



DEERFIELD REGION 1007 REGIONAL GUIDELINES

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ARTICLE ONE

PURPOSE

These Regional Guidelines are subject to AYSO's Articles of Incorporation, National Bylaws, National Policy Statements, National Rules and Regulations, Section Rules and Regulations, and Area Guidelines (AYSO's "operating regulations"). Copies of these documents will be made available by the Region upon request and are hereby incorporated by reference as a part of these Regional Guidelines. These Regional Guidelines are meant to enhance and to conform with the operating regulations. To the extent that there may be any contradiction or conflict among these documents, the operating regulations shall prevail.

These guidelines must be made available upon request to the members of the Region pursuant to AYSO Bylaw 1.04 (1).



ARTICLE TWO

MISSION

The AYSO Mission is to develop and deliver quality youth soccer programs where everyone builds positive character through participation in a fun, fair, safe, 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.

Positive Coaching – Kids win when they are built up, not when they are torn down! We train and encourage our coaches to make the extra effort to understand and offer positive help to our players, rather than negative criticism.

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.

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.

The core values guiding AYSO are:

Fun for all!	Education for all!
Ethics for all!	Accessible to all!

The mission is accomplished by our region by providing these essential services:

- Coaching and referee programs including quality delivery systems
- Quality administrative and operating systems with a support network
- Strong financial position
- Special network for volunteers, supported by a national staff
- Program research and development



ARTICLE THREE

DUTIES AND RESPONSIBILITIES OF THE REGION

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

- (a) To operate and offer a quality youth soccer program to all youth from 4 through 18 years of age in a safe, fun, fair, positive environment that complies in letter and spirit with the Bylaws, policies, rules, regulations, and philosophies of AYSO;
- (b) To maintain good community relations and become involved in youth development and other community activities;
- (c) To register with the National Support Center all participating players, coaches, referees and where appropriate, administrators, prior to the commencement of the season;
- (d) To assign players and coaches to assure proper balance of teams within each age division within the Region or within a reasonable part thereof;
- (e) To obtain and maintain safe playing facilities;
- (f) To obtain and be accountable for uniforms, balls, goals and other equipment and to use such equipment in a safe manner;
- (g) To schedule practices and games;
- (h) To recruit and assign volunteer coaches and referees, and train them through clinics and audio/visual programs;
- (i) To disseminate information to the participants, their families and the community concerning the Region and its programs;
- (j) To recognize volunteer efforts;
- (k) To hold periodic meetings of the Regional Board and disseminate to the participants, their families and the community appropriate information concerning the operation of the Region by the Board;
- (l) To publish for the Region and the files of AYSO, and make available to the participants and their families at least annually, financial statements of the Region and guidelines for the operation of the Region approved by the Area Director and Section Director, or in the absence of such guidelines operate the Region in accordance with the Regional Guidelines as are in effect from time to time;



- (m) To collect and disburse fees and other monies for the sound financial organization and operation of the Region, to keep and submit to the National Support Center, as required, accurate financial records to insure continuation of the tax exempt status of AYSO, to participate in the National Accounting Program and to pay the National Support Center prior to the start of the each season the National portion of its registration fees and all amounts due with respect to its purchases;
- (n) To elect or appoint, at a minimum, a Regional Commissioner, Treasurer, Safety Director, Coach Administrator, Referee Administrator, Registrar and Child and Volunteer Protection Advocate;
- (o) To comply with the Soccer Accident Insurance (SAI) plan and to submit insurance claims according to current procedures;
- (p) To notify the National Support Center immediately of any threatened or actual claim or lawsuit against the Region;
- (q) To consider implementation of AYSO's National programs available to the Region at least once a season.
- (r) To cooperate with neighboring Regions, and area, section and development personnel, to promote growth, development and cooperation throughout AYSO;
- (s) To participate in area, section and National events and programs; and
- (t) To cooperate in policies and procedures developed by the Board or the National Support Center with respect to requiring each coach, referee, and other designated volunteers to complete a volunteer form, and with respect to verifying the information obtained, before permitting the coach, referee or such volunteer to participate.



ARTICLE FOUR

MEMBERSHIP IN THE REGION

There shall be three kinds of members in the Region:

Participating Members: those persons serving the Region in a coaching, refereeing or administrative capacity, including the members ("Board Members") of the Regional Board. All coaches, referees and other volunteer positions designated by the AYSO National Support Center shall be registered using the appropriate forms prescribed by AYSO.

Playing Members: all registered soccer players ("players").

Contributing Members: those other persons to whom the Regional Board grants membership to recognize a contribution of value to the Region or to express its gratitude.

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



ARTICLE FIVE

MANAGEMENT OF THE REGION

1. The Regional Board shall conduct the business and affairs of the Region.
2. Unless otherwise specifically provided by these guidelines, all decisions of the Regional Board shall be made by a majority decision of the Board Members voting on any such matter; provided, however, that the Regional Commissioner may veto any such decision if the effect of such decision would be to violate any of the National operating regulations. Such veto may be reviewed by the Area Director (the "AD") on request by a 1/3 vote of the Board Members voting on such matter. By a 2/3 vote of the entire Regional Board, any other issue may be put to the participating members of the Region, subject to fair and reasonable voting procedures to be adopted by the Regional Board.
3. Upon the creation of the Region the Regional Commissioner shall appoint the initial Regional Board to serve until the next scheduled board meeting, at which time nominations and voting for Board positions will take place.
4. The Regional Board shall fix, at its initial meeting each year ("Annual Meeting"), the time, date and place of each regular meeting of the Regional Board and send notice of such annual meeting to all participants in the program. In addition, the Regional Commissioner, the Regional Secretary or 1/3 of the Board Members may call a special meeting of the Regional Board on three days' prior notice stating the purposes of such meeting, which notice may be given in writing, by telephone, electronic communication or in person. A majority of the Board Members shall constitute a quorum for the purpose of holding either a regular or special meeting. It shall be the policy of the Region to hold at least one Board meeting in each month during the soccer season and at least one every two months. All Regional Board meetings shall be open to all participating members unless the Regional Board determines that it is necessary to hold an executive session. The Regional Board shall provide for the taking of minutes of the proceedings at each meeting and make them available to the members of the Region.
5. At the Annual Meeting, the Board Members shall be appointed by the Regional Commissioner on the recommendation of the Nominating Commission and with the approval of a majority of the outgoing Regional Board (if any), to hold office for twelve months or until their successors shall have been duly appointed. At least one month prior to the Annual Meeting, the Regional Commissioner shall appoint a Nominating Commission consisting of Board Members and a reasonable number of persons who are not members of the Board, but not less than three in number. Such Nominating Commission shall recruit and recommend board members for the next twelve months and to accept other names of persons to be considered by the Regional Board for such positions. The Nominating Commission shall also publicize to the participating members of the Region the Regional Board positions to be voted upon. Regional Board members need not be parents of players in the Region.



6. The Regional Board shall constitute a Nominating Commission at least three months, and preferably six months, before the expiration of such term, or whenever there is a vacancy in the Regional Commissioner position due to death, resignation or removal. Such Nominating Commission may be the same Nominating Commission appointed pursuant to the preceding paragraph. The Nominating Commission shall submit its recommendations of one or more candidates for the position of Regional Commissioner to the Regional Board. The Regional Board shall, by a majority vote, nominate a Regional Commissioner and forward such nomination to the Region's Area Director as directed by National Bylaw Section 7.03. In the absence of a Regional Board, or in the absence of a nomination by a majority of the Regional Board, the Regional Commissioner will be nominated by the Region's Area Director. Subject to the approval of the Area Director and the Section Director, the nominee for Regional Commissioner shall be appointed by the AYSO National Board of Directors for a term of three years unless a shorter term is specified in these guidelines.
7. In the event of a vacancy in the position of Regional Commissioner other than at the expiration of the regular term, the Regional Board, including (if available) the outgoing Regional Commissioner, shall recommend an interim Regional Commissioner and submit such recommendation to the Area Director. The interim successor shall remain in office until the completion of the election procedures in paragraph 6.
8. The Regional Commissioner may serve multiple terms so long as he or she is nominated and appointed as indicated above.
9. It is the general policy of the Region that the Regional Commissioner will have normally served at least one year on the Regional Board before serving as Regional Commissioner.
10. It is the general policy of the Region that the Regional Commissioner not serve as a coach or assistant coach, nor hold any other board or staff position in the Region, except with the approval of the Regional Board. Where the Regional Commissioner or other Board Member also serves as a coach or assistant coach, the Regional Board shall, at a minimum, adopt special procedures to insure that decisions affecting such coach are made by other, disinterested Board Members and shall act in all other ways to avoid the appearance of a conflict of interest.
11. No Board Member or any other participant in the Region shall receive monetary or other compensation for his/her services to the Region, nor may he/she use his/her position to benefit him/her directly or indirectly in any other way, such as a supplier of equipment or camp programs to the Region. Nothing in this paragraph prohibits any Regional board or staff member, or Regional volunteer, from being reimbursed for his or her out-of-pocket expenses incurred for work on behalf of the Region with the approval of the Regional Board.



12. Any vacancy on the Regional Board may be filled by a majority vote of the then remaining Board Members, though less than a quorum, and the person filling such vacancy shall serve until the next Annual Meeting and until his/her successor has been duly appointed.

13. Any Board Member (except the Regional Commissioner) may be removed in accordance with Article Nine, paragraph 4 of these Guidelines. The Regional Commissioner may be suspended by the Area Director or the Section Director and suspended or removed only by the National Board of Directors in accordance with Sections 3.07 and 7.03 of the National Bylaws.



ARTICLE SIX

OFFICERS

1. The regional board shall, at a minimum, consist of the regional commissioner, the regional treasurer, the regional safety director, the regional coach administrator, the regional referee administrator, regional registrar and the regional child and volunteer protection advocate. The regional board may create, designate, appoint, or elect such other voting board, or non-voting staff, positions including one or more assistant regional commissioners, a regional secretary, a regional coach trainer, a regional director of referee instruction, a regional director of referee assessment, age division directors, a director of playing fields, a regional registrar, a team parent coordinator, a director of public relations, a statistician/scheduler, a director of purchasing, a director of volunteer recruitment and development, a regional auditor, and such other positions as the regional board may from time to time deem desirable. In addition, there may be such members-at-large as the board shall create. All members of a regional board understand and agree that they are fiduciaries of, and owe a duty of loyalty to AYSO, and agree to be bound by its Bylaws, Policies, Rules and Regulations and are expected to attend a minimum of 75% of board meetings during their term.
2. Position descriptions for all positions may be found and downloaded from the AYSO Web site, www.soccer.org, or may be obtained by calling the Supply Center to order the complete list. For specific position description requests, please call the Certification Associate at the National Support & Training Center. Every volunteer should have a copy of their position description, and current copies should be kept in the region for succession planning purposes.
3. A brief and general overview of the duties and responsibilities of the seven mandatory board positions follows.
 - a) Regional Commissioner: The AYSO volunteer position of regional commissioner is intended to have the responsibility and the authority to manage the day-to-day business of the region, within the framework of the AYSO operating regulations.
 - b) Regional Treasurer: The AYSO volunteer position of regional treasurer is intended to 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.
 - c) Regional Safety Director: The AYSO volunteer position of regional risk management/safety director is intended to be responsible for all aspects of the region's safety and oversee the equipment, nets, fields, and clean-up for fields of the region.
 - d) Regional Coach Administrator: The AYSO volunteer position of regional coach administrator is intended to administer a quality coaching program within the region.



- e) Regional Referee Administrator: The AYSO volunteer position of regional referee administrator is intended to implement, monitor, and maintain the AYSO National Referee Program including program delivery, staff development, communication, and coordination at the regional level.
- f) Regional Registrar: The AYSO volunteer position of regional registrar is intended to plan and implement the annual registration of all players and volunteers.
- g) Regional Child and Volunteer Protection Advocate (CVPA): The AYSO volunteer position of regional child and volunteer protection advocate is intended to oversee the child and volunteer protection program in the region in accordance with the AYSO Safe Haven program.



ARTICLE SEVEN

INFORMATION ABOUT THE PROGRAM

1. Team Assignments

Team assignments of players shall be made by those persons delegated such task by the Regional Board. 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. Every attempt shall be made to balance the skill level of teams within each division. Once teams are formed, no transfer of any player from one team to another may be made without the approval of the coaches of both teams involved, the Age Division Manager, the Regional Commissioner and the parent or guardian of the player. In the case of inter-Regional play no transfer of any player from one team to another, after such teams are formed, may be made without the additional approval of the Area Director and, if affecting section play, the Section Director.

Volunteers may request to be “paired” as Head Coach and Assistant Coach for the same team (with their children assigned thereto) as long as such “pairing” is either in the best interest of or will not adversely affect the players, team(s), division and Region as determined by the Regional Commissioner. Members of the same household are not eligible to be the Head and Assistant Coaches for the same team.

1.A Team Assignment By Age

The Registrar or his/her appointee(s) shall generally place players in the appropriate Age Group based on their age on September 1 of each year.

1.B Requests For Age Group Change

Should a parent or guardian request that their player be moved to an Age Group older than the Age Group the player would normally be in (based on the criteria as set fourth in item 1.A above) the request for this “Move-Up” shall be submitted to the Regions “Move-Up Committee” for determination in accordance with the policies and procedures as described in Appendix B, “Move – Up Committee and Procedures” attached. Requests to move a player to an Age Group younger than the Age Group the player would normally be in (based on the criteria as set fourth in item 1.A above) will not be accepted.



2. Registration Fees; Refunds

The registration fee for each player participant shall be fixed annually by the Regional Board and published on the Regions Web Site. The Regional Board or Regional Commissioner may by specific grant or scholarship, or by Regional policy, waive such registration in whole or in part with respect to any participant if such fee would create a hardship for such participant or his or her family. Any player who withdraws prior to participating in the first game of the season shall be entitled to a refund of such registration fee. In exceptional circumstances, the cost of the uniform (if it cannot be reused) or other specific non-recoverable costs may be deducted from the refund.

3. Eligibility

All boys and girls, between the ages of 4 and 18, based on their age as of September 1st of the year in which the season begins, (unless a different season date is established by the Region and approved by the Area Director and Section Director), shall be eligible to register for the program, subject to field availability, volunteer support, AYSO operating regulations, and such rules as may be issued by the Regional Board.

4. Length of Season and Cancellation of Games

The season shall be of such duration as determined by the Regional Board. 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 his designee as early as practical before game time. Once the game begins, only the referee in charge of the particular soccer field may suspend or cancel the game.

5. Attendance; Participation

Every player shall be entitled to play at least half of every game. Moreover, it is the policy of the Region to require each coach to (a) play each player at least three quarters of every game, wherever possible, (b) to assure that no player plays four quarters before every other player has played at least three quarters and (c) to allow different players to start the first quarter of each game. It also is the policy of the Region, in Divisions U08 through U12, to have different players play the same number of quarters as goalkeeper, if any, as in any other field different position. Each player is strongly urged to attend every team practice. Any player who misses practices regularly may have his/her playing time limited to one-half (but not less than one-half) of a game.



6. Protests

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

7. Conduct during Games

The highest standards of conduct and good sportsmanship must be maintained at all times by players, coaches, referees, spectators and all other participants. Offensive, insulting or abusive language is forbidden. The use of alcohol, tobacco products or illegal drugs in the vicinity of the playing field during practices or games is strictly forbidden. No pets are allowed in the vicinity of the playing field during practices or games. The Referee shall suspend and/or terminate a game should any of the above violations not be corrected after notifying the individual(s) of the violation(s) and requesting them to terminate/cease said violation(s). In the absence of a Referee at a game or practice, a Regional Board Member shall take the same action. In the absence of either, the team Coach shall take the same action during a practice or with agreement of the opposing coach during a game. Any violation of the above resulting in a game or practice termination, must reported within 24 hours to both the RCA and RRA by the person taking said action and in turn, reported to the Regional Commissioner.

All participants must wear the official uniforms provided, without any alterations whatsoever for all games and dress in them in a neat, clean manner. The use of shin guards is required at all practices and games.

Coaches are expected to be positive and set the best possible example for the participants. Excessive coaching from the sidelines shall not be permitted, and the function of the coach should be to provide encouragement and a positive direction. The coach may enter the field of play only with the consent of the referee and may coach only within 10 yards in each direction from the half-way line of the field (in no event in either of the penalty areas or from behind the goals). All coaches must wear the official uniform (shirt) provided, without any alterations whatsoever, for all games and dress in them in a neat, clean manner.

Spectators at games must remain behind the spectator control line (three yards from the sideline) and between the penalty areas and their vocal efforts should be limited to positive compliments to the participants. Under no circumstances should they attempt to coach or address remarks derogatory to players, coaches or the referee.



At the end of the game, the players on each team shall line up and shake hands with the players of the opposing team and thank the referee and assistant referees.

Discipline shall be up to the referee at each game. The referee shall have the power and authority to caution and send off players and coaches (as well as spectators, in the case of outside interference) from the playing area, or terminate the match if necessary, if their conduct violates the Laws of the Game, these Guidelines or otherwise interferes with the course of play. No appeal of disciplinary action taken by a referee shall be allowed.

A player or coach who is sent off (red card) or cautioned (yellow card) may be subject to additional disciplinary action (e.g., parent conferences, game suspensions, expulsions) at the discretion of the Regional Board upon thorough review of the incident following the procedures outlined in Article 9 (Dispute Resolution). A coach, assistant coach or spectator who is sent off or cautioned may also be subject to similar or additional disciplinary action at the discretion of the Regional Board upon thorough review of the incident following the procedures outlines in Article 9 (Dispute Resolution). The Regional Board may adopt an automatic additional one game suspension for any participant who is sent off the field by a referee for a disciplinary reason.

8. Refreshments at Games

It shall be the responsibility of each team to supply its own refreshments. It is suggested that the best kind of refreshment is cool water.

9. Parental Participation

As AYSO is an “all-volunteer” Organization, each parent or guardian who has a player in the Region shall be strongly encouraged to volunteer his or her valuable time and services in some way. The Region shall not reduce or eliminate the player fee based upon voluntary work done by a participant's parents or guardians and shall not charge an additional fee to those parents of players who do not volunteer their services or who do not donate funds to the program. No fee distinction shall be made based upon parental or player participation in Regional fundraising activities. No Region may condition the registration of a player based upon any requirement of volunteer participation by a parent or guardian.

10. Facilities

When necessary, it shall be the responsibility of both teams for the first game each day to set up the goalposts and nets and both teams for the last game of each day to take down the goalposts and nets. Each field shall be lined under the direction of the Regional Commissioner and/or the Director of Playing Fields. Coaches and Referees will be

provided with first aid kits at the beginning of the season. No trash should be left at the facility except in designated containers. Parking shall be limited to those areas designated at the fields.



11. Sponsors

The Region encourages local businesses and individuals to support its program. Suitable recognition shall be given to them. Contributions are strongly encouraged to be made to the Region rather than to a particular team. All such contributions are considered charitable contributions and are deductible for U.S. tax purposes, subject to the applicable limitations in the Internal Revenue Code.

12. Equipment

The Region shall make arrangements to supply each player with a shirt with the original AYSO logo properly affixed thereto and, if possible, a pair of socks, and shorts. These shirts, socks and shorts (Uniform) may not be altered in any way, this includes the additions of names or logos (player, team, sponsor or otherwise). Each player is expected to provide his/her own appropriate footwear and shin guards. No player may participate in a game without such shirt, socks, shorts, appropriate footwear and shin guards. Players may not wear jewelry of any kind (including chains, watches, body jewelry and earrings, bandannas or other ornamentation or anything else that is likely to cause risk of injury to himself or herself or to other players during the game.

Medical information bracelets, if not removed, must be padded and taped to the player's skin.

Prescription eyeglasses may be worn, but must remain firmly on the wearer's head or restrained by a strap. Non-prescription eyeglasses and sunglasses are not permitted to be worn by a player during a game.

Hard casts (including padded casts), splints, helmets and hard padding are not permitted to be worn by a player during any game or practice. Players with permanent orthodontic braces are strongly encouraged to wear mouth guards.



ARTICLE EIGHT

FINANCIAL, BANKING AND RELATED MATTERS

1. Budget; Financial Statement

The Regional Board shall adopt an annual budget which provides the basis for setting player registration fees. At the end of each season, the Regional Board shall cause to be prepared a statement of income received and amounts expended in connection with the program. Such statement shall be made available for review by the parent or guardian of each player and a copy shall be made available upon reasonable request. This season's budget and last season's Statement of Income and Expenses are attached hereto as Appendices.

2. Account Signatories

All checks drawn on the Region's bank account shall bear two signatures, one of which must either be the Regional Treasurer's or the Regional Commissioner's. Additional signatories must be authorized by Regional Board action. Two signatories from the same household shall not be allowed. There must be at least three signatories on the Regional bank account.

3. Transfer of Funds

All funds received by the Region, whether from fees, gifts or otherwise, must be deposited into the Region's checking account, from which all expenses and disbursements must be paid. All funds transferred in or out of the Region's savings account must be transferred from or to the Region's checking account. No Regional expenses or reimbursements are to be paid from monies collected which have not first been deposited into, and accounted for within, the Regional bank account.

4. Cash Handling Procedures

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

Funds withdrawn for "cash box change" must be deposited back into the Regional bank account on the same day, or the first banking day thereafter.

All registration fees collected in cash and checks must be reconciled to the bank deposit slip and the AYSO registration forms.

Arrangements should be made to have the cash received deposited into the Regional bank account on the same day such cash is received, or the first banking day thereafter.



When handling a significant amount of cash monies, at least two Regional volunteers should be present.

5. Receipt Procedures

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

A cash receipt book must be used to record all payments received on behalf of the Region in cash. The original cash receipt for each transaction must be given to the payer, and the copy kept in the cash receipt book. All cash receipts must be signed or initialed by the volunteer completing the cash receipt form.

The cash receipt book must be reconciled to the bank deposit slip.

A volunteer accepting payment for registration fees should note upon an available portion of the player registration form: (a) the amount of the payment received; (b) whether such payment was made in cash or by check; (c) the check number (if paid by check); (d) the date such payment was received if different from the date of the parent or guardian's signature on the player registration form; (e) the names of any other family member players for whom the payment was received; and (f) the initials of the volunteer receiving such payment.

6. Immediate Accounting to Regional Treasurer

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

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

No one should sign a Regional check without verifying the expense by examining the invoice or request for reimbursement.

No requests for reimbursement to Regional volunteers shall be honored without a written request signed by such volunteer, itemizing the out-of-pocket expenses incurred, and with supporting receipts or other documentation attached.



All bills and invoices received for payment by the Region must be forwarded to the Regional Treasurer for payment, if not already paid, within five (5) days of the receipt.

The Regional Treasurer must be notified of any checks written on the Regional bank account without his or her knowledge within 48 hours of the issuance or delivery of such check for payment of any Regional expense.

All bank withdrawal transactions and Regional checks shall be noted with the appropriate National Accounting Program (NAP) code denoting the purpose for such transaction

7. Immediate Deposit Procedures

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

All fees collected on behalf of the Region for registration, sponsorships, fundraising, donations or for any other purposes shall be deposited immediately after being reconciled with the appropriate cash receipt book, registration form, and/or bank deposit slips.

Under no circumstances may any person accept on behalf of the Region any post-dated check or agree to hold any check for deposit on a later day.

8. Monthly Bank Reconciliations

All Region accounts shall be reconciled by the Regional Treasurer and his/her reconciliation shall be verified by another Board Member who is not authorized to sign on the accounts.

9. Credit/Debit Card Transactions

If credit/debit cards are accepted, all required accounting shall be performed and submitted on the first banking day after each credit/debit card transaction.



ARTICLE NINE

DISPUTE RESOLUTION

1. General Policy

It is the policy of the Region to resolve all disputes involving persons involved in the Region in an amicable way. Compromise should be emphasized whenever possible, and personality conflicts should be avoided. If disciplinary action is found to be necessary, it is the Region's policy to take only the minimum action necessary. All means available should be taken to avoid legal action.

It is the policy of the Region to avoid punishing the players for the conduct of the parents except when there is no other solution (e.g., where a parent cannot or will not cease his or her disruptive behavior).

It is the policy of the Region to avoid wiping out years of good memories of AYSO and good service to AYSO, and that suspension or removal procedures are to be used only as a last resort. Voluntary resignation is preferable to a suspension or removal procedure.

It is the policy of the Region to avoid publicizing the suspension or removal proceedings beyond those persons who need to know, and to respect the privacy of the individuals involved. However, the Regional Commissioner or Regional Board should notify the Area Director, the Section Director, the National Support Center or members of the AYSO Legal Commission of the pending proceedings pursuant to the operating regulations, and must comply with all applicable regulations and laws requiring suspension, abuse and similar events.

2. General Due Process Procedures

Disputes involving day-to-day activities of the Region should first be addressed and resolved, if possible, by the appropriate Board Member in charge of the activity and/or then by the entire Regional Board, if necessary. Disputes arising out of game conduct should first be addressed and resolved, if possible, by the Regional Referee Administrator and/or then by a disinterested Review Board appointed by the Regional Commissioner and/or then by the entire Regional Board, if necessary.

If it is determined that it is necessary that a person involved in the Region needs to be disciplined, or that his or her participation in the Region should be limited or terminated, then the Regional Commissioner or the Regional Board shall give notice in writing to such person of such intention. Such notice shall specify the action to be taken and the reasons therefore. Such notices shall further notify such person that he or she, upon request, will be given a reasonable opportunity to explain why such action should not be taken. Such opportunity to respond may be in person at a hearing, by telephone or in writing. The Regional Commissioner or Regional Board may appoint a disinterested



Hearing Board or Committee of neutral persons to consider such discipline. After such opportunity to respond has been given, the Regional Commissioner, Regional Board, Hearing Board or Committee shall make its determination and announce it in writing to all persons concerned.

3. **Suspension**

The Regional Commissioner or Regional Board may suspend a person involved in the Region from further involvement in the program on notice (by telephone, fax, writing or in person) if there is found to be an imminent danger to the program by his or her continuing involvement, or if a crime has been alleged to be committed by such participant. Such a suspension must be followed by a disciplinary hearing described in Paragraph Two, above. A suspension is considered to be temporary in nature, and such suspension may be removed or set aside by a majority of the Regional Board at any time.

4. **Removal**

The Regional Commissioner or the Regional Board may remove a person (whether or not suspended) involved in the Region, **including a Regional Board Member**, from further involvement in the program. Such removal may only be made upon prior notice and after a determination is made that removal is appropriate, as the result of a disciplinary hearing described in Paragraph Two, above. Such removal is only permitted when there is found to be (a) a violation of the National Bylaws or of the rules, regulations, policies or philosophies of AYSO or (b) conduct which disrupts the Region's or AYSO's activities or programs.

5. **Hearing Procedures**

The disciplinary hearing shall be held at a neutral location. The hearing procedures shall be communicated to and understood by all parties prior to the commencement of such hearing. All interested parties are to be informed of the date, time and location of such hearing.

At the hearing the Committee or Hearing Board shall listen to the facts of the situation from all interested parties, and then adjourn to a private session where the decision will be reached. Under no circumstances shall the Committee or Hearing Board deliberate in the presence of the parties involved in the dispute. The Committee or Hearing Board will then decide the issues raised pursuant to AYSO operating regulations and these Regional Guidelines based on the evidence submitted, and by majority vote determine the appropriate action including whether no action should be taken against the individual accused, or whether such person should be given a warning or caution, or whether such person should be given a written reprimand, or whether such person should be suspended or removed from involvement in Regional activities. All interested parties shall be



promptly notified of such decision after, in the case of removal, and where deemed appropriate, such individual is given an opportunity to resign voluntarily.

6. Review

Any determination made in accordance with this Article shall be final and binding on all concerned unless it is determined by the Area Director, or, if he/she is not disinterested, the Section Director, that such determination was arbitrary and capricious, or that the procedure was not fair, or that the person or persons making such determination are found not to have been disinterested. Any interested party dissatisfied with the decision or action taken by the Committee or Hearing Board may request a review of such decision by (in order) the Area Director, Section Director or National Board of Directors, as may be appropriate pursuant to the operating regulations relating to dispute resolution and due process.



ARTICLE TEN

CHANGES IN GUIDELINES

1. Approval of Guidelines

These Guidelines shall become effective after being approved by the Regional Commissioner and the existing Regional Board, the Area Director and the Section Director, and then submitted to the National Support Center.

2. Change in Guidelines

Once adopted, these Guidelines may only be amended by the Regional Board by a 2/3 vote of the Regional Board members, with the approval of the Regional Commissioner, the Area Director and the Section Director, and then submitted to the National Support Center.

ARTICLE ELEVEN

Miscellaneous Provisions

1. Charitable Contributions

The Region may make donations or contributions to other not for profit organizations for purposes that, in its opinion and after approval by the Board, would directly or indirectly benefit AYSO, the Region, its players, volunteers or the community it services.

2. Email Voting

It is understood that at times situations or issues may arise that require a decision by the Regional Board prior to the next scheduled Board Meeting. As such, the Regional Commissioner may, at his/her discretion, call for a vote via Email response on any matter he/she deems cannot wait until the next Board meeting as long as:

- A. The matter does not require a change in the Regional Guidelines and;
- B. Waiting till next meeting would impractical or undesirable and;
- C. It must be seconded and;
- D. Discussion, via Email with all Board Members copied and included, must be allowed for a minimum of 3 days prior to final vote and;
- E. Determination is made by a majority decision of the Board Members voting on any such matter.



APPENDIX

APPENDIX A

List of the Members of the Regional Board

Title, Name, Address and Telephone Number

APPENDIX B

Move – Up Committee and Procedures



APPENDIX A

List of the Members of the Regional Board



APPENDIX B

Move – Up Committee and Procedures

Members

RC, RCA & CVPA

Requirements

Player is currently registered and fees paid;

Played in immediate past season;

Registration & written request by parent/guardian prior to end of regular registration and before start of “Late Registration”;

None will be accepted where volunteer status is predicated on player being moved-up.

Guidelines & items/criteria to be taken into consideration

Maturity;

Size; Height/Weight

Rating; Immediate past season required.

Previous may be considered

Consultation; with immediate past seasons coach, Division Manager, Division Manager Coordinator & Coach Administrator;

Effect; On team and division.

What’s in the best interest of the child.

Items that shall not to be considered as criteria

Sibling(s) placement

Parent(s) or player’s volunteer status

Years in AYSO

Final Decision

Majority of Committee

Effective June 9, 2003

Revised April, 2004