c) A volunteer accepting payment for registration fees should note upon an available portion of the player registration form: (i) the amount of the payment received; (ii) whether such payment was made in cash or by check; (iii) the check number (if paid by check); (iv) the date such payment was received if different from the date of the parent or guardian’s signature on the player registration form; (v) the names of any other family member players for whom the payment was received; and (vi) the initials of the volunteer receiving such payment.

3. Immediate Accounting to Regional Treasurer:

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

- (a) No one should sign a Regional check in blank or which contains any item to be filled in later.



- (b) No one should sign a Regional check without verifying the expense by examining the invoice or request for reimbursement.
- (c) Regional debit and/or credit card accounts are expressly forbidden. Members may make authorized purchases using a personal credit card and submit receipts for reimbursement to the Region.
- (d) No requests for reimbursement to Regional volunteers shall be honored without a written request signed by such volunteer, itemizing the out-of-pocket expenses incurred, and with supporting receipts or other documentation attached.
- (e) For any orders placed on a vendor account, a copy of the order, or at minimum notification of the order, should be sent to the treasurer so that he or she can reconcile the vendor invoice.
- (f) All bills and invoices received for payment by the Region must be forwarded to the Regional Treasurer for payment, if not already paid, within five (5) days of the receipt.
- (g) The Regional Treasurer must be notified of any checks written on the Regional bank account without his or her knowledge within 48 hours of the issuance or delivery of such check for payment of any Regional expense.
- (h) All bank withdrawal transactions and Regional checks shall be noted with the appropriate National Accounting Program (NAP) code denoting the purpose for such transaction

4. Immediate Deposit Procedures

The Regional Treasurer in cooperation with other Regional Board and staff members shall establish internal control procedures to safeguard against the misuse or loss of Regional assets, especially in regard to the immediate deposit of monies received. Such internal control procedures shall include the following:

- (a) All fees collected on behalf of the Region for registration, sponsorships, fundraising, and donations or for any other purposes shall be deposited immediately after being reconciled with the appropriate cash receipt book, registration form, and/or bank deposit slips.
- (b) It is the general policy of the Region not to accept any post-dated check or agree to hold any check for deposit on a later day, but exceptions may be granted at the discretion of the Treasurer or RC.

5. Monthly Bank Reconciliations

- (a) All Region accounts shall be reconciled by the Regional Treasurer, and verified by another board member who is not authorized to sign on the accounts.
- (b) The reconciled statement(s) and copy of bank statement must be presented to each board member at their regularly scheduled meeting.

6. Audits

It is strongly recommended that each Region have a Regional Auditor. Additionally, the Region at all times shall cooperate with, and respond to, inquiries by the Area Auditor and Section Auditor.

7. Participating Members Serving as Vendors

In cases where the best provider of products or services to the Region is a participant in the Region and/or a member of the Regional Board, the situation shall be reviewed and approved by a consensus of the members of the Regional Board, or by vote as described in Board Voting Regulations.