___STANDARD REGIONAL GUIDELINES

Table of Contents

ARTICLE ONE
Purpose 1

ARTICLE TWO
Mission 2

ARTICLE THREE
Duties and Responsibilities of the Region 3

ARTICLE FOUR
Membership in the Region 5

ARTICLE FIVE
Management of the Region 6

ARTICLE SIX
Officers 9
Regional Commissioner 9
Regional Treasurer 10
Regional Risk Management/Safety Director 11
Regional Coach Administrator 11
Regional Director of Coach Instruction 12
Regional Referee Administrator 12
Regional Director of Referee Assessment 13
Assistant Regional Commissioners 13
Regional Secretary 13
Regional Registrar 13
Additional Regional Officers and Staff 14
VIP Program Coordinator 14
Fundraising Coordinator 15
Age Division Directors or Managers 15
Director of Playing Fields 15
Director of Public Relations 16
Sponsor Coordinator 16
Directors of Special Events 16
Director of Volunteer Recruitment and Development 16
Statistician/Scheduler 16
Photo Day Coordinator 16
Tournament/Soccerfest/Post Season Play Coordinator 17

ARTICLE SEVEN
Information About the Program 18
1. Team Assignments 18
2. Registration Fees; Refunds 18
3. Eligibility 18

4. Length of Season and Cancellation of Games 18
5. Attendance; Participation 19
6. Protests 19
7. Conduct during Games 19
8. Refreshments at Games 20
9. Parental Participation 20
10. Facilities 20
11. Sponsors 21
12. Equipment 21

ARTICLE EIGHT
Financial and Banking Matters 22
1. Budget; Financial Statement 22
2. Account Signatories 22
3. Transfer of Funds 22
4. Cash Handling Procedures 22
5. Receipt Procedures 23
6. Immediate Accounting to Regional Treasurer 23
7. Immediate Deposit Procedures 24
8. Monthly Bank Reconciliations 24
9. Credit/Debit Card Transactions 24

ARTICLE NINE
Dispute Resolution 25
1. General Policy 25
2. General Due Process Procedure 25
3. Suspension 26
4. Removal 26
5. Hearing Procedures 26
6. Review 27

ARTICLE TEN
Changes in Guidelines 28
1. Approval of Guidelines 28
2. Change in Guidelines 28

APPENDICES
Sample Appendix 29
Sample Message to Members 30
Sample Message to Coaches 31
Sample Message to Referees 32
These pages are reserved for Regions to insert their own documents where applicable
Regional Registration Fee Schedule 33
Regional Calendar 34
Blood-Borne Disease Policy and other Safety policies 35
Volunteer Application Form 35

ARTICLE ONE

PURPOSE

These Standard Regional Guidelines have been adopted by the American Youth Soccer Organization (AYSO) pursuant to the authority granted in AYSO National Bylaw Section 1.03 (a) (6) to provide guidance to the Region in its organization and operation.

Region 44, Sunnyvale, has modified these guidelines to reflect the operation of Sunnyvale AYSO. Under AYSO National Bylaw Section 1.04 (l) and National Policy Statement 6.1, the Region has the responsibility to operate in accordance with these Standard Regional Guidelines unless the Region has adopted separate Regional guidelines approved by the Region's Area Director and Section Director.

These Standard 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 Standard Regional Guidelines. These Standard 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 as modified and adopted by Region 44, Sunnyvale, must be made available upon request to the members of the Region pursuant to AYSO Bylaw 1.04 (l).

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 1/2 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 1/2 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 Standard 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 NationalAccounting 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, risk manager/safety director, coach administrator and referee administrator;

(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 implement 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 participate in the Sunnyvale volunteer screening program 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 NationalSupport 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 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 availableto 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 suchpositions. 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 anideal term of three years but at a minimum two years.

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

The Regional Board shall, at a minimum, consist of the Regional Commissioner, the Regional Treasurer, the Regional Risk Manager/Safety Director, the Regional Coach Administrator, and the Regional Referee Administrator. 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, Regional Director of Coach Instruction, a Regional Director of Referee Instruction, a Director of Referee Assessment, Age Division Directors, a Director of Playing Fields, a Regional Registrar, a Youth Player Representative, a Director of Public Relations, a Sponsor Coordinator, a Director of Purchasing, Directors of Special Events, and such other positions as the Regional Board may fromtime to time deem desirable. In addition, there may be such members-at-large as the Board shall create. The following are the job descriptions for the positions in the Sunnyvale Region 44 AYSO Board.

Regional Commissioner

The Regional Commissioner shall have the responsibility and the authority to manage the day-to-day business of the Region as described in Article III of these Guidelines within the framework of the AYSO operating regulations and these Guidelines. The Regional Commissioner's responsibility and authority shall also include:

(a) Filing on a timely basis the Regional Information Form with the National Support Center.
(b) Reviewing on an annual basis these Regional Guidelines and other written Regional operating regulations.
(c) Supervising the Regional Treasurer by periodically reviewing the Region's canceled checks and bank statements, reviewing each month the National Accounting Program (NAP) financial report, periodically reviewing internal financial control procedures, and taking other reasonable measures to assure that the Region's assets and expenses are being handled in a fiscally responsible manner.
(d) Reporting to the Area Director and being responsible for the performance and growth of the Regional programs for the benefit of the players, the volunteers and their families.
(e) Organizing, maintaining, supervising and coaching Regional volunteer staffs to assure adequate support and services to the Region, including the development of new volunteers for Regional position succession planning.
(f) Acting as the official spokesperson for the Region in regard to publicity, internal development, cultural exchange, business systems, budgets, Regional operating regulations and other matters concerning AYSO programs within the Region.
(g) Assisting the Regional Board in the planning and implementation of its policies and programs within the Region.
(h) Overseeing dispute resolution within the Region pursuant to Article Nine of these Guidelines and AYSO operating regulations.
(i) Presiding at all Regional Board meetings.
(j) Keeping the Regional Board informed of actions and decisions on matters of importance.
(k) Attending Area meetings, Section Meetings and caucuses, and the National Annual General Meeting.
(l) Maintaining close liaison with the Area Director and the Section Director, and coordinating all extra-Regional activities through the Area Director.
(m) Submitting a completed Regional Performance Program to the Area Director prior to December 1st of each calendar year.
(n) Making such other decisions and taking actions as may be required to run the Region, within the limits of the Regional budget and these Guidelines.
(o) Responsible with the Regional Coach Administrator for recruiting and selecting the Division

Coordinators, who are responsible for managing the various player divisions.

The Regional Treasurer

The Regional Treasurer shall have custody of all funds, 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 Regional Treasurer shall keep in appropriate books an accurate account of all money received and paid out.

The Regional Treasurer shall be responsible for complying with the National Accounting Program and all procedures specified in the AYSO Treasurer's Manual. The Treasurer shall promptly, upon receipt, pay to the National Support Center the National portion of the registration fees of the Region before the first practice and first game of the season, and in any event no later than March 1st of each spring season and September 1st of each fall season.

The Regional Treasurer shall give a report of the funds, receipts and disbursements of the Region annually or at such other times as requested by the Regional Commissioner or by the Regional Board. The Regional Treasurer shall be responsible for timely approval by the Area Director and Section Director, and filing with the National Support Center the Regional Information Form, the annual budget, and such other information as may be required or requested from time to time by the National Support Center and for complying with the National Accounting Program.

The Treasurer will assist the Regional Commissioner in creating a budget for the operation of the Region by January 1st, and will monitor the monthly expenses with respect to the current budget-giving a report at each Board meeting.

The Regional Risk Management/Safety Director

The Regional Risk Management/Safety Director shall be responsible for administering the AYSO Soccer Accident Insurance (SAI) plan and liability insurance program for the Region. The Regional Risk Management/Safety Director shall also be responsible for obtaining liability insurance certificates for all facilities used by the Region. The Regional Risk Management/Safety Director shall make provisions for the distribution of AYSO's informational flyer on the SAI plan to each player's family. The Regional Risk Management/Safety Director shall handle all reports of accidents and/or SAI claims for such programs.

The Regional Risk Management/Safety Director shall also ensure the safety of all participants in the Region by inspecting all field equipment, goalposts and fields to ensure they are in safe condition. The Regional Risk Management/Safety Director must also ensure that a reasonable number of first-aid kits are available at all playing sites, that all goalposts are properly anchored, that no goalposts have goal net hooks and that AYSO policies regarding blood-borne diseases aredisseminated to and observed by all participants. The Regional Risk Management/ Safety Director shall also be responsible for advising Regional participants of approaching dangerous weather and other potentially unsafe conditions which may exist at the locations where games are played.

The Regional Risk Management/Safety Director shall also disseminate and make available safety information to the Region's coaches, referees, participants and families from such sources as AYSO's 'Play It Safe' publication.

The Regional Coach Administrator

The Regional Coach Administrator shall be responsible for the recruiting, training and supervising of all coaches in the Region. The Regional Coach Administrator shall require that each coach and assistant coach or

other team player trainer complete a volunteer application form in accordance with the National Support Center's applicable policies and guidelines and participate in the Sunnyvale volunteer screening program as defined in Article 7.

The Regional Coach Administrator shall coordinate with the Regional Commissioner, the Regional Director of Coach Instruction and the Area Coach Administrator to arrange for coaching orientations, clinics and training programs at least once each season where needed and disseminate information when appropriate to assist the Region's coaches.

The Regional Coach Administrator shall also be responsible for the implementation of the Region's Coaching Certification and Licensing Programs as may be required or recommended under the operating regulations.

The Regional Referee Administrator

The Regional Referee Administrator shall be responsible for the recruiting, training and supervising of all referees in the Region. The Regional Referee Administrator shall require that each referee, assistant referee, and youth referee complete a volunteer application form in accordance with the National Support Center's applicable policies and guidelines and participate in the Sunnyvale volunteer screening program as defined in Article 7.

The Regional Referee Administrator shall nominate for appointment by the Regional Board a Regional Director of Referee Instruction to assist in planning and implementation of referee and assistant referee orientations, clinics and other training programs in accordance with the AYSO National Referee Program and to coordinate such efforts with area and/or section staff.

The Regional Referee Administrator shall arrange for orientations, clinics and training programs for all referees and assistant referees in the Region at least annually, and shall coordinate his/her efforts with the Regional Commissioner and the Area Referee Administrator.

The Regional Referee Administrator shall be responsible for the scheduling of referees and assistant referees within the Region, or delegate such task to another responsible volunteer or assistant and coordinate such efforts with the Region's scheduler of games.

The Regional Director of Referee Instruction

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

Assistant Regional Commissioner

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

The Regional Secretary

The Regional Secretary, if any, shall take minutes at all meetings of the Regional Board and general meetings of the Region and shall be charged with sending out all general correspondence and notices for the Region. The

Regional Secretary shall be responsible for publishing the minutes to the Regional Board and for sending a copy of the minutes to the Area Director after they are approved. The Regional Secretary shall ensure that these Regional Guidelines are reviewed annually and copies are made available to all Regional participating members.

The secretary will act as the primary interface to the City of Sunnyvale Parks and Recreation Department for reserving rooms for AYSO functions, such as board meetings, training classes, and registration.

The Regional Registrar

The Regional Registrar, if any, shall be responsible for the planning and implementation of the annual registration of players, and coordinate such efforts with the Regional Commissioner, the Regional Director of Public Relations, the Regional Coach Administrator and the Regional Referee Administrator. The Regional Registrar shall be responsible for the proper registrationof each member in the Region on the appropriate official AYSO registration forms or by data on floppy disks and the mailing of such forms or floppy disks to the National Support Center prior to the first practice and first game of the season, and in no event later than March 1st of the spring season and September 1st of the fall season. The Regional Registrar shall also distribute the appropriate copies of such forms as required, collect registration fees, and shall turn over such fees to the Regional Treasurer in a timely fashion.

Uniform/Sweatshirt Manager

The uniform/sweatshirt manager is responsible for keeping an inventory of all the uniforms the Region has, and ordering new uniforms as needed before the season begins to make sure each team has enoughuniforms. During the preseason, it may be necessary to order special sizes depending upon the players on the team. The manager is responsible for distributing the uniforms to the various teams before the season begins. Should the AYSO Board decide to have sweatshirts for all players, the uniform/sweatshirt manager is responsible for ordering and distributing the sweatshirts to the various teams.

Uniform Recycling Coordinator

Should the Board decide to recycle uniforms, the Coordinator, and any assistants, is responsible for organizing the collection of uniforms at the end of the season, inventoring those uniforms, issuing a report to the board on the success of the recycling program, and working with the uniform/sweatshirt manager to order replacement uniforms for those that were bought or not turned in.

VIP Program Coordinator

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

Newsletter Editor

The Newsletter Editor is responsible for generating a Regional Newsletter several times per year at the direction of the Regional Board and with inputs from the members of the Board and/or participants in the program.

Trophy Coordinator

The Trophy Coordinator is responsible for recommending to the Board awards for the players, and with Board approval, the purchase and distribution of those awards.

Division Coordinators

The Division Coordinators are responsible for the operation of their respective divisions, such as the division of players into balanced teams, the recruiting, with the Regional Coach Administrator support, of coaches for the teams, and providing a line ofcommunication between the Regional Board and the coaches in their division. The Division Coordinator is responsible for getting player evaluations for their division at the end of the season. The Division Coordinator preferably will not be a coach or parent of a player in the division they are coordinating, with the exception of Division 7.

Fields Manager

The Fields Manager is responsible for obtaining and maintaining the playing fields and ensuring that the fields are properly lined. He/she shall also assist the Regional Risk Management/Safety Director in maintaining the playing fields in a safe condition and advising the Board and responsible organization (city or school district) on the status and conditions of the fields.

Publicity Director

The Director of Public Relations is responsible for the dissemination of information concerning Regional activities, the relations between the Region and the community and for the promotion of Regional activities through the media.

The Sponsor Coordinator

The Sponsor Coordinator is responsible for recruiting sponsors, collecting sponsorship fees and accounting for these funds to the Regional Treasurer, assigning sponsors to specific teams, maintaining communication between the Region and the sponsors, and providing sponsorship recognition and appreciation.

Equipment Manager

The equipment manager is responsible for :

-purchasing of soccer balls, nets, and other equipment as may be requested by the Board from time to time, excluding equipment supplied by the City of Sunnyvale;

-advising the Board on equipment availability, including quality evaluation, cost quotes, and delivery schedules;

-selecting and ordering equipment and arraging for distribution to coaches on a timely basis;

-resolving problems with suppliers;

-collecting equipment at the end of the season, with support from the Division Coordinators, and giving the Board an inventory of equipment for the end of the season.

Field Striping Coordinator

The Field Striping Coordinator is responsible for scheduling volunteers to line the fields on a timely basis and to work with the City on any issues that come up in using the City equipment to line the fields.

General Volunteer Coordinator

The General Volunteer Coordinator is responsible for assisting the Regional Commissioner and Regional Board in recruiting and developing new volunteers from the parents and other relatives of players, and from other sources in the community, to donate their time and talents for the successful operation of the Region and for the succession planning of Regional Board and staff members.

Statistician/Scheduler

The Statistician/Scheduler is responsible for scheduling games and other Regional activities in cooperation with the Regional Commissioner and other Regional staff members. In scheduling games, the Scheduler will also work with the Uniform Manager to to assign team numbers and colors to assist in avoiding scheduling conflicts, ensure that game duties such as nets up/down are distributed uniformly among the teams, participate in inter-

Regional game scheduling for divisions with odd numbers of teams. The Statistician/Scheduler shall also assist in gathering statistical information of interest to the Region, such as playing time for each participant.

Picture Day Coordinator

The Picture Day Coordinator is responsible for reviewing potential photographers, making a recommendation to the Board, working as a liaison between the Regional Board and the vendor contracted to provide pictures for Regional teams and players, schedulingof teams at the site(s) selected for the photography sessions, and distribution of the pictures to the teams.

Volunteer Screening Coordinator

The Volunteer Screening Coordinator is responsible for implementing the Volunteer Screening Program described in Article 7. Those duties include:

-Providing for times, places and personnel to fingerprint all volunteers for the program;

-Collecting all completed fingerprint cards and sending them to the proper authorities;

-Archiving of the fingerprint cards as they are returned from the proper authorities.

-In case of incomplete cards or cards requiring re-fingerprinting because of smudges, illegibility, etc., contacting the volunteer and arranging for the re-fingerprinting.

-Ensuring that the cards are safeguarded and treated in a confidential manner and destroyed at the end of the second year of eligibility or upon submission of a new fingerprint card for a person, which ever comes first.

Tournament/Post Season Play Coordinator

The Tournament/Post Season Play Coordinator is responsible for working with the Regional Commissioner and the Regional Board in the planning, implementation and supervision of participation in Regional tournaments, soccerfests and other post season play opportunities for Regional players outside the primary regular season program.

ARTICLE SEVEN

INFORMATION ABOUT THE PROGRAM

1. Volunteer Screening Program

a. All persons, 18 years or older, who wish to serve as Board Members, coaches, assistant coaches, referees, or assistant referees shall be subject to review of theircriminal record in accordance with Section 11105.3 of the California Penal Code.
b. Any person meeting the criteria specified in California Penal Code 11105 shall be denied volunteer status. These include sex crimes, drug crime, or crimes of violence. All such information, including even the fact that there has been a positive finding, will be kept strictly confidential.
c. Any person who does not consent to a criminal offender record review shall be denied volunteer status.
d. Any volunteer who has not been a resident of California for the past five years may be subject to a Federal review of his/her possible criminal record.
e. Although subject to an annual review, fingerprints will generally be valid for two years.
f. A Volunteer Screening coordinator will be a member of the Board, with duties as specified in Article Six.
g. Due Process - If a returned fingerprint card presents a negative report (i.e., a person has been identified as noted in 'b' above), the Volunteer Screening coordinator shall contact the person with the negative report. That person shall be told that he/she is no longer eligible to participate as a volunteer in AYSO Region 44. In most cases, this should be sufficient, and the person in question will resign. In no case will Region 44 make this public. However, should the person contest the ineligibility, he/she may request a review. During the review process, the person is temporarily suspended from his/her position. A Volunteer Eligibility Panel consisting of the Volunteer Screening coordinator, the Regional Coach Administrator, and Regional Referee Administrator shall be formed within 10 days after a request for review has been made. The sole purpose of this panel is to determine the eligibility /ineligibility of the person in question. This Panel has no authority to determine the guilt or innocence of any person. If a member of the Panel is unavailable or is the subject of the eligibility hearing, he/she shall be replaced by the Regional Commissioner. In no case shall a person be allowed to remain as a volunteer who meets the criteria specified above in 'b'. If the volunteer believes there has been a case of mistaken identity, they will be requested to submit an additional set of fingerprints, to be administered by the Sunnyvale Department of Public Safety.

2. 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, with geographic area a prime consideration for the younger teams. 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 Division Coordinator for that age group, 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.

The Board of Directors shall establish the number of players per team (roster size) in each division. The minimum roster size shall be seven and the maximum shall be fifteen (Division 1, 2, and 3 maximum may exceed 15). Teams having fewer players than the established roster size shall be brought up to full strength by addition of players from the waiting list.

Players may play-up to the next older division (a nine year old playing in Division 4 rather than

Division 5) with the permission of the Regional Commissioner. This permission will generally only be given to players with Fall birth dates who are stronger than average for their age. Play-ups will only be considered when requested in writing by the parents/guardians of the particular player.

Late registrants, whether they are new or returning players, will be assigned to a waiting list on a first-come, first served basis. If vacancies occur on teams in the fall, the waiting list players will be contacted in order of priority to determine if they want to play on the available teams.

Players registered with AYSO Region 44 must commit to AYSO above all other soccer leagues. This means that a player can play in more than one league at the same time. However, if both leagues schedule a game on the same day at the same or conflicting times, the player must play for the AYSO team. Violation of this commitment can result in the player being suspended from playing games on an AYSO team (region 44) for the remainder of the current season.

3. Registration Fees; Refunds

The registration fee for each player participant shall be fixed annually by the Regional Board. The fee for this season is set forth in Appendix D to these Guidelines. The City of Sunnyvale supports the Sunnyvale AYSO and offers a fee waiver system. Registrants who can not be placed on a team will be refunded their entire registration fee. Before opening the registration for a season, the Board will publish the criteria for refunds for those registrants who are placed on a team, but decide to drop out. This is typically as follows:

Prior to August 1 or handing out rosters to coaches, refund of entire registration fee minus individual player fee paid to National.

After roster are handed out (usually Aug. 1) but before the first game, refunds will be given back except for the National AYSO registration fee.

After the first game, refunds will be considered on a case by case basis and not given because a player or parent is unhappy with the team upon which they are placed. Refunds may be given for movement out of the area or medical circumstances.

4. Eligibility

All boys and girls, between the ages of 4 1/2 and 18, based on their age as of July 31st 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.

5. Length of Season and Cancellation of Games

The season shall be of such duration as determined by the Regional Board, usually from the first Saturday after Labor Day to the Saturday after the second Thursday in November. 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 Risk Management/Safety Director 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.

League games do not have to be rescheduled in divisions where Area Tournament representative(s) are selected through a post-season Regional Tournament, the preferred selection process. Games may only be rescheduled with the approval of the Scheduler and Regional Referee Administrator. League games that are not rescheduled may be played as scrimmage games, <u>however the teams may not take over a field that is being used by another team for practice without the coach's permission. No standing are kept for any division, so there is no need to try and make up any game that is not played!</u>

6. Attendance; Participation

Every player shall beentitled to play at least half of every game. Moreover, it is the policy of the Region to encourage each coach to (a) play each player at least three quarters of every game, wherever possible, and (b) to allow different players to start the first quarter of each game. It also is the policy of the Region, in Divisions 5 through 7, that every player play at least one quarter at a position other than goalkeeper. 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.

Should the Board adopt a player pass policy, each player will be required to submit a picture at registration to go on a player pass. The player pass will have the medical release signed by the parent or guardian, a picture of the player, the year the pass is valid for, and an emergency contact person. The passes shall be presented to the referee at the beginning of each game, and returned to the coach at the end of the game. If a player does not have a pass, he/she can not play in that game, unless the coach can produce the player registration for that player.

7. 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.

8. 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.

All participants must wear the official uniforms provided 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 provideencouragement 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 frombehind the goals).

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.

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

It shall be the responsibility of the team identified in the game schedule to set up the goalposts and nets for the first game and for the last game of each day to take down the goalposts and nets. No trash should be left at the facility except in designated containers. Parking shall be limited to those areas designated at the fields. Parents are encouraged to monitor the actions of sibling to be sure they do not get hurt or damage equipment that may be at the playing field.

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, a pair of socks, and shorts. 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. Players may wear bicycling shorts if they are the same color as the uniform shorts.

Should the Region decide to adopt a uniform recycling program, each participant would be required to return their cleaned uniform of shirt and shorts to the league at the end of the season, or to purchase such uniform at the price established by the Board.

Medical information bracelets should not be removed, but 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.

13. Modification of Game Rules for Division 7

a. The primary objective of Division 7 is to introduce soccer to inexperienced young players in a safe, fair, and fun way. Because of the age, size, and strength of the players in this division, the following exceptions to the rules are adopted. Except as noted below, all other rules will be the same as for other

divisions.

b. The field of play shall be approximately 30 yards by 50 yards. Goals will be two yards wide. Penalty areas do not exist.

c. The maximum number of players per team in the field shall be specified by the Division Coordinator, based on the size of the teams, generally 5, 6, or 7.

d. There will be no goalkeeper and a player may not handle the ball to prevent it from entering the goal. The penalty for handling the ball is a direct free kick.

e. One coach from each team may remain in the field to give verbal instructions to the players on his/her team.

f. The opposing players shall remain six (6) yards from the ball during kickoff, free kick, corner kick, and goal kick.

g. There will be no offside violation. However, it may be considered unsporting conduct if:
(1) A player is ahead of the ball and standing near the goal with less than two defenders near the goal and
(2) The result of being in such a position is to receive the ball directly from a teammate and score a goal.
A goal scored under these circumstances may be voided.

h. Scores will not be recorded for this Division.

14. Post Season Play

A. Post Season Play

1. The League may elect to have a post-season tournament for divisions 3 through 5.
2. These tournaments will be invitational tournaments where the teams are invited based on their conduct during the season and how well they exhibited the principles of AYSO. Criteria eliminating a team from being invited include:
   a. A coach receiving a suspension.
   b. A team receiving two or more disciplinary letters from an AYSO executive board member for poor conduct at a game, as defined in Section 7, #7.
3. The tournament format will attempt to have evenly matched games with no emphasis on determining a champion, unless team selection is needed for Area play-see B.

B. Regional Representatives for Area Tournaments

1. Region 44 representatives to the Area Tournament will be determined through a post-season Regional Tournament unless the Division Coordinator receives Board approval to use an alternate method prior to the start of the season. Such methods could include:
   A. Selection of the top teams based on regular season standings;
   B. Playoff between a pre-specified number of teams.
   In any case, the method used will be communicated to all coaches prior to the start of the regular season.
2. The post-season tournament will be organized in such a manner that the number of teams that the Region can send to the Area Tournament will be selected by play, ie if the Region can send 3 teams to Area, and there are 11 teams in the tournament, then the organization of the tournament will be such that 3 teams are selected.
3. The suggested method of scoring for post-season games shall be:
   Win - 6 points
   Tie - 3 points
   Loss - 0 points
   One bonus point for each goal scored up to a maximum of two bonus points per team game.
   One point for a shut-out, including a 0-0 tie as a shut-out for both teams.
   (The maximum score for a win is 9 points, a tie is 5 points, and a loss is 2 points.)
   This scoring may be modified based on Area guidelines.
   In case of a forfeit, the score will be recorded as 2 to 0, with 8 points going to the winning team and

zero points to the forfeiting team.
If both teams lack the minimum of seven players, the score will be recorded as 0 to 0 and no points will be awarded to either team.

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 regardto 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.

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 shouldbe 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.

SAMPLE APPENDIX

APPENDIX A List of the Members of the Regional Board

Title, Name, Address and Telephone Number

APPENDIX B 199- Budget

APPENDIX C 199- Statement of Income and Expenses

APPENDIX D Registration Fee Schedule

APPENDIX E Regional Calendar

APPENDIX F Blood-Borne Disease Policy and other Safety policies

APPENDIX G Volunteer Application Form

SAMPLE LETTER FROM REGIONAL COMMISSIONER TO ALL MEMBERS

A Message to All Members: Date

AYSO Region 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 five 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 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 4½ 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.

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

These Regional Guidelines have been approved by the Regional Board of Directors of Region _____ and may only be changed by the Board. Any proposed change may be submitted in writing to the Board for its consideration. The significant changes from lastseason are as follows:

(Description of Changes)

AYSO has a National Support Center in Hawthorne, California, with a full staff to assist our Region in maintaining its programs. Our Region is located in Area in Section and has the benefits of the area staff, directed by (the Area Director), and the section staff, directed by (the Section Director).

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

Yours in Soccer,

Regional Commissioner

SAMPLE LETTER FROM REGIONAL COACH ADMINISTRATOR TO ALL COACHES

A Message to All Coaches: Date:

Welcome to AYSO Region . We thank you for volunteering your time and service to our program. It is important that youunderstand 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.

First, make sure you know the game and the coaching techniques 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. (Insert time, date and place of clinics). I will be glad to assist you personally in any way I can.

Second, 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 and Good Sportsmanship.

Third, remember the "Everyone Plays" rule. Every one of your players must play at least half 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, and that, if possible, players should play at least three-quarters of some games.

Fourth, 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.

Fifth, 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.

Sixth, and 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.

Yours in Soccer,

Regional Coach Administrator

Phone Number

SAMPLE LETTER FROM REFEREE ADMINISTRATOR TO ALL REFEREES

A Message to All Officials: Date:

Welcome to the officiating team of AYSO Region_____. We sincerely appreciate the fact that you have volunteered your time and service 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 1/2 and 18 develop in body and character through participation in the game of soccer. AYSO's principles of everyone plays, balanced teams, positive coaching, open registration, and good sportsmanship 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 Regional, 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 _____, we will be holding a series of instructional clinics prior to thebeginning 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, scheduled for _____ at _____.

Sincerely,

Regional Referee Administrator
Phone Number