

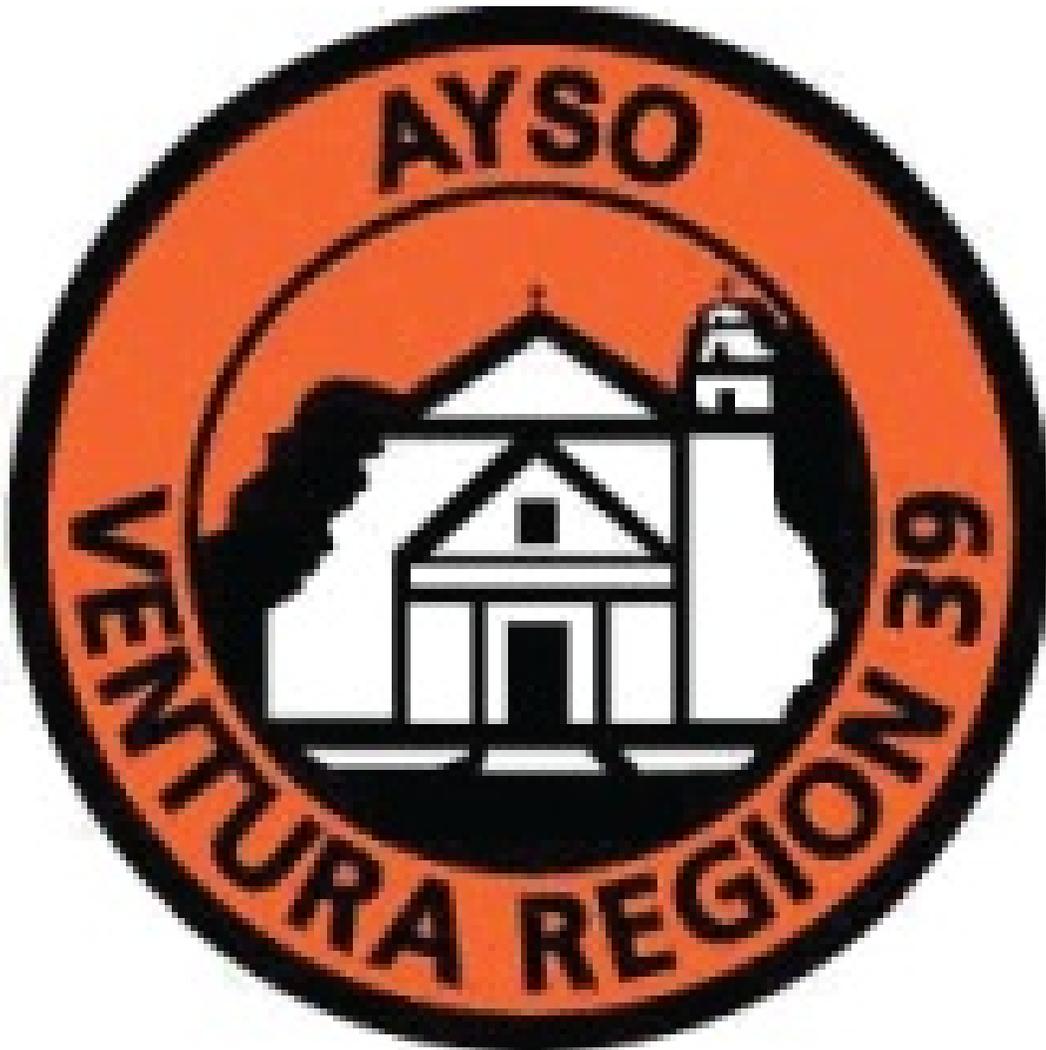
**AYSO  
Region 39  
Policies &  
Protocols**

# MY2016

The AYSO Standard Regional Policies & Protocols, Supplements to the Standard Regional Policies & Protocols, and Region 39 Policy Statements; with additional appendices.

**AYSO Region 39**  
**1802 Eastman Ave. Suite 113**  
**Ventura, Ca. 93004**  
[www.ayso39.org](http://www.ayso39.org)

AYSO Region 39 – MY2016



**This Page Intentionally Left Blank**

**AYSO Policies & Protocols for Region 39 ..... 5**

Article One: Introduction and Purpose ..... 5

Article Two: Mission..... 5

Article Three: Corporate Governance ..... 6

Article Four: Duties and Responsibilities of the Region..... 6

Article Five: Membership in the Region..... 7

- EXECUTIVE MEMBERS:..... 7
- PARTICIPATING MEMBERS: ..... 8
- HONORARY MEMBERS: ..... 8

Article Six: Management of the Region ..... 8

- A. Regional Commissioner and Regional Board Member Composition..... 8
- B. Duties and Responsibilities of Mandatory Regional Board Positions..... 9
  - 1. Regional Commissioner (“RC”) ..... 9
  - 2. Regional Treasurer..... 10
  - 3. Regional Risk Manager/Safety Director..... 10
  - 4. Regional Coach Administrator (“RCA”) ..... 10
  - 5. Regional Referee Administrator (“RRA”) ..... 10
  - 6. Regional Registrar ..... 11
  - 7. Regional Child & Volunteer Protection Advocate (“CVPA”) ..... 11
- C. Meetings..... 11
- D. Voting and Veto Powers..... 11
- E. Regional Commissioner Initial Appointment/Reappointment/Replacement ..... 11
- F. Regional Board Member Selection and Appointment..... 12
- G. Voluntary Service and Conflict of Interest..... 13

Article Seven: Program Vision and Administration ..... 14

- A. Representative Visionary Requirements..... 14
- B. Operational Expectations ..... 14
- C. Best Practices and “How-To’s” ..... 15

Article Eight: Financial Banking and Related Matters ..... 15

Article 9: Dispute Resolution and Due Process..... 16

Article Ten: Regional Amendments to Standard Regional Policies and Protocols ..... 17

- A. Adoption of AYSO Standard Regional Policies & Protocols ..... 17
- B. Amendment to the AYSO Standard Regional Policies & Procedures..... 17
- C. Publication of P&Ps and Addendums..... 18

AYSO Standard Regional Policies & Protocols – Attachments..... 18

- A. SR P&Ps Addendum Form ..... 18
- B. SR P&Ps Addendum Form ..... 20

**List of Appendices ..... 22**

- Appendix A -Region 39 Supplement to AYSO Policies & Protocols ..... 23
  - Article Two: Mission..... 23
  - Article Seven: Information about the Program..... 23
- Appendix B -Region 39 Policy Statements ..... 24

<i>Region 39 Policy Statement on Board Composition</i> .....	24
<i>Region 39 Policy Statement on Staff Member Appointments</i> .....	24
<i>Region 39 Policy Statement on Member-at-Large appointments.</i> .....	25
<i>Region 39 Policy Statement on Age Division Coordinators</i> .....	25
<i>Region 39 Policy Statement on Team Composition for the U16-19 Divisions.</i> .....	25
<i>Region 39 Policy Statement on U14, 16, &amp; U19 Divisions Playing in Area 10W Inter-Region Games.</i> .....	26
<i>Region 39 Policy Statement on Waiting Lists</i> .....	26
<i>Region 39 Policy Statement on Team Names</i> .....	26
<i>Region 39 Policy Statement on Coaches and Assistant Coaches</i> .....	26
<i>Region 39 Policy Statement on Referees and Refereeing</i> .....	27
<i>Region 39 Policy Statement on Youth Referees</i> .....	27
<i>Region 39 Policy Statement on Length of Season and League Playoffs</i> .....	28
<i>Region 39 Policy Statement on Locations and Durations of Training Sessions/Practices</i> .....	29
<i>Region 39 Policy on Game Start Times</i> .....	29
<i>Region 39 Policy on Incident Reports</i> .....	29
<i>Region 39 Policy on Pets at Soccer Fields</i> .....	29
<i>Region 39 Policy Statement on Player Evaluations</i> .....	29
<i>Region 39 Policy Statement on End-of-Season Awards</i> .....	30
<i>Region 39 Policy Statement on Tournament (Viper) and All-Star Competition</i> .....	30
<i>Region 39 Policy Statement on the Duties and Responsibilities of the Director of Tournament and Traveling Teams</i> ....	31
<i>Region 39 Policy Statement on the Duties and Responsibilities of the Tournament Director</i> .....	31
<i>Region 39 Policy Statement on Recruiting Non-Rostered Players when Coaches are Unable to Field a Full Team During the Spring Season</i> .....	32
<i>Region 39 Policy Statement on the Duties and Responsibilities of the Guidelines Chairperson and Parliamentarian</i> ....	32
<i>Region 39 Policy Statement on votes by Regional Board Members relating to proposed changes to Regional Policies or Regional Guidelines</i> .....	32
<i>Region 39 Policy Statement on Fundraising</i> .....	32
<i>Region 39 Policy Statement on Registered Volunteer Dismissals</i> .....	33
<i>Region 39 Policy on Refunds</i> .....	33
(1)    Fall Refund Policy .....	33
(2)    Spring Refund Policy .....	33

<b>Appendix C -2016 Budget</b> .....	<b>34</b>
<b>Appendix D -2015 Statement of Income and Expenses</b> .....	<b>35</b>
<b>Appendix E -Registration Fee Schedule</b> .....	<b>36</b>
<b>Appendix F -Regional Calendar</b> .....	<b>36</b>
<b>Appendix G -Region 39 Board Members for 2016</b> .....	<b>40</b>
<b>Appendix H -Letter: From Regional Commissioner</b> .....	<b>42</b>
<b>Appendix I -Letter: From Regional Coach Administrator</b> .....	<b>43</b>
<b>Appendix J -Letter: From Regional Referee Administrator</b> .....	<b>44</b>
<b>Appendix K -Regional Policies &amp; Protocols Signature Sheet</b> .....	<b>45</b>

# AYSO Policies & Protocols for Region 39

## 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 & Protocols<sup>1</sup> (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).<sup>2</sup> 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.<sup>3</sup>

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!

## 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 Region’s 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 between 4 and 18 years of age 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 5, 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 in 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 5, 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](http://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](http://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](http://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 the AYSO 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 position 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 5, 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 5, 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, 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 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™, Jamboree (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 5, 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.)<sup>4</sup>
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. 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 for dropped players, 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 9: 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**

The 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. Approved 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](http://www.AYSO.org) at the following link, SR P&P 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

(Please check or fill in the appropriate box.)

<u>Article</u>	<u>Paragraph</u>	<u>Change</u>
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="radio"/> 2 years <input type="radio"/> 1 year
7		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

<u>Article</u>	<u>Paragraph</u>	<u>Change</u>

<i>S</i>	<i>A</i>	<i>R</i>	<i>Submitted by RC Name</i>	<i>RC Signature</i>

<i>Copy of Form Sent to</i>	<i>Area Director Name</i>	<i>Section Director Name</i>	<i>National Office</i>
	<i>Date Sent to Area Director</i>	<i>Date Sent to Section Director</i>	<i>Date Sent to National Office</i>

<i>For National Office Use Only</i>	<i>Approved by</i>	<i>Title/Team</i>	<i>Approval Date</i>

## **B. SR P&Ps Addendum Form**

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	Region 39 Policy Statement on Board Composition
2	Region 39 Policy Statement on Staff Member Appointments
3	Region 39 Policy Statement on Member-at-Large appointments
4	Region 39 Policy Statement on Age Division Coordinators
5	Region 39 Policy Statement on Team Composition for the U16-19 Divisions
6	Region 39 Policy Statement on U14, 16, & U19 Divisions Playing in Area 10W Inter-Region Games
7	Region 39 Policy Statement on Waiting Lists
8	Region 39 Policy Statement on Team Names
9	Region 39 Policy Statement on Coaches and Assistant Coaches
10	Region 39 Policy Statement on Referees and Refereeing
11	Region 39 Policy Statement on Youth Referees
12	Region 39 Policy Statement on Length of Season and League Playoffs
13	Region 39 Policy Statement on Locations and Durations of Training Sessions/Practices
14	Region 39 Policy on Game Start Times
15	Region 39 Policy on Incident Reports
16	Region 39 Policy on Pets at Soccer Fields
17	Region 39 Policy Statement on Player Evaluations
18	Region 39 Policy Statement on End-of-Season Awards
19	Region 39 Policy Statement on Tournament (Viper) and All-Star Competition
20	Region 39 Policy Statement on the Duties and Responsibilities of the Director of Tournament and Traveling Teams
21	Region 39 Policy Statement on the Duties and Responsibilities of the Tournament Director
22	Region 39 Policy Statement on Recruiting Non-Rostered Players when Coaches are Unable to Field a Full Team During the Spring Season
23	Region 39 Policy Statement on the Duties and Responsibilities of the Guidelines Chairperson and Parliamentarian
24	Region 39 Policy Statement on votes by Regional Board Members relating to proposed changes to Regional Policies or Regional Guidelines
25	Region 39 Policy Statement on Fundraising
26	Region 39 Policy Statement on Registered Volunteer Dismissals
27	Region 39 Policy on Refunds

## List of Appendices

Appendix A: Region 39 Supplement to AYSO Standard Regional Policies & Protocols

Appendix B: Region 39 Policy Statements

Appendix C: 2016 Budget

Appendix D: 2015 Statement of Income and Expenses

Appendix E: Registration Fee Schedule

Appendix F: Regional Calendar

Appendix G: Region 39 Board Members

Appendix H: Letter: From the Regional Commissioner to All Members

Appendix I: Letter: From the Regional Coach Administrator to All Coaches

Appendix J: Letter: From the Regional Referee Administrator to All Referees

Appendix K: Regional Guidelines Signature Sheet

## Appendix A -Region 39 Supplement to AYSO Policies & Protocols

The following items are listed as supplements to the AYSO Standard Regional Guidelines. These supplements are meant to enhance and to conform with the operating regulations. To the extent that there may be any contradiction or conflict among these supplements, the operating regulations and Standard Regional Guidelines shall prevail.

### Article Two: Mission

- a) Everyone Plays - Our Region's goal is for kids to play soccer – so we mandate that every player on every team must play at least half of every game.
  - i) It shall be the policy of Region 39 that every player on every team shall play at least three-quarters of every game including tournaments outside of Region 39 where a three-quarter rule is not in effect under tournament guidelines. The only exception will be in the U16/19 division when a team has 15 or more players in attendance.

### Article Seven: Information about the Program

- a) Paragraph 1 Team Assignments subparagraph (a). Teams shall be formed as set forth in the National Rules and Regulations, Articles II and III.
  - i) It shall be the policy of Region 39 that players in the U14 divisions who will be playing high school soccer be offered the option to be placed in the U16-19 division as a U14 division team may continue extra-regional play beyond the cutoff date specified by the California Interscholastic Federation (CIF) rules for high school athletes participating in recreational sports programs.
  - ii) It shall further be the policy of Region 39 that no child may play in a division outside of their age bracket without the expressed permission of the Regional Commissioner.
- b) Paragraph 1 Team Assignments subparagraph (c). Retention of players on any team shall be limited to the head coach's child(ren). Otherwise there shall be no automatic retention of players on any specific team or with any specific coach from the previous season.
  - i) It shall be the policy of Region 39 that Requests by anyone for a specific team assignment, a specific coach, a specific assistant coach, a specific player, a specific teammate, specific practice or game times or locations, will not be granted, except in extraordinary circumstances, and then only with the expressed written permission of the Regional Commissioner. Requests on behalf of a player, based on extraordinary circumstances, must be submitted in writing for consideration by the Regional Commissioner or his/her designee. Carpooling will not be considered to be an extraordinary circumstance. It is the responsibility of the coach to encourage all parents on the team to work together to ensure that all players have the opportunity to participate in practices and games.
- c) Paragraph 4 Length of Season and Cancellation of Games subparagraph (b). Inclement weather or poor field conditions may necessitate from time to time the postponing or canceling of games. Any such postponement or cancellation will be made at the discretion of the Regional Commissioner or the Regional safety director as early as practical before game time.
  - i) It shall be the policy of Region 39 that in instances where games are held at geographically separated locations, the Regional Commissioner may delegate the authority to postpone or cancel games to the appropriate Regional Board Member present at such location.
  - ii) It shall be the policy of Region 39 that every effort will be made to ensure all teams in all divisions with the exception of Jamboree (6 weeks) will play a minimum of 10 games during

the season. Due to field availability, teams and divisions may be required to play games on Sunday.

- d) Paragraph 5 Attendance; Participation subparagraph (a). Every player shall be entitled to play at least half of every game.
  - i) It shall be the policy of Region 39 that every player on every team shall play at least three-quarters of every game including tournaments outside of Region 39 where a three-quarter rule is not in effect under tournament guidelines. The only exception will be in the U16/19 division when a team has 15 or more players in attendance.

## **Appendix B -Region 39 Policy Statements**

Regional Policy Statements are operating rules of the Region which are in effect for the same one year period as the Regional Guidelines. Regional Policy Statements may be promulgated by the Regional Commissioner, or by a majority of the Regional Board. Regional Policy Statements promulgated by the Regional Commissioner or Regional Board may be annulled or vetoed in accordance with Regional Policies & Protocols Article Five: Management of the Region paragraph 4 Voting; Veto Powers. Regional Policy Statements may not conflict with National Bylaws, National Rules and Regulations, National Policy Statements, Section Rules and Regulations, Area Rules and Regulations, the policies and directives of the National Board or with the Regional Guidelines. Regional Policy Statements shall be in writing and shall be published and available to all Executive and Participating Members of the Region.

### **Region 39 Policy Statement on Board Composition**

In addition to the seven Officers, the Regional Board shall consist of the following Voting Board Members:

- a) Assistants to the seven Officers; One [or more] Assistant Regional Commissioners, Assistant Regional Treasurer, Assistant Regional Risk Management/Safety Director, Assistant Regional Coach Administrator, Assistant Regional Referee Administrator, Assistant Regional Registrar, and Assistant Regional Child and Volunteer Protection Advocate.
- b) Regional Secretary, Equipment Director & Purchasing Agent, Guidelines Chairperson, Director of Volunteer Recruitment/Retention, Director of Fields, Regional Management Administrator, Director of Coach Instruction, Director of Referee Instruction, Director of Referee Assessment.
- c) Spring Season Coordinator.
- d) Regional Extra Program Coordinator.
- e) VIP Director.
- f) Program & Division Coordinator positions;
  - i) Boys Program Coordinator (Non-Competitive), BU5 Division Coordinator, BU6 Division Coordinator, BU7 Division Coordinator & BU8 Division Coordinator.
  - ii) Girls Program Coordinator (Non-Competitive), GU5 Division Coordinator, GU6 Division Coordinator, GU7 Division Coordinator & GU8 Division Coordinator.
  - iii) Boys Program Coordinator (Competitive), BU10 Division Coordinator, BU12 Division Coordinator, BU14 Division Coordinator & BU16/19 Division Coordinator.
  - iv) Girls Program Coordinator (Competitive), GU10 Division Coordinator, GU12 Division Coordinator, GU14 Division Coordinator & GU16/19 Division Coordinator.

### **Region 39 Policy Statement on Staff Member Appointments**

The following Non-voting Staff Member positions may be appointed by the Regional Commissioner.

- a) Auditor, Assistant Auditor
- b) Administrative Staff Positions including; Web Master, Director of Scholarships, Awards Coordinator, Game Scheduler, Picture Day Coordinator, Fundraising Coordinator, Tournament Traveling Teams Director, Tournament Treasurer, and Tournament Director, Publicity Coordinator, Director of Volunteer Recruitment/Retention, Assistant Director of Volunteer Recruitment/Retention, Director of Referee Mentoring.
- c) Assistant Division Coordinators
- d) Spring Season Staff
- e) Extra Program Staff
- f) VIP Staff
- g) Tournament Staff
- h) And additional positions.

### **Region 39 Policy Statement on Member-at-Large appointments.**

The Regional Commissioner may appoint individuals Members-at-Large in recognition of their service to the region. Such appointments shall be Non-voting Staff Members.

### **Region 39 Policy Statement on Age Division Coordinators**

- a) It shall be the policy of Region 39 that Age Division Coordinators have the specific duties and responsibilities as listed in the position description. Additionally:
- b) Age Division Coordinators shall distribute regular season schedules and playoff schedules no later than one week prior to the start of the regular season or playoffs.
- c) Age Division Coordinators may solicit volunteers, subject to Board approval, to act as Co- Coordinators or Assistant Coordinators as necessary;
- d) Age Division Coordinators who are coaches in the age division they are the Coordinator for, may only engage in activities not requiring total impartiality, and only with the expressed permission of the Regional Commissioner;
- e) Age Division Coordinators shall attend the Annual Coaches Meeting prior to the start of the Fall Program. Formed teams shall not be handed out to coaches prior to this meeting;
- f) Age Division Coordinators shall be responsible for the maintenance and preparation of the fields, equipment, restrooms, and storage facilities at their respective playing locations;
- g) Age Division Coordinators shall ensure that their playing fields are painted every week that games are scheduled;
- h) Age Division Coordinators in the U10 and older divisions shall work with the Game Scheduler to arrange a playoff schedule in a format compatible with the Region 39 Policy Statement on Length of Season and League Playoffs;
- i) Age Division Coordinators shall recruit, in coordination with the Regional Referee Administrator, a Division Head Referee who shall be responsible for scheduling referees for all Regional games;
  - i) The Division Head Referee shall be subordinate to the Age Division Coordinator for all matters relating to scheduling and policy, and to the Regional Referee Administrator for all matters relating to refereeing and the FIFA Laws of the Game (LOTG) as amended by AYSO.

### **Region 39 Policy Statement on Team Composition for the U16-19 Divisions.**

- a) In divisions U16 and U19, the Regional Commissioner may, for purposes of team balancing, approve team sizes which may prohibit every player playing three-quarters of every game if all players are present for games.
  - i) It is common for U16 and U19 players to be absent from games due to scholastic and other commitments.

- ii) Therefore, in these divisions, if so approved by the Regional Commissioner, players must play at least one-half of every game at which they are present, in accordance with AYSO National Rules and Regulations. In such situations where there are 14 or less players present all players must play at least three-quarters of every game.
- iii) No player may sit out half of a second or subsequent game, during a season, or during playoff competition, until all players on that team have done so.
- iv) During any individual game, no player may sit out a second quarter until all players have sat out at least one quarter.

### **Region 39 Policy Statement on U14, 16, & U19 Divisions Playing in Area 10W Inter-Region Games.**

If required, due to the number of players and size of teams, the Regional Commissioner may approve the U14, U16 and/or U19 divisions playing inter-Region games in Area 10W. If this is required in any one division, both boys and girls would play inter-region games.

### **Region 39 Policy Statement on Waiting Lists**

A waiting list will be established by the respective Age Division Coordinators for players unable to be placed on teams.

- a) When a team loses a player, the Age Division Coordinator must be notified within two days and in turn, the Age Division Coordinator will notify the Regional Registrar.
- b) The Regional Registrar is responsible for making these replacements and the Age Division Coordinator will ensure team balance.
- c) Requests by prospective players on the waiting list for a specific team assignment, a specific coach, a specific teammate, etc., will not be granted.

### **Region 39 Policy Statement on Team Names**

Team name shall bear no resemblance to a race, religion or nationality, nor shall a team name evoke blatant violence or gang affiliation.

- a) Team names cannot be used until approved by the Age Division Coordinator.

### **Region 39 Policy Statement on Coaches and Assistant Coaches**

- a) All coaches and assistant coaches shall be approved by the respective Age Division Coordinator, the Regional Coach Administrator and the Regional Commissioner.
- b) All coaches and assistant coaches shall be registered, trained and certified in accordance with the AYSO National Coaching Program and the AYSO Safe Haven Program. Such training shall be completed no later than October 31st of the Membership Year.
- c) All coaches and assistant coaches shall be responsible for and act in accordance with the coach position description.
- d) All coaches and assistant coaches shall be at least 18 years of age.
  - i) Region 39 encourages and supports youth trainers (less than 18 years of age), however, all youth trainers must be under the direct supervision of an adult coach at all times and may not be listed in eAYSO or any official game reports, including score cards, as a coach.
  - ii) It is desirable for the supervisor of youth trainers to be a parent of that youth but not required.
  - iii) All youth trainers must be approved by the respective Age Division Coordinator, the Regional Coach Administrator, and the Regional Commissioner.
- e) All coaches or assistant coaches must provide to the referee prior to each game a game card with the heading portion completed and listing each player on their roster, regardless of attendance, First Name, Last Name, and in numerical order.

- f) All coaches or assistant coaches must retain signed copies of the player registration form in his/her possession at all times for any team gatherings, training sessions/practices, and games for all players assigned to their team and throughout the season as necessary.
  - i) It is recommended that head coaches make a copy of each player registration form and obtain a "wet-ink" signature on them from a parent or guardian to make available to their assistant coach in case of the head coach's absence.
- g) All head coaches must promptly inform their respective Age Division Coordinator of any changes relating to the composition of their team.
- h) All head coaches are required to recruit and provide a minimum of two referees from among the parents of their team (or youth referees as appropriate).
- i) No one shall coach more than one soccer team (including non-AYSO teams) at any one time, unless otherwise authorized by the Regional Coach Administrator and approved by the Regional Commissioner.
- j) Requests by coaches and assistant coaches to be placed on a specific team will not be honored if it would result in the coach's and assistant coach's unrelated children being assigned to the same team. Two individuals cannot serve together as coach and assistant coach for two consecutive years if they have unrelated children who would be assigned to the same team as a result.

### **Region 39 Policy Statement on Referees and Refereeing**

- a) All Region 39 games in the U10 and older divisions shall be officiated using the diagonal system of control in accordance with the FIFA Laws of the Game and United States Soccer Federation (USSF) procedures.
- b) Referees are officials of AYSO and assume "full charge" of games they are officiating the moment they enter their assigned field.
  - i) In this capacity, the referee has authority over players, coaches, other officials, spectators, and any other person or element affecting the game.
- c) The referee has discretionary power to suspend or terminate the game he/she is officiating.
- d) If an incident involving a player, parent, coach, spectator, or otherwise is sufficiently serious, an incident report shall be prepared by the referee in charge.
  - i) Incident reports shall be prepared in all cases involving an ejection.
  - ii) A copy of the incident report shall be given to the appropriate Age Division Coordinator to forward to the Regional Referee Administrator and/or Regional Commissioner as appropriate.
- e) A referee shall not coach or support a team while in uniform, nor while functioning as a referee or assistant referee.
- f) A certified referee who is a parent of a player involved in a game may, at the discretion of the Age Division Coordinator or Board Member in charge of the field, referee their own child's game during regular season play, if there is a shortage of referees

### **Region 39 Policy Statement on Youth Referees**

- a) Referees and assistant referees less than 18 years of age must have a medical release form signed by his/her parent in his/her possession during all games.
- b) Youth referees must meet the criteria set forth in AYSO National Rules and Regulations and in any directives promulgated by the National Support and Training Center.
- c) A youth referee, when acting as center referee in any game, must be at least two years older than the players in the game he/she is officiating.

## Region 39 Policy Statement on Length of Season and League Playoffs

- a) The Fall Program for the U10, U12, and U14 divisions shall be a schedule of ten (10) games.
  - i) The Age Division Coordinator of the U10, U12, and U14 divisions may establish a number of "pre-season" games, which will not count in the standings.
    - (1) All remaining games will establish a "seeding" schedule for single elimination playoffs, in which all teams will participate, and a division champion established.
      - (a) Age Division Coordinators for the U10, U12 and U14 divisions shall establish a volunteer points system that teams must comply with to be eligible for League Playoffs. The volunteer points system should be structured so that each team has a reasonable opportunity to reach the total points required by providing volunteers on a regular basis as required.
      - (b) Division Coordinators shall establish and maintain a Volunteer Point System that is used, in conjunction with the Regional Referee Administrator for seeding purposes or eligibility for playoffs in the U10 and above divisions. The Regional Referee Administrator shall establish and maintain a Referee Volunteer Point System that is used, in conjunction with the Division Coordinator Volunteer Point System, for seeding purposes or eligibility for playoffs in the U10 and above divisions.
  - ii) The season of ten games may require games be played on Sundays due to field availability or may be shortened to nine games, at the discretion of the Age Division Coordinator and with approval of the Regional Commissioner, to facilitate the scheduling of playoff games.
- b) The Fall Program for the U6 and U8 divisions shall be a schedule of ten (10) games only with no make ups or playoffs.
  - i) The season for any non-competitive division may be extended at the discretion of the Age Division Coordinator with the approval of the Regional Commissioner.
- c) It is the policy of Region 39 that every effort will be made to ensure regular season games are not to be played on Sunday and that the Region will try to ensure that no playoff games are scheduled on Sunday. However, due to field availability or inclement weather Sunday games may be necessary.
- d) The Division championship team and the 2nd place team, as established by a single elimination playoff schedule, may continue on to Area and Section play.
  - i) If one or both of those teams decides not to continue, or is ineligible to continue on in Area play, then the 3rd place team will be asked to represent its' division to go to Area Playoffs. Likewise, the 4th place team may be asked (and so on).
- e) Modifications to this playoff format may be made, if approved by the Age Division Coordinator involved and the Regional Commissioner.
- f) In order to be eligible for Regional, and subsequent Area and Section, playoff competitions, a player must have played in at least half of the total number of season games played by that playoff team to which he/she was assigned during the regular season, except in the situation where the player is assigned in time to meet this requirement but is unable to play because of illness, injury, or where a change of residence causes a change of Regions.
- g) In case of a tie during Regional playoffs, the following tie breaking system shall apply:
  - i) In the case of a tie at the end of regulation time, overtime periods shall be played as follows:
    - (1) U10, U12, U14 and U19 Divisions will have two five-minute periods;
  - ii) Before the first overtime period, team captains choose by coin toss to attack a particular goal.
  - iii) Both overtime periods will be played to completion.
  - iv) At the beginning of the second overtime period, teams shall switch ends of the field, and the team that did not kick off first will begin the second overtime period with a kickoff.

- v) If a team is playing short because of ejections, they will continue to play short during the overtime.
- h) In the case of a tie following overtime, the winner shall be determined by the taking of kicks from the mark in accordance with current FIFA Laws of the Game and Instructions for Taking Kicks from the Penalty Mark.

### **Region 39 Policy Statement on Locations and Durations of Training Sessions/Practices**

- a) Prior to the commencement of each Membership Year, the Fields Coordinator will prepare and distribute a list of approved and disapproved locations, parks and schools, available for coaches to conduct training sessions/practices.
  - i) Huntsinger Park is an approved training session/practice location provided that said training session/practice does not interfere with U16-19 games scheduled during weekdays or with Friday field painting.
- b) Individual coaches will determine the time and location for team training sessions/practices.
  - i) All coaches are reminded that should there be a site conflict with a team from another sports organization holding a permit, it is Region 39's policy that AYSO coaches are to cede the area without further comment or incident, and are not to request to see said permit or in any other way allow the situation to escalate.
- c) Generally, training sessions/practices should not exceed two per week (one per week for U6).
  - i) Training Session/practice duration shall not exceed one hour for U6 and U8 divisions, and two hours for all other divisions.
    - (1) All coaches are reminded that the AYSO National Coaching Program recommends that the activity portion of all training sessions/practices should be equal to the duration of their games.
  - ii) Practice games with other AYSO teams are acceptable as well as other club teams if the latter have insurance as required by AYSO National.
  - iii) Only authorized/registered AYSO players may participate in practice sessions.

### **Region 39 Policy on Game Start Times**

In all non-playoff games, the referee shall end the game no later than ten (10) minutes before the time the next game is scheduled to start.

- a) This is mandatory irrespective of the minutes played or the cause of any delay.
- b) The Age Division Coordinator shall have the authority to stop games for this purpose, without entering the field.

### **Region 39 Policy on Incident Reports**

Any person may submit a written incident report, regarding the statements or actions of anyone interacting, in a negative way, with the AYSO program.

- a) The report shall be as specific as possible and shall be signed and dated, with the reporter's phone number indicated.
- b) The report shall be submitted to the appropriate Region official or officials.

### **Region 39 Policy on Pets at Soccer Fields**

For safety reasons, animals of any kind or size are not allowed on the sidelines while the soccer fields are occupied. The only exception is for Seeing Eye dogs and law enforcement canines.

### **Region 39 Policy Statement on Player Evaluations**

It shall be the policy of Region 39 that all coaches coaching Region teams during the Fall Program in U8, U10, U12, U14, and U16-19 shall complete and submit to their appropriate Age Division Coordinator player evaluations by the completion of the eighth week of the Fall Program.

- a) Coaches in the U8 divisions shall only evaluate players moving up to U10 the following Membership Year.
- b) Coaches that fail to complete and submit their player evaluations prior to the completion of the eighth week of the Fall Program shall not receive their team's pictures.
- c) Player evaluations shall be accomplished by completing the approved age specific player evaluation form.
- d) The coach shall submit their completed age specific player evaluation form to their appropriate Age Division Coordinator after entering each player's overall player rating into eAYSO.
- e) The player evaluation format shall be devised by the Regional Coach Administrator and approved by the Regional Board prior to the completion of the fifth week of the Fall Program.

### **Region 39 Policy Statement on End-of-Season Awards**

- a) Players on teams in the U6 and U8 divisions will be given ribbons.
- b) Players and coaches (two per team) in the U10, U12, U14, and U16-19 divisions shall be given awards at the end of the regional playoffs as determined by the Regional Board.
- c) All players and coaches (two per team) will be given pins indicating the year of participation.

### **Region 39 Policy Statement on Tournament (Viper) and All-Star Competition**

- a) Following the completion of the regional playoffs, additional opportunities to play soccer are available for the U10, U12, U14 and U16-19 divisions in the form of tournament (Viper) teams and All-Star teams.
- b) Teams shall not be formed; players shall not be confirmed; rosters shall not be published; team meetings shall not be held; practices shall not be conducted; and, try-outs shall not be held before the 6th week of Regional Play. After the tenth week of the Fall Program coaches may begin hosting practices.
- c) Except for All-Star and League Champion teams, all tournament (Viper) teams are required to provide a minimum of three (3) of their own referees and assistant referees.
- d) No coach or assistant coach may condition a player's acceptance or play on an All-Star team on that player's acceptance or refusal to play on a tournament (Viper) team.
- e) No coach or assistant coach may condition a player's acceptance or play on a tournament (Viper) team on that player's acceptance or refusal to play on an All-Star team.
- f) Any coach, with the approval of the Regional Commissioner, may select a team to play in any tournament.
  - i) All such coaches and assistant coaches shall meet or exceed AYSO National regulations for coach training and certification.
  - ii) Each Tournament coach may select his/her own assistant coach, subject to the approval of the Age Division Coordinator and the Regional Commissioner.
- g) The respective Age Division Coordinator and the Regional Commissioner shall determine how many All-Star teams shall be established, in accordance with Area directives for the season.
  - i) One All-Star coach per team will be selected by their respective head coaches, each having one vote.
  - ii) Written absentee votes may be hand-delivered to the Age Division Coordinator prior to the tabulation of votes and the final selection.
    - (1) The Age Division Coordinator has one vote if necessary to break a tie.
  - iii) Nominated coaches will need the initial approval of the Age Division Coordinator and the Regional Coach Administrator prior to any balloting.
  - iv) The Regional Commissioner may approve or veto the selection of any coach at any time prior to the commencement of Area play.

- v) This selection will take place during the fifth (5th) week of the Fall Program.
- vi) If an All-Star coach is deemed ineligible after the voting and selections have been completed, or is unavailable to fulfill his/her duties, an alternate from the nominated coaches shall assume the position of All-Star coach.
  - (1) The alternate is subject to approval as outlined above.
- vii) All-Star coaches and assistant coaches must be trained and certified for the division they coach unless exempted by the Regional Commissioner in consultation with the Regional Coach Administrator.
- viii) Each All-Star coach will select his/her All-Star team, with the assistance of the Age Division Coordinator and the final approval of the Regional Commissioner.
  - (1) The number of players on each team is established annually by the Area, and/or Section.
  - (2) Once a player has been notified that he/she is a member of an All-Star team, that player may not be dropped from the team without the expressed consent of the Age Division Coordinator, the Regional Coach Administrator, and the Regional Commissioner.
- ix) Where there is more than one All-Star team in a division the method of selecting players for those teams is as follows:
  - (1) a team's order of selection is determined by coin toss;
    - (a) In round 1 the teams select in order;
    - (b) In round 2 the teams select in reverse order;
    - (c) In round 3 the teams select in order;
    - (d) Etc.
- x) Each All-Star coach may select his/her assistant coach, subject to the approval of the Age Division Coordinator and the Regional Coach Administrator and the final approval of the Regional Commissioner.
- xi) When a player is playing on both a league playoff team, or tournament (Viper) team, and an All-Star team, the player's first allegiance must be to the league team. If a player willfully fails to attend a league game or practice, he may be suspended from participation on the All-Star team at the discretion of the Regional Commissioner in accordance with Regional Guidelines **Article Nine: Dispute Resolution**.

### **Region 39 Policy Statement on the Duties and Responsibilities of the Director of Tournament and Traveling Teams**

- a) The Director of Tournament and Traveling Teams shall be responsible for organizing and coordinating Regional Teams for post-season Area W and Section 10 play by Region 39 league and all-star teams.
- b) The Director of Tournament and Traveling Teams shall ensure that team rosters are entered into eAYSO and available for distribution.
- c) The Director of Tournament and Traveling Teams shall be responsible for all post-season teams participating in the various AYSO tournaments.

### **Region 39 Policy Statement on the Duties and Responsibilities of the Tournament Director**

- a) The Tournament Director is responsible for the successful organization of all tournaments hosted by the Region and shall also serve as a public representative of AYSO. The Tournament Director is responsible to form a Tournament Staff which at a minimum shall include the following positions:
  - i) Treasurer - facilitates the creation and maintenance of the tournament budget.
  - ii) Safety Director - prepares the Safety Plan form as well as provide advice on any key risk management steps in planning for the tournament.

- iii) Referee Administrator - leads the development of the Referee Plan as well as any key rules requirements.
- iv) Coach Administrator - leads the efforts of developing the tournament rules.
- b) The Tournament Director shall work with the appropriate Tournament Staff member to ensure the following tasks are complete:
  - i) Receipt and tracking of all applications.
  - ii) Notification of teams accepted, waitlisted and not accepted.
  - iii) Balance pools and form game schedules.
  - iv) Assign referees to matches commensurate with their badge levels.
  - v) Secure fields and associated requirements (i.e., trash bins)
  - vi) Ensure vendors are scheduled.
  - vii) Ensure medics are scheduled.
  - viii) Order Player, Coach, and Referee gifts.
  - ix) Order trophies or medals.

### **Region 39 Policy Statement on Recruiting Non-Rostered Players when Coaches are Unable to Field a Full Team During the Spring Season**

During the spring season, when coaches are unable to field a full team of Rostered Players, a coach may recruit additional registered spring season players from the opposing team first, and from the same age & gender or one division younger, to bring the team up to equal numbers. Players not registered for spring season are not eligible to play under any circumstances. The player registration form or a parent or guardian must be present.

### **Region 39 Policy Statement on the Duties and Responsibilities of the Guidelines Chairperson and Parliamentarian**

- a) The Guidelines Chairperson and Parliamentarian shall annually chair a committee of not less than three in number, to be appointed by the Regional Commissioner, for the purpose of updating and revising the Regional Guidelines and Regional Policy Statements.
- b) The Guidelines Chairperson and Parliamentarian shall assist the Regional Commissioner in conducting Board Meetings, by ruling on points of order, and by ensuring that votes are taken in accordance with the Regional Guidelines.

### **Region 39 Policy Statement on votes by Regional Board Members relating to proposed changes to Regional Policies or Regional Guidelines.**

- a) Any Board Member, who has been given prior notice of proposed changes to Regional Policies or Regional Guidelines, may provide any other Board Member his or her signed proxy votes on the proposal.
  - i) A proxy vote may be submitted in writing or via email but must be submitted prior to the taking of the vote.
- b) The Regional Commissioner may, at his/her discretion, conduct a vote relating to proposed changes to Regional Policies or Regional Guidelines via email or telephone (or both) provided that all Board Members are contacted and afforded the opportunity to vote.

### **Region 39 Policy Statement on Fundraising**

Any earnings from fundraising will be handled by the fundraising coordinator and the treasurer. Any/all fundraising activities/events must be approved by the Regional Commissioner.

## Region 39 Policy Statement on Registered Volunteer Dismissals

Any Registered Volunteer (Board Member, Coach or Referee) or spectator who is dismissed from a game for any reason, shall be ineligible, at the discretion of the Regional Commissioner or their appointee, to; attend, coach, or referee any games for the remainder of the day, if the offending conduct is sufficient to jeopardize the integrity of the remaining scheduled activities. Additionally, the Registered Volunteer or spectator may be subject to sanctions via Article 9: Dispute Resolution, at the discretion of the Regional Commissioner

## Region 39 Policy on Refunds

- a) Any player who withdraws from the program shall be entitled to a refund of such registration fee.
- b) The **Fall and Spring Refund Policy** charts below include specific dates that shall be adhered to in order to correctly respond and apply refund requests. The refund dates have taken into consideration unrecoverable costs which may include player insurance and / or uniform costs.
- c) Refunds in either case will be issued within 2 – 4 weeks pending receipt of the electronically signed registration form from the Registrar. Delays in receiving the electronically signed registration form will delay the refund.
- d) The below refund policy charts must be prominently displayed in whole on the AYSO Region 39 website and in part respectively on the Fall and Spring registration pages, clearly visible at registration and/or by posting on our social media site after registration.

### **(1) Fall Refund Policy**

- (a) FULL REFUND: Before August 1
- (b) PARTIAL REFUND (50%): August 1 – 30
- (c) NO REFUND: After August 30

### **(2) Spring Refund Policy**

- (d) FULL REFUND: Before February 15
- (e) PARTIAL REFUND (50%): February 15 – 22
- (f) NO REFUND: After February 22

## **Appendix C -2016 Budget**

## **Appendix D -2015 Statement of Income and Expenses**

## Appendix E -Registration Fee Schedule

- **Fall 2016 Registration: \$110**  
     **VIP - Free**
  
- **Spring 2017 Registration: All Players – \$50**

## Appendix F -Regional Calendar

Office Hours	Thursday, January 7, 2016
All-Star Coaches Mandatory Meeting	Monday, January 11, 2016
Office Hours	Thursday, January 14, 2016
Walk-In Spring 2016 Registration	Thursday, January 14, 2016
Area 10W All-Star Tournament - PV Fields	Saturday, January 16, 2016
Area 10W All-Star Tournament - PV Fields	Sunday, January 17, 2016
Area 10W Meeting	Sunday, January 17, 2016
Board Meeting – HDWQTRS	Wednesday, January 20, 2016
Walk-In Spring 2016 Registration	Thursday, January 21, 2016
Area 10W All-Star Tournament - PV Fields	Saturday, January 23, 2016
Area 10W All-Star Tournament - PV Fields	Sunday, January 24, 2016
Office Hours	Thursday, January 28, 2016
Area 10W All-Star Tournament - PV Fields (Rain Date)	Saturday, January 30, 2016
Area 10W All-Star Tournament - PV Fields (Rain Date)	Sunday, January 31, 2016
Office Hours	Thursday, February 4, 2016
U10, U12 Coaches Training – Bible Fellowship Church	Saturday, February 6, 2016
U6 Coaches Training – HDQTRS	Tuesday, February 9, 2016
Area 10W Meeting	Tuesday, February 9, 2016
U8 Coaches Training – HDQTRS	Wednesday, February 10, 2016
Office Hours	Thursday, February 11, 2016
Regional Referee Training – HDQTRS	Saturday, February 13, 2016
Spring Season #1 – Anacapa	Sunday, February 14, 2016
Board Meeting - HDQTRS - Submit Budget	Wednesday, February 17, 2016
Treasurer Training	Thursday, February 18, 2016
Section Playoffs – League Kern County Soccer Park	Saturday, February 20, 2016
Section Playoffs – League Kern County Soccer Park	Sunday, February 21, 2016
Spring Season #2 – Anacapa	Sunday, February 21, 2016
Office Hours	Thursday, February 25, 2016
Section Playoffs – All Stars Kern County Soccer Park	Saturday, February 27, 2016
Section Playoffs – All Stars Kern County Soccer Park	Sunday, February 28, 2016
Spring Season #3 – Anacapa	Sunday, February 28, 2016
Viper Tournament Meeting – HDQTRS	Tuesday, March 1, 2016
Office Hours	Thursday, March 3, 2016
Intro to Instruction – HDQTRS	Friday, March 4, 2016
Coach Instructor Course – HDQTRS	Sunday, March 6, 2016
Spring Season #4 – Anacapa	Sunday, March 6, 2016
Area 10W Meeting	Tuesday, March 8, 2016
Office Hours	Thursday, March 10, 2016

Fall 2016 EXTRA Coach Applications Due  
 Section 10 Strategic Planning Meeting – BFC  
 Spring Season #5 – Anacapa  
 Viper Tournament Meeting – HDQTRS  
 Board Meeting – HDQTRS-Budget & Pol's & Protocols  
 Western State Games – Bullhead City, AZ  
 Western State Games – Bullhead City, AZ  
 Spring Season #6 – Anacapa  
 EXTRA Tryouts (GU12/14) - Community Park  
 EXTRA Tryouts (BU10/12) - Community Park  
 Office Hours  
 Viper Tournament Meeting – HDQTRS  
 Fall Registration Opens  
 2016 EXPO – Ontario  
 Office Hours  
 Viper Tournament Meeting – HDQTRS  
 Area 10W Meeting  
 Office Hours  
 Tournament SWAG Packaging – HDQTRS  
 4th Annual Viper Tournament - Community Park  
 4th Annual Viper Tournament - Community Park  
 Board Meeting – HDQTRS  
 Office Hours  
 Office Hours  
 4th Annual Viper Tournament - Community Park (Rain Dates)  
 4th Annual Viper Tournament - Community Park (Rain Dates)  
 Area 10W Meeting  
 Office Hours  
 Board Meeting – HDQTRS  
 Office Hours  
 2016 NAGM – Chicago, IL  
 2016 NAGM – Chicago, IL  
 2016 NAGM – Chicago, IL  
 Office Hours  
 Office Hours  
 Area 10W Meeting  
 Board Meeting - HDQTRS  
 Office Hours  
 Office Hours  
 Fall 2016 Registration Closed  
 Office Hours  
 U10, U12 Coaches Training – Bible Fellowship Church  
 U6 Coaches Training – HDQTRS  
 Area 10W Meeting  
 U8 Coaches Training – HDQTRS  
 Office Hours  
 Annual Coach Meeting – Bible Fellowship Church  
 Pass Out Division Packets  
 Board Meeting – HDQTRS  
 U10, U12 Coaches Training – Bible Fellowship Church

Saturday, March 12, 2016  
 Sunday, March 13, 2016  
 Tuesday, March 15, 2016  
 Wednesday, March 16, 2016  
 Saturday, March 19, 2016  
 Sunday, March 20, 2016  
 Sunday, March 20, 2016  
 Monday, March 21, 2016  
 Wednesday, March 23, 2016  
 Thursday, March 24, 2016  
 Tuesday, March 29, 2016  
 Thursday, March 31, 2016  
 Friday, April 1, 2016  
 Thursday, April 7, 2016  
 Tuesday, April 12, 2016  
 Tuesday, April 12, 2016  
 Thursday, April 14, 2016  
 Thursday, April 14, 2016  
 Saturday, April 16, 2016  
 Sunday, April 17, 2016  
 Wednesday, April 20, 2016  
 Thursday, April 28, 2016  
 Thursday, May 5, 2016  
 Saturday, May 7, 2016  
 Sunday, May 8, 2016  
 Tuesday, May 10, 2016  
 Thursday, May 12, 2016  
 Wednesday, May 18, 2016  
 Thursday, May 26, 2016  
 Friday, May 27, 2016  
 Saturday, May 28, 2016  
 Sunday, May 29, 2016  
 Thursday, June 2, 2016  
 Thursday, June 9, 2016  
 Tuesday, June 14, 2016  
 Wednesday, June 15, 2016  
 Thursday, June 23, 2016  
 Thursday, June 30, 2016  
 Thursday, June 30, 2016  
 Thursday, July 7, 2016  
 Saturday, July 9, 2016  
 Tuesday, July 12, 2016  
 Tuesday, July 12, 2016  
 Wednesday, July 13, 2016  
 Thursday, July 14, 2016  
 Saturday, July 16, 2016  
 Saturday, July 16, 2016  
 Wednesday, July 20, 2016  
 Saturday, July 23, 2016

Regional Referee Training – HDQTRS	Saturday, July 23, 2016
U6 Coaches Training – HDQTRS	Tuesday, July 26, 2016
U8 Coaches Training – HDQTRS	Wednesday, July 27, 2016
Office Hours	Thursday, July 28, 2016
Regional Referee Training – HDQTRS	Saturday, July 30, 2016
Open Practice for Fall 2016 Season	Monday, August 1, 2016
Start Field Preparation	
Fall Field Move	
Finish Field Preparation	
Regional Referee Training – HDQTRS	Tuesday, August 2, 2016
Regional Referee Training – HDQTRS	Wednesday, August 3, 2016
Office Hours	Thursday, August 4, 2016
Regional Referee Training – HDQTRS	Saturday, August 6, 2016
Area 10W Meeting	Tuesday, August 9, 2016
Returning Referee Meeting – HDQTRS	Wednesday, August 10, 2016
Office Hours	Thursday, August 11, 2016
Fall 2016 Season Opening Day (U12, U14, U16/19)	Saturday, August 13, 2016
Board Meeting - HDQTRS	Wednesday, August 17, 2016
Fall 2016 Season U12, U14, U16/19 – Week 2	Saturday, August 20, 2016
Fall 2016 Season Opening Day (U10)	Saturday, August 20, 2016
Office Hours	Thursday, August 25, 2016
Fall 2016 Season U12, U14, U16/19 – Week 3	Saturday, August 27, 2016
Fall 2016 Season U10 – Week 2	Saturday, August 27, 2016
EXTRA Program Referee Training – HDQTRS	Wednesday, August 31, 2016
Office Hours	Thursday, September 1, 2016
Fall 2016 Season U12, U14, U16/19 – Week 4	Saturday, September 3, 2016
Fall 2016 Season U10 – Week 3	Saturday, September 3, 2016
Fall 2016 Season Opening Day (U6 – U8)	Saturday, September 3, 2016
Office Hours	Thursday, September 8, 2016
All-Star Coach Request	Saturday, September 10, 2016
Picture Day U10, U12, U14, U16/19, Jamboree	Saturday, September 10, 2016
Fall 2016 Season U12, U14, U16/19 – Week 5	Saturday, September 10, 2016
Fall 2016 Season U10 – Week 4	Saturday, September 10, 2016
Fall 2016 Season Opening Day (U6-U8)	Saturday, September 10, 2016
EXTRA Season Opening Day	Saturday, September 10, 2016
Intermediate Referee Training Session 1 – HDQTRS	Sunday, September 11, 2016
Area 10W Meeting	Tuesday, September 13, 2016
Intermediate Referee Training Session 2 – HDQTRS	Wednesday, September 14, 2016
Office Hours	Thursday, September 15, 2016
All Star Coach Announcements	Saturday, September 17, 2016
Fall 2016 Season U12, U14, U16/19 – Week 6	Saturday, September 17, 2016
Fall 2016 Season U10 – Week 5	Saturday, September 17, 2016
Fall 2016 Season U6-U8 – Week 2	Saturday, September 17, 2016
Board Meeting - HDQTRS	Wednesday, September 21, 2016
Release Player Rating Form	Saturday, September 24, 2016
Fall 2016 Season U12, U14, U16/19 – Week 7	Saturday, September 24, 2016
Fall 2016 Season U10 – Week 6	Saturday, September 24, 2016
Fall 2016 Season U6-U8 – Week 3	Saturday, September 24, 2016
Office Hours	Thursday, September 29, 2016
Picture Day U6, U7, U8	Saturday, October 1, 2016

Fall 2016 Season U12, U14, U16/19 – Week 8	Saturday, October 1, 2016
Fall 2016 Season U10 – Week 7	Saturday, October 1, 2016
Fall 2016 Season U6-U8 – Week 4	Saturday, October 1, 2016
Fall 2016 Season U10 – Week 8 (Sunday Games)	Sunday, October 2, 2016
Office Hours	Thursday, October 6, 2016
Player Ratings Due	Saturday, October 8, 2016
Fall 2016 Season U12, U14, U16/19 – Week 9	Saturday, October 8, 2016
Fall 2016 Season U10 – Week 9	Saturday, October 8, 2016
Fall 2016 Season U6-U8 – Week 5	Saturday, October 8, 2016
U10 Rain Date (Sunday Games)	Sunday, October 9, 2016
Area 10W Meeting	Tuesday, October 11, 2016
Office Hours	Thursday, October 13, 2016
Coach Appreciation – HDQTRS	Friday, October 14, 2016
U16/19 Playoffs – Week 1	Saturday, October 15, 2016
Fall 2016 Season U10 – Week 10	Saturday, October 15, 2016
Fall 2016 Season U6-U8 – Week 6	Saturday, October 15, 2016
Board Meeting – HDQTRS	Wednesday, October 19, 2016
Referee Appreciation – HDQTRS	Friday, October 21, 2016
U16/19 Playoffs – Week 2	Saturday, October 22, 2016
U10, U12, U14 Playoffs – Week 1	Saturday, October 22, 2016
Fall 2016 Season U6-U8 – Week 7	Saturday, October 22, 2016
Office Hours	Thursday, October 27, 2016
U16/19 Playoffs – Championship Day	Saturday, October 29, 2016
U10, U12, U14 Playoffs – Week 2	Saturday, October 29, 2016
Fall 2016 Season U6-U8 – Week 8	Saturday, October 29, 2016
Office Hours	Thursday, November 3, 2016
U10, U12, U14 Playoffs – Championship Day	Saturday, November 5, 2016
Fall 2016 Season U6-U8 – Week 9	Saturday, November 5, 2016
Area 10W Meeting	Tuesday, November 8, 2016
Office Hours	Thursday, November 10, 2016
Fall 2016 Season U6-U8 – Week 10	Saturday, November 12, 2016
Board Meeting - HDQTRS	Wednesday, November 16, 2016
Area 10W League Play Tournament	Saturday, November 19, 2016
Area 10W League Play Tournament	Sunday, November 20, 2016
Office Hours	Thursday, November 24, 2016
Office Hours	Thursday, December 1, 2016
Christmas Tournament	Saturday, December 3, 2016
Christmas Tournament	Sunday, December 4, 2016
Annual General Meeting	Wednesday, December 7, 2016
Office Hours	Thursday, December 8, 2016
Christmas Tournament – Rain Dates	Saturday, December 10, 2016
Christmas Tournament – Rain Dates	Sunday, December 11, 2016
Area 10W Meeting	Tuesday, December 13, 2016
Office Hours	Thursday, December 15, 2016

## Appendix G -Region 39 Board Members for 2016

Region 39 Officers		
Position	Board Member	AYSO Email Address
Regional Commissioner	Melissa Moore	<a href="mailto:commissioner@ayso39.org">commissioner@ayso39.org</a>
Regional Treasurer	Paula Swain	<a href="mailto:treasurer@ayso39.org">treasurer@ayso39.org</a>
Region Risk Management/Safety Director	Chris Houlberg	<a href="mailto:safety@ayso39.org">safety@ayso39.org</a>
Regional Coach Administrator	Eric Dettloff	<a href="mailto:coachadministrator@ayso39.org">coachadministrator@ayso39.org</a>
Regional Referee Administrator	James LaTourette	<a href="mailto:refadmin@ayso39.org">refadmin@ayso39.org</a>
Regional Registrar	Amy Reimer	<a href="mailto:registrar@ayso39.org">registrar@ayso39.org</a>
Regional Child & Volunteer Protection Advocate	Lisa Dettloff	<a href="mailto:cvpa@ayso39.org">cvpa@ayso39.org</a>
Region 39 Appointed Board Members		
Position	Board Member	AYSO Email Address
<b>Board Positions that fall under the Regional Commissioner</b>		
Assistant Regional Commissioner	Gil Torres	<a href="mailto:ac-gil@ayso39.org">ac-gil@ayso39.org</a>
Regional Management Advisor	Vacant	<a href="mailto:rma@ayso39.org">rma@ayso39.org</a>
<b>Board Positions that fall under the Regional Treasurer</b>		
Asst. Treasurer	Vacant	
<b>Board Positions that fall under the Regional Coach Administrator</b>		
Asst. Coach Administrator	Chris Ruffinelli	<a href="mailto:assistantcoachadmin@ayso39.org">assistantcoachadmin@ayso39.org</a>
Director of Coach Instruction	Angie Brooks	<a href="mailto:coachinstruction@ayso39.org">coachinstruction@ayso39.org</a>
Player Evaluation Coordinator	Vacant	
<b>Board Positions that fall Under the Regional Referee Administrator</b>		
Asst. Referee Administrator	Mark Carriger	<a href="mailto:ast_refadmin@ayso39.org">ast_refadmin@ayso39.org</a>
Director of Referee Instruction	Denise Lieberson	<a href="mailto:refinstruction@ayso39.org">refinstruction@ayso39.org</a>
Director of Referee Assessment	David Praver	<a href="mailto:refassessor@ayso39.org">refassessor@ayso39.org</a>
Director of Referee Mentoring	Gil Torres	<a href="mailto:refmentor@ayso39.org">refmentor@ayso39.org</a>
<b>Board Positions that fall Under the Regional Registrar</b>		
Asst. Registrar	Vacant	
Registrar Staff	Vacant	
<b>Board Positions that fall under the Regional Child and Volunteer Protection Advocate</b>		
Asst. Child & Volunteer Protection Advocate	Vacant	
<b>Board Positions that fall under the Regional Risk Management/Safety Director</b>		
Asst. Regional Risk Management/Safety Director	Vacant	
<b>All Other Board Positions</b>		
Auditor	Dawn Kreil	
Awards Coordinator	Tony Waters	<a href="mailto:awards@ayso39.org">awards@ayso39.org</a>
Corresponding Secretary/Recording Secretary	Alyssa Dettloff	<a href="mailto:secretary@ayso39.org">secretary@ayso39.org</a>
Equipment Director & Purchasing Agent	Marcia Swires	<a href="mailto:equipment@ayso39.org">equipment@ayso39.org</a>
Game Scheduler	Vacant	
Fields Coordinator	Mari Farmar	<a href="mailto:fields@ayso39.org">fields@ayso39.org</a>
Guidelines Chairperson	Vacant	<a href="mailto:guidelines@ayso39.org">guidelines@ayso39.org</a>
Picture Day Coordinator	Julia Lazo	<a href="mailto:pictures@ayso39.org">pictures@ayso39.org</a>
Publicity Coordinator	Vacant	
Fundraising Coordinator	Vacant	
Tournament & Traveling Teams Director	Vacant	

Tournament Director (Viper Tournament)	Gil Torres	<a href="mailto:tournament.director@ayso39.org">tournament.director@ayso39.org</a>
Tournament Director (Christmas Tournament)	Alyssa Dettloff	<a href="mailto:WinterTD@ayso39.org">WinterTD@ayso39.org</a>
Webmaster	Vacant	
<b>Division Coordinators</b>		
Coord. for Boys Non-Competitive Div. (U5-U8)	Vacant	
Coord. for Girls Non-Competitive Div. (U5-U8)	Vacant	
Coord. for Boys Competitive Div. (U10-U19)	Vacant	
Coord. for Girls Competitive Div. (U10-U19)	Vacant	
Coord. for VIP Boys/Girls	Vacant	
Coord. for Spring League	Julia Lazo	<a href="mailto:cspring@ayso39.org">cspring@ayso39.org</a>
Asst. Coord. for Spring League	Ashley Gates	
DC – Jamboree	Ashley Gates	
DC – U6 Boys	Vacant	
DC - U6 Girls	Vacant	
DC - U6 Girls-Asst.	Vacant	
DC – U7 Boys	Vacant	
DC – U7 Boys-Asst.	Vacant	
DC – U7 Girls	Vacant	
DC – U7 Girls-Asst.	Vacant	
DC – U8 Boys	Vacant	
DC – U8 Boys-Asst.	Vacant	
DC – U8 Girls	Vacant	
DC – U8 Girls-Asst.	Vacant	
DC – U10 Boys	Sara Caruso	<a href="mailto:U10boys@ayso39.org">U10boys@ayso39.org</a>
DC - U10 Boys-Asst.	Vacant	
DC – U10 Girls-Asst.	Aseneth Castor	<a href="mailto:U10girls@ayso39.org">U10girls@ayso39.org</a>
DC – U12 Boys	Vacant	
DC – U12 Boys-Asst.	Vacant	
DC - U12 Girls	Vacant	
DC – U12 Girls-Asst.	Vacant	
DC – U14 Boys	Johanna Dominguez	<a href="mailto:U14boys@ayso39.org">U14boys@ayso39.org</a>
DC – U14 Boys-Asst.	Vacant	
DC – U14 Girls	Chelsea Sommers	<a href="mailto:U14girls@ayso39.org">U14girls@ayso39.org</a>
DC – U14 Girls-Asst.	Vacant	
DC – U16/19 Boys	Mari Farmar	<a href="mailto:U16_19boys@ayso39.org">U16_19boys@ayso39.org</a>
DC – U16/19 Boys-Asst.	Vacant	
DC – U16/19 Girls	Sandra Reyes	<a href="mailto:U16_19girls@ayso39.org">U16_19girls@ayso39.org</a>
DC – U16/19 Girls-Asst.	Vacant	
EXRA Program Coordinator	Daniel Teferra	<a href="mailto:Reg39extra@ayso39.org">Reg39extra@ayso39.org</a>
Asst. Regional EXTRA Program Coord.	Vacant	
EXTRA Program Team Management Coord.	Vacant	
EXTRA Program Team Try-Out Administrator	Vacant	

## Appendix H -Letter: From Regional Commissioner

**Letter: Regional Commissioner to All Members**

Wednesday, March 16, 2016

A message to all members:

AYSO Region 39 is a member program of the American Youth Soccer Organization, a nationwide, non-profit youth soccer organization founded in 1964. AYSO is an affiliate member of the United States Soccer Federation. Its programs are based on six principal tenets:

**Everyone Plays** - Our Region's goal is for kids to play soccer - so we mandate that every player on every team must play at least three-quarters 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.

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

**Open Registration** - Our program is open to all children between 4 and 19 years of age who want to register and play soccer. Interest and enthusiasm are the only criteria for playing.

**Good Sportsmanship** - We strive to create a 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.

American Youth Soccer Organization Region 39 has produced these Regional Policies and Protocols in order to provide each of you with information about the program you have joined.

These Regional Policies and Protocols have been approved by The Regional Board of Directors of Region 39 and may only be changed by the Board. Any proposed change may be submitted in writing to the Board for its consideration.

AYSO has a National Office in Torrance, California, with a full staff to assist our Region in maintaining its programs. Our Region is located in Area W in Section 10 and has the benefits of the Area staff, directed by Ruben Gonzalez (Area Director) and the Section staff, directed by Rich Pagliarli (Section director).

I am the Regional Commissioner of our Region and am responsible to the AYSO National Board of Directors and, together with our Regional Board, to you for running our program. As Regional Commissioner I want to welcome you to AYSO Region 39 either as a returnee or as a newcomer and hope that you enjoy being a part of the ever-growing AYSO family.

Sincerely,  
Melissa Moore  
Regional Commissioner

## Appendix I -Letter: From Regional Coach Administrator

**Letter: Regional Coach Administrator to All Coaches**

Wednesday, March 16, 2016

A message to all coaches:

Welcome to AYSO Region 39. We thank you for volunteering your time and service to our program. It is important that you understand and implement AYSO's philosophy, for it is you who will have the most contact with and impact upon our young participants and their parents.

Please make sure you know the game and the coaching techniques AYSO has found to be most successful. We have several publications, which can help you, and we will hold a series of clinics coordinated by me. It is imperative that you participate in one or more of these clinics so that you can promote the very best and latest in instruction to the players on your team. I will be glad to assist you personally in any way I can.

Also, remember that we are playing the game for fun and for the fun of the children. While you should encourage the very best performance out of your team, never lose sight of the fact that it is just a game and played for fun within the AYSO philosophies of Everyone Plays, Balanced Teams, Positive Coaching, Good Sportsmanship and Player Development.

Remember the "Everyone Plays" rule. Every one of your players must play at least three-quarters of each game. It is suggested that the same players should not always sit out the first quarter of each game, so that they do not think of themselves as permanent substitutes.

As coaches, we must be positive examples, and cooperate with the referees. They are volunteers like you and are called upon to make judgments like you. Please insist that the parents of the players maintain decorum at all times. Remember—we do not allow protests.

Make it a priority to always present an attitude of good sportsmanship, in both word and action, to your players and their parents. We desire to create a positive environment based upon mutual respect, rather than a win-at-all-costs attitude.

Finally, hold practices once or twice a week, depending on field availability and your own time commitments. The practices mean more than the games. Plan your practices in advance, as time is limited.

Have a great season and best of luck to your team.

Thank You for Volunteering

Eric Dettloff  
Regional Coach Administrator R39

## Appendix J -Letter: From Regional Referee Administrator

**Letter: Referee Administrator to All Referees**

Wednesday, March 16, 2016

A message to all officials:

Welcome to the officiating team of AYSO Region 39. We sincerely appreciate the fact that you have volunteered your time and services to help the youth of our Region have FUN through the game of soccer.

That's right! We're all here to have FUN!

AYSO's objective is to help America's youngsters between the ages of 4 and 19 develop in body and character through participation in the game of soccer. AYSO's principles of everyone plays, balanced teams, positive coaching, open registration, good sportsmanship and player development are all designed to make AYSO soccer a positive, enjoyable experience for our players.

As an AYSO referee or assistant referee, it will be your primary responsibility to ensure that everyone – players, coaches, spectators, and you – has fun during the game. In AYSO we call it “positive refereeing.”

How do you learn how to be a positive AYSO referee? Read on...

AYSO has developed a comprehensive National Referee Program designed to provide you with the instruction, assessment, and support you need and deserve to perform your responsibilities. Trained staff is in place at the Region, Area and Section levels to deliver this program to you. All that you have to do is to give AYSO what amounts to a relatively small amount of your time.

In Region 39, we will be holding a series of instructional clinics prior to the beginning of our playing season. These clinics will be reinforced with game observations by trained AYSO assessors to provide you with positive feedback on your field performance. In addition, periodic referee meetings will be held throughout the season to discuss areas of mutual interest or special concern.

You will soon be receiving a schedule of our pre-season referee clinics. Please mark the dates on your calendar and make sure you attend. Remember, we can provide you the tools you need to make your AYSO officiating experience one of competency and enjoyment – but only if YOU make the effort to take advantage of our training.

Thanks again for volunteering. If you have any questions, doubts, or fears, please give me a call. See you at our first clinic.

Referee training for Spring league will be held in February. Referee training for the Fall season will be held in late July and early August.

Sincerely,

James LaTourette  
Regional Referee Administrator

## Appendix K -Regional Policies & Protocols Signature Sheet

### Regional Policies & Protocols Signature Sheet

#### REGIONAL POLICIES & PROTOCOLS

Choose only one option below:

Option 1: Region 39 hereby acknowledges they are operating under the Standard Regional Policies & Protocols with approval below.

~~Option 2: Region 39 Regional Policies & Protocols are attached and approved below. (Attach a copy of the Regional Policies & Protocols)~~

~~Option 3: Region 39 hereby acknowledges they are operating under their own Regional Policies & Protocols dated Wednesday, May 27, 2015; filed with the NSTC and there are no changes for this year, approval below~~

APPROVED BY: Regional Commissioner Melissa McMorre 3/24/16 Date

APPROVED BY: Area Director Rachel Pringle 3/24/16 Date

APPROVED BY: Section Director \_\_\_\_\_ Date

Date Received by the NSTC: \_\_\_\_\_