

A.Y.S.O. REGION 7

GUIDELINES

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Dave Emmons
Regional Commissioner
Region 7

Frances Stronks
Area Director
Area D

Frances Stronks
Section Director
Section 1

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ARTICLE ONE

PURPOSE

The purpose of these Guidelines is to regulate the affairs of Region 7. These Guidelines have been adopted pursuant to Section 1.04 of the National Bylaws of the American Youth Soccer Organization (AYSO) and are subject to such Bylaws, the Articles of Incorporation of AYSO, National Policy Statements, the AYSO National Rules and Regulations, Section Rules and Regulations, and the Area Guidelines, (collectively, AYSO's "operating regulations," [see Appendix A]), copies of which (except for the Articles of Incorporation) will be made available by the Region on request and are hereby incorporated by reference. To the extent that these Guidelines conflict with or are in contradiction to any of them, the operating regulations shall prevail over these Guidelines.

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 spirit and letter 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 in the eAYSO online registration system or with the National Support and Training Center all participating players, coaches, referees, administrators,, and other volunteers prior to the commencement of the membership year or, if registered during the membership year, within 30 days following such registration
- d. To assign players and coaches to attempt to balance teams within any one age division within the Region;
- 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, assign, and review 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 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;
- m. To collect and disburse fees and other moneys for the sound financial organization and operation of the Region, to keep and submit to the National Support and Training 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 National player registration fees as required to the National Support and Training Center; and all amounts due with respect to the region's purchases from the NSTC within the payment guidelines established by the national treasurer.
- n. To elect a Regional Commissioner who then appoints the rest of the board;
- o. To comply with the Soccer Accident Insurance (SAI) plan and to submit on a timely basis insurance claims according to current procedures;
- p. To notify the National Support and Training Center of any threatened or actual claim or lawsuit against the Region;
- q. To implement AYSO National programs available to the Region, including referee and coach training, and the Character Counts! program, 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 and Training 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.
- u. To protect the safety of the membership, the children and the volunteers through volunteer selection, training and certification.

ARTICLE FOUR MEMBERSHIP OF THE REGION

1. There shall be three kinds of membership in the Region:

Participating Members: those persons serving the Region in a coaching, refereeing or administrative capacity, including those members ("Board Members") of the Regional Board of Directors ("Regional Board").

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

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

2. No one will be considered a participating member or a playing member unless and until an application is submitted using the appropriate forms prescribed by AYSO.

3. The names, addresses and telephone numbers of all members of the Region, as well as the information contained in the AYSO Executive Member Directory, are private and confidential and may not be disclosed to anyone, including any vendor or sponsor, without the prior written approval of the Regional Commissioner.

ARTICLE FIVE MANAGEMENT OF THE REGION

1. The regional commissioner, with the support and assistance of the Regional Board, shall conduct the business and affairs of the Region.

2. Unless otherwise specifically provided by these Guidelines, 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 ("RC") may veto any such decision if the effect of such decision would be to violate the National operating regulations. Such veto may be reviewed by the Area Director ("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 voting procedures to be adopted by the Regional Board.

3. The Regional Board shall fix the time, date and place of each regular meeting of the Board. In addition, special meetings of the Regional Board may be called by the RC, the Secretary, or 1/3 of the Board Members on three days' prior notice stating purposes of such meeting, which notice may be given in writing, by telephone, or in person. Board Members in attendance 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 eight Board meetings each year, including one in each month during the regular soccer season and at least one every two months during the remainder of the year. All Regional Board meetings shall be open to all interested persons subject to space availability unless the Regional Board determines that it is necessary to hold an executive session. The Board shall take minutes of the proceedings at each meeting and make them available to the members of the Region. 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. An "executive session" is permitted only to review personnel matters, disciplinary matters, or legal matters, and should not be used where a vote upon any issue involving the affairs of the region is taken.

4. In a year when the RC's term of office is coming to an end the following March 31, then beginning November 1, a nominating commission consisting of the Treasurer, the Safety Director, the Referee Administrator, the Coach Administrator, and one other member appointed by the RC shall undertake the process of nominating persons for Regional Commissioner.

At the January board meeting, the nominating committee shall announce its nominations for Regional Commissioner. At that time any board member who is present may nominate other persons.

If there is more than one candidate for Regional Commissioner, a written ballot vote will be held at a meeting for this purpose within ten days. All board members will be eligible to vote either by being present to vote at that meeting or by submitting to the Secretary in a signed, sealed envelope their written ballot vote. The candidate receiving 50% or more of the votes cast has the support of Region 7. If no candidate receives 50% of the votes cast or if two candidates each receive 50% of the votes cast, another written ballot vote shall be taken at the same meeting.

If there is only one candidate for the Regional Commissioner, a vocal vote at the meeting at which the nomination is announced may replace voting by ballot.

Results of balloting by the board members present or in writing shall be documented by the secretary and forwarded to the Area Director to indicate the preference of Region 7 for the position of RC 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.

5. The term of office for the RC shall be two years, beginning April 1. The Regional Commissioner may serve multiple terms so long as he or she is nominated and appointed as indicated above.
6. Board Members shall be appointed by the RC to hold office for twelve months from April 1 to March 31 or until their successor has been duly appointed. Regional Board members need not be parents of participants in the Region.
7. 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 in another volunteer capacity, the regional board shall, at a minimum, adopt special procedures to insure that decisions affecting the regional commissioner acting in such other capacity are made by other, disinterested board members. The regional commissioner shall act in all other ways to avoid the appearance of a conflict of interest.

8. No Board Member or any other participant in the Region shall receive compensation for his/her services in connection with the Region, nor may s/he use her/his position to benefit her/him directly or indirectly in any other way, such as supplier of equipment 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.
9. In the event that the position of Regional Commissioner becomes vacant the Assistant Regional Commissioner shall exercise the RC's duties until a new Regional Commissioner be proposed. The Board shall follow the procedures in Item 4 of this ARTICLE as quickly as possible to identify a new Regional Commissioner to be proposed to the AD.
10. 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 consist of (a) the Executive Committee, which includes the Regional Commissioner, the Assistant Regional Commissioner(s), the Secretary, the Treasurer, the Registrar, the Coach Administrator, the Referee Administrator, the Safety Director, the Child and Volunteer Protection Advocate, and the past Regional Commissioner, and (b) such other positions as the Regional Commissioner shall from time to time designate, including without limitation one or more additional Assistant Regional Commissioners, the Divisional Commissioners, the Sponsor Coordinator, and the Director of Public Relations. . 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. Only the members of the Regional Board are eligible to vote on matters pertaining to the business of the Region; however, those members shall solicit the views and advice of Participating Members, Playing Members and their parents, and other interested persons. Brief Position descriptions for the Executive Board are included in these guidelines. Complete 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.

Executive Board Job Descriptions

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 as described in Article III of the standard regional guidelines within the framework of the AYSO operation regulations.

Specific Duties and Responsibilities

The Regional Commissioner is expected to:

1. Comply in spirit and letter with the objectives of the organization;
2. Maintain good community relations with the primary objective being youth development;
3. Collect and disburse fees and other monies for the sound financial organization and operation of the region. It is incumbent upon the region to keep and file, as required, accurate financial records to ensure continuation of the tax exempt status of the organization;
4. Review, on an annual basis, the regional guidelines and other written regional operating regulations;
5. Supervise the regional treasurer by reviewing the region's cancelled checks and bank statements periodically, reviewing the National Accounting Program (NAP) financial report each month, and reviewing periodically, internal financial control procedures. Also, take other reasonable measures to assure that the region's assets and expenses are being handled in a fiscally responsible manner;
6. Make timely submissions to the National Support and Training Center of membership, fees, budgets, Information Forms, and other paperwork as required with copies to the area director;
7. Be responsible for the performance and the growth of the regional programs for the benefit of the players, the volunteers, and their families;
8. Organize, maintain, supervise, and coach regional volunteer staff to assure adequate support and services to the region, including the development of new volunteers for regional position succession planning;
9. Appoint, at a minimum, a CVPA, a treasurer, a safety director, a regional coach administrator, and regional referee administrator;
10. Publish for the region and for the files of the National Support and Training Center, guidelines for the operation of AYSO within the region. Such regional guidelines must conform to all provisions of the Standard Regional Guidelines but may expand or add to them to cover specific regional needs, subject to the approval of the area director and section director. Such regional guidelines must include a process for the selection of a regional board and the election of the regional commissioner;
11. Act as the official spokesperson for the regional in regard to publicity, internal development, cultural exchange, business systems, budgets, regional operation regulations, and other matters concerning AYSO programs within the region;
12. Assist the regional board in the planning and implementation of its policies and programs within the region;
13. Register players, coaches, referees, and other regional officials;
14. Assign players and coaches to assure proper balance of teams within any one age group within a reasonable geographical area;
15. Locate and secure proper playing facilities;

16. Secure uniforms, balls, goals, and other necessary equipment;
17. Schedule games;
18. comply with the Soccer Accident Insurance plan and submit insurance claims according to current procedures;
19. Release publicity concerning the region;
20. Budget for and encourage regional participation at the annual Section Conferences (volunteer education conferences);
21. Budget for and participate at AYSO's annual business meeting, the National Annual General Meeting;
22. Oversee dispute resolution within the region pursuant to Article Nine of the guidelines and AYSO operating regulations;
23. Preside at all regional board meetings;
24. Keep the regional board informed of actions and decisions on matters of importance;
25. Attend area meetings, Section Conferences and caucuses, and the NAGM;
26. Maintain close liaison with the area director and the section director, and coordinate all extra-regional activities through the area director;
27. Submit a completed Regional Performance Program to the area director prior to the November date as specified on the Regional Performance Program form;
28. Make such other decisions and take actions as may be required to run the region within the limits of the regional budget and these guidelines; and
29. When leaving the position, transfer to his/her successor in a timely fashion (a) all regional records, filed and reports; and (b) the regional commissioner manual.

Assistant Regional Commissioner

The AYSO volunteer position of assistant regional commissioner is intended to assist and train in the footsteps of the regional commissioner who is ultimately responsible for the running of the AYSO region in all aspects, with the help of the board.

Specific Duties and Responsibilities

The assistant regional commissioner is expected to:

1. Assist the regional commissioner in directing monthly board meetings;
2. Aid in instituting region policies
3. Participate in the interfacing with other regions;
4. Help recruit children to play soccer and volunteers to assist in running the program;
5. Assist with scheduling the season and fields; and
6. Attend the monthly board meetings and the annual Section Conferences.

Secretary

The AYSO position of the regional secretary is intended to help with regional matters as needed.

The regional secretary is expected to:

1. Organize and schedule regional meetings;
2. Record minutes of the region meetings and transcribe them for distribution to the regional staff, and
3. Attend regional meetings (about eight per year) to record minutes, and perform other duties as required.

Regional Treasurer

The AYSO volunteer position of regional treasurer is intended to keep and safeguard all of the monies of the region and to have in their possession all of the region's cash investments, contracts, leases and any other valuable documents. The regional treasurer shall deposit all funds and securities in the name and to the credit of the region in an authorized bank or depository.

The Regional treasurer is expected to;

1. Keep in appropriate books an accurate account of all money received and paid out;
2. Comply with the National Accounting Program and all procedures specified in the AYSO Treasurer's Manual;
3. Attend any and all registration days or assign volunteers who will attend and collect registration fees. Design a procedure for what will be done with the money during and after the registration process. The treasurer and the registrar should verify the amount of money that was collected in cash, checks and credit cards and reconcile the total amount against the number of registrations made.
4. Write the appropriate account code on the face of each check;
5. Complete and send the NAP "monthly deposit report form" monthly to the National Support & Training Center
6. Promptly pay the National Support & Training Center the national portion of the registration fees of the region prior to the region's first practice or game;
7. 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'
8. Be responsible for filing the annual budget and other information as may be required or requested from time to time by the National Support & Training Center;
9. Deposit all the funds collected by the region in the region's checking account;
10. Obtain regional commissioner's or other signatory's signature (two signer's are required on every check) as required and issue checks to pay for the region's expenditures. All checks should be substantiated by a receipt, invoice or other documentation;
11. Verify that the region has adopted written internal control procedures assuring adequate protection of regional assets;
12. Immediately notify the area director, section director, and the national Support & Training Center of any procedural violation or fiscal irregularities;
13. Assist the person who has been assigned the task of reviewing the region's books and records including the area director, section director or the regional auditor (if any);
14. Reconcile the checking and savings accounts each month and have a report for monthly regional board meetings;
15. File all receipts, invoices, or other documentation in alphabetical order, by payee, and save them for at least FIVE years. They are subject to audit by government regulatory agencies and the AYSO National Treasurer;
16. File the specified reports with the National Support and Training Center;
17. Turn over all the AYSO checkbooks, passbooks, documentation, receipts, invoices, etc. to the regional commissioner when leaving the job;
18. On or before June 1 each year, assist the regional commissioner in the preparation of the annual budget (a copy of which will be submitted to the National Support and training Center);

19. Review the region's monthly financial statement prepared by the national Support and Training Center. Ensure the accuracy of the region's financial statement and report any error to the National Support & Training Center immediately;
20. Publish the region's financial report to the regional membership (copy to the National Support & Training Center) before the region's last scheduled game of the season (through a newsletter, bulletin board, etc.);
21. Attend all board meetings, registration days, and coordinators' meetings; and
22. Develop investment and spending strategies to assist in long-term financial stability and value.

Regional Registrar

The AYSO volunteer position of regional registrar is responsible for planning and implementation of annual registration of players and volunteers.

The Regional Registrar is expected to;

1. Maintain the region database;
2. Ensure that, for each registration event, there is a reconciliation of registration forms and fees charged balanced against monies collected, and confirm this with the treasurer (or designee) before the close of the event;
3. Verify that the treasurer has sent in payment to AYSO for the number of players registered;
4. Select and coordinate signup location(s);
5. Keep current count of registered players and volunteers;
6. Process late registrations and dropped players;
7. Maintain a waiting list for players who sign up after teams are balanced and filled;
8. Obtain and review current copy of the registrar's manual and follow procedures;
9. Order and pre-printed forms from the National Support & Training Center for registrants who are unable to register online;
10. Attend monthly board meetings;
11. Communicate with the treasurer, regional equipment, uniform, and age group coordinators regarding registration status;
12. Communicate with the volunteer recruitment and development worker; and
13. Keep information under lock and key.

Regional Safety Director

The purpose of the position of regional safety director is intended to be responsible for all aspects of the region's safety.

The regional safety director is expected to;

1. Use the AYSO safety Director Manual to become the most knowledgeable person in the region regarding safety and insurance plans;
2. Be available and knowledgeable to answer questions from coaches, referees, and parents; and
3. Attend regional board meetings and available seminars.

Regional Coach Administrator

The AYSO volunteer position of regional coach administrator is intended to administer a quality coaching program within the region.

The regional coach administrator is expected to:

1. Provide leadership and be an active role model exemplifying the AYSO culture and philosophies
2. Work with other administrators of the region (regional commissioner, registrar, and age group coordinators) to ensure there are enough coaches to support the size of the region;
3. Ensure each coach or assistant coach (a) registers to be a volunteer via eAYSO; or (b) completes a volunteer application form in accordance with the National Support & Training Center applicable policies and guidelines and that they are properly registered;
4. Participate in team formation as needed to ensure the tenets of AYSO are followed;
5. Coordinate a pre-season coaches meeting where issues of sportsmanship, safety, new laws, and specific regional issues are presented;
6. See that u-6, U-8, U-10, and/or Youth (U-12) Coach Courses are conducted for all new coaches;
7. Work with the area coach trainer in scheduling Intermediate Coach Courses for coaches who are certified as youth (U-12) coaches with one to three years of coaching experience;
8. Work with the section coach trainer in scheduling publicizing Advanced Coach Courses as needed for coaches who are certified as Intermediate Coaches with four to five years of coaching experience;
9. Maintain a list of registered coaches including their current certification level, by (a) downloading a printout from eAYSO or, (b) requesting a printout from the AYSO National Support & Training Center;
10. Provide in-season training opportunities and special events for coaches (specialized clinics, pizza night, etc.);
11. Contribute articles on coaching to the regional newsletter;
12. Assist the regional commissioner in handling any coaching related issues;
13. Participate in player rating and extended season team formation as needed;
14. Maintain a regional library of coach training material;
15. Coordinate a post-season meeting of coaches (a) to secure player ratings to be used for team balancing in the next season; (b) to recognize contributions; and (c) to gather input for the following year (a list of coaches who will return, names of potential new coaches, etc.)
16. Attend the annual Section Conferences and other area/section Conferences as required throughout the year.
17. Be sure to use only AYSO registered and certified instructors in clinics and coaching courses;
18. Ensure that all coaching courses held within the region are properly registered with the National Support and Training Center; and
19. Ensure that rosters for all coaching courses held within the region are complete, legible, and sent to the National Support & Training Center in a timely manner after making a copy for the regional files.

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.

The regional referee administrator is expected to:

1. Ensure that each referee, assistant referee, and youth referee (a) registers to be a volunteer via eAYSO; or (b) completes a volunteer application form in accordance with the national Support & Training Center applicable policies and guidelines and that they are properly registered;
2. Appoint a regional director of referee instruction to assist in planning and implementing 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;
3. Appoint a regional director of referee assessment to assist in administering the certification component of the AYSO National Referee Program and to coordinate such efforts with area and/or section staff;
4. Assist the area referee administrator in the delivery of the AYSO National Referee Program, and support the regional commissioner with its implementation;
5. 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;
6. Identify and train a successor;
7. Prepare an annual regional referee work plan and budget for submission to the regional commissioner (with a copy to the area referee administrator). The work plan will include goals and objectives for the upcoming year;
8. Maintain a current list of all referees within the region, including their current certification level. (Copies of this list are to be submitted at least annually to the area referee administrator);
9. Insure that important information relating to law and role interpretations and changes clinics and courses, national sectional, area and regional programs, and special events is disseminated to the referees within the region;
10. Support and encourage the development of camaraderie, mutual support, esprit de corps, and uniformity of interpretation among referees by providing sufficient opportunities for social interaction;
11. Provide leadership and be an active role model exemplifying the AYSO culture and philosophies;
12. Promote referee welfare within the region;
13. Monitor referee activities within the region;
14. Coordinate the assignment of referees at regional playoffs and special events;
15. Represent the region at area meetings;
16. Provide assistance to the referee in interpretation of the FIFA Law, national section, area rules and regulations, and regional guidelines;
17. Advise the regional commissioner and staff on matters pertaining to refereeing;
18. Maintain liaison with area referee administrator for general administrative questions;

19. Cooperate with the area referee administrator as necessary; and
20. Support the AYSO National Referee Program in both specifics and in spirit.

Child and Volunteer Protection Advocate

The AYSO position of 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.

The child and volunteer protection advocate is expected to:

1. Support the regional commissioner in the promotion and implementation of the AYSO Safe Haven Program, including the three main elements of volunteer protection;
2. Be familiar with the Child Protection Act of 1993, the Volunteer Protection Act of 1997, the Good Samaritan Laws of the State of California, and that the state's provisions for the reporting of child abuse and neglect;
3. Work with the registrar to see that all volunteers complete, date and sign the AYSO volunteer application form and its authorization to perform applicant screening, and be the screening liaison with the AYSO National Support & Training Center;
4. Ensure all AYSO volunteers are duly registered in eAYSO;
5. Check references for all new coaches, referees, board members, team parents, and others who have direct supervision of players. Random reference checks for everyone else;
6. Be aware of AYSO's definitions of levels of risk, inform prospective volunteers that they are screened at a level appropriate to the level of risk, and maintain a copy of AYSO's screening policy;
7. Enforce AYSO protocols to protect privacy and privileged information;
8. Present to the regional board a motion to accept the list of coaches, referees, and other volunteers each season at a board meeting;
9. Ensure that the region keeps on hand the written position descriptions for each volunteer filing a regional position.
10. Serve as a resource and/or a facilitator to the region's members on the requirements for good faith reporting of abuse and molestation to law enforcement agencies and child welfare agencies;
11. Assist with the ongoing evaluation of volunteers;
12. Meet with the head coach of each team, either individually or in a group with the coach administrator, to review child protection and supervision responsibilities prior to each season;
13. Meet with the referees, either individually or in a group with the referee administrator, to review child protection and supervision responsibilities prior to each season;
14. See that the region's supervision ratio is enforced; and
15. Promote the region's standards of behavior and conduct as laid out in the child and volunteer protection policies, procedures, and guidelines of the AYSO Safe Haven program.

ARTICLE SEVEN

INFORMATION ABOUT THE PROGRAM

1. Team Assignments

Team assignments are under the supervision of the Division Commissioner. Team formation takes place at the time set by the regional calendar in accordance with the procedures established in Appendix C. Only the head coach's child(ren), or the child(ren) who is (are) the reason for the head coach coaching, shall be placed on a particular team. All other placements are in accord with the AYSO philosophy of Balanced Teams and Appendix C. Once teams are formed, no transfer of any player from one team to another may be made without the approval of the coaches, the Division Commissioner, the RC and the parent or guardian of the player. In the case where teams are involved in 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.

2. Registration Fees; Refunds

The registration fee for each player participant shall be fixed annually by the Regional Board. The fee for a season shall be published in the flyer announcing Registration information and, if available, in the Parent Handbook. Such fee may be waived in whole or in part with respect to any participant at the discretion of the Regional Commissioner, if in the RC's judgment the requirement of such fee would create a hardship for such participant or his or her family. The Refund Policy shall also be set forth in the Parent Handbook, if available.

3. Eligibility

All boys and girls from the ages of 4 through 18, based on their age as of July 31 of the year in which the season begins, shall be eligible to register for the program, subject to field availability and volunteer support 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, and as set forth in the Regional Calendar. Inclement weather or poor field conditions may necessitate from time to time the canceling of games. Any such cancellation will be made at the discretion of the RC or the RC's designate as early as practicable before game time. Once the game begins, only the referee in charge may suspend or cancel the game. As the Region obtains use of certain fields through permits from non-AYSO controlling agencies, authorities of those agencies may deny the Region use of the fields even after a game has begun.

5. Attendance; Participation

Every player participant shall be entitled to play at least one-half of every game. Moreover, it is the policy of Region 7 to encourage each coach to (a) play each player at least three quarters of every game, wherever possible, (b) alternate players who substitute each game and (c) rotate goalkeepers in Divisions U-7 through U-14. Region 7 also requires that in Divisions U-6 through U-14 where some players, must be a substitute, i.e. sit out a quarter, each player must play three-quarters of each game and that in games prior to the end of the year tournament, all players shall sit a quarter before a player sits out a quarter a second time. Each participant is strongly urged to attend every practice.

6. Protests

In the spirit of the organization, no protest of games shall be permitted in Divisions U-6 through U-14. However, coaches are encouraged to file with the Referee Administrator a written report within 48 hours after a game of any misapplication of the laws by a referee, excluding judgment calls, and if, after investigation by the Referee Administrator, it is found that a law was misapplied, such referee shall be so informed in order to ensure that no further misapplication occurs. [Divisions U-16 & U-19 are governed by AREA D.]

7. Conduct during Games

The highest standards of conduct and good sportsmanship must be maintained at all times. Offensive, insulting, or abusive language or gestures are forbidden. The use of alcohol or tobacco products in the vicinity of the playing field during practices or games is strictly forbidden. No pets are permitted near any field nor within the fences of any facility where fields are located.

- A. All game participants must wear the official uniforms provided at all times and dress in them in a neat, clean manner (e.g. shirts tucked in). The use of shin guards is required at all practices and games.
- B. 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 positive direction, instruction, and encouragement. 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. During play, coaches must remain within the marked coaches' area as required by AYSO National Rules and Regulations.
- C. Spectators at games must remain behind the spectator control line (three yards from the touch line) and between the penalty areas. Their vocal efforts should be limited to positive compliments to the participants. Under no circumstances should spectators attempt to coach, use mechanical noisemakers of any sort, or make derogatory remarks to players or the referee.

- D. At the start of each quarter, substitutes shall stand beside their coach at the half-way line and with their backs to the referee until the referee records on the game card the players sitting out that quarter. At the end of the game, the players on each team shall line up and shake hands with the players of the opposite team and thank the referee and assistant referees.
- E. Discipline shall be up to the referee at each game, and the referee shall have the power and authority to discipline and send off players and coaches (as well as spectators, in the case of outside interference) from the playing area if their conduct violates these Guidelines or otherwise interferes with the course of play. No appeal of disciplinary action taken by a referee shall be allowed.

A player who is sent off (red card) or cautioned (yellow card) or a coach who is sent off may be subject to additional disciplinary action (e.g. parent conferences, game suspensions, expulsions) at the discretion of the Regional Commissioner. An appeal may be made upon thorough review of the incident following the procedures outlined in ARTICLE NINE (Dispute Resolution).

- F. Competitive Division Teams will be deducted or awarded sportsmanship points by the referee of the game per Appendix G.

8. Refreshments at Games

Each team shall supply its own refreshments. It is suggested that the best kind of refreshment is cool water. Teams shall remove all trash from the field area following their game.

9. Parental Participation

Each parent who has a player in the Region shall be strongly encouraged to volunteer his or her 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 may be made based on parental participation in activities such as fundraising (e.g. sale of candies).

10. Facilities

Both teams for the first game of each day at a field shall be responsible for setting up the goals and nets and chalking the field. Both teams for the last game of each day shall take down the goals and nets and place them in the assigned storage facilities, and at Nielsen shall empty the trash into the trash bin. Each team must pick up the trash at the field as they depart. No trash shall be left on the ground at any facility. Each field shall be lined under the direction of the Division Commissioners and the Director of Field Maintenance. The Safety Director shall provide each group of fields with a first aid kit. Parking shall be limited to those areas designated for such purposes.

11. Sponsors

The Region encourages local businesses and individuals to support its program. The Sponsor Director organizes a sponsorship program, recruits sponsors, collects their contributions, and provides sponsors suitable recognition. All contributions are considered charitable contributions and are deductible for U.S. tax purposes, subject to the applicable limitations in the Internal Revenue Code. . It is the responsibility of any sponsor to comply with the Internal Revenue Code and AYSO will give no opinion on whether a particular donation is or is not deductible.

12. Equipment

Region 7 supplies each player with a jersey 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 jersey, socks, shorts, appropriate footwear and shin guards. Players may not wear any type of jewelry (e.g. chains, watches, earrings), bandannas or other ornamentation or anything else that is likely to cause risk of injury to him/herself or to the other players during games. Medical information bracelets should not be removed, but must be padded and taped to the player's skin. The referee shall have the authority to permit knee braces and soft casts if the player furnishes the referee with a letter from a doctor permitting such player to participate and, in the case of soft casts, the referee determines the soft case to be safe. Hard casts, splints, helmets and hard padding are not permitted. Prescription eyeglasses may be worn, but must remain firmly on the wearer's head or restrained by a strap. Nonprescription glasses and sunglasses are not permitted.

ARTICLE EIGHT

FINANCIAL, BANKING AND RELATED MATTERS

1. Budget; Financial Statement

The Regional Board shall adopt a Budget which provides the basis for setting participant 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 to the parent or guardian of each participant. This season's Budget and last season's Statement of Income and Expenses are attached hereto. The regional fiscal year is April 1 to March 31.

2. Books and Records

The Region shall maintain accurate books and records.

3. Account Signatures

All checks drawn on the Region's bank account shall bear two signatures, one of which must either be the Treasurer's or the RC's. Additional signatories must be authorized by the Regional Commissioner. Two signatories from the same household shall not be allowed. There must be at least three signatories on all regional bank accounts. Regional debit and/or credit card accounts are expressly forbidden.

4. Transfer of Funds

All funds received by the Region, whether from fees, gift 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. A special tournament checking account shall be established for the operation of any tournament sponsored by the Region and may also be used to track the financial activities of individual tournament teams.

5. Handling of Cash

Separate receipts shall be generated and retained for all cash collected by the Region. Whenever feasible, cash received shall be counted at regular intervals by two people (the treasurer or his/her designate and one additional volunteer) and correlated to the cash receipt total. Both individuals shall sign the cash receipt total to vouch for its accuracy. Received cash shall be turned in to the treasurer (or his/her designate) and deposited to a Region account at the earliest opportunity.

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:

- a. No one should sign a regional check in blank or which contains any item to be filled in later.
- b. No one should sign a regional check without verifying the expense by examining the invoice or request for reimbursement.

- c. 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.
- d. 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.
- e. 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.
- f. 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:

- a. All fees collected on behalf of the region for registration, sponsorships, fundraising, and donations or for any other purposes shall be deposited immediately after being reconciled with the appropriate cash receipt book, registration form, and/or bank deposit slips.
- b. 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 verified by another board member who is not authorized to sign on the accounts. The reconciled statement(s) and copy of bank statement must be presented to each board member at their regularly scheduled meeting.

9. Credit/Debit Card Transactions

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

10. Audits

It is strongly recommended that each region have a regional auditor. Additionally, the region at all times shall cooperate with, and respond to, inquiries by the area auditor and section auditor.

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, and, if disciplinary action is found to be necessary, to take only the minimum action necessary as determined by the RC or the Regional Board. In the event of a dispute, the RC, the Regional Board, or a committee of disinterested Regional Board Members appointed by the RC shall investigate the matter and determine what disciplinary measures, if any, are appropriate. Any complaints brought before the board must be presented in writing prior to beginning an investigation. No disciplinary recommendation shall be made prior to obtaining an explanation, preferably in writing, from each individual against whom disciplinary measures are being contemplated. If upon review of the matter it is determined that disciplinary measures are necessary, such measures shall be commensurate with the actions requiring the discipline.

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 & Training 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 for abuse and similar events.

2. Procedure

Upon a determination that a person involved in the region needs to be disciplined or his or her participation in the region limited or terminated, then the RC or the Regional Board or their designate shall give notice in person, by telephone, or in writing to such person of the intention of the region to take action, specifying the action to be taken and the reasons therefore. The person must 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 RC or Regional Board may appoint a disinterested panel to consider an appeal of any imposed

disciplinary measure. No one considering the appeal shall have been involved in the initial disciplinary recommendation. After such opportunity has been given, the RC, Regional Board or hearing panel shall make its determination and announce it in writing to all persons concerned and such determination shall be final and binding on all concerned unless it is determined by the AD, or, if he/she is not disinterested, the SD, that such determination is arbitrary and capricious or the procedure was not fair or the person or persons making such determination are found not to have been disinterested.

3. Suspension

The RC or Regional Board may suspend a person involved in the Region from further involvement in the program on notice (by telephone, fax or 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 Section 2 of this ARTICLE.

4. Removal

The RC 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 on notice and after a determination is made that removal is appropriate, as the result of a disciplinary hearing described in Section 2 of this ARTICLE, if there is found to be (a) a violation of the National operating regulations, principles or philosophy of AYSO or (b) conduct which disrupts the Region's or AYSO's activities or programs.

5. Hearing Procedures

Any 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.

A person who has a direct interest in the outcome of the matter shall not participate in any stage of the procedure. A person has a direct interest in the outcome of the matter if that person's conduct is in any way called into question by the events, or if that person is a witness to the events, has a familial relationship with any person involved in the matter, has a financial interest in the outcome, or whose judgment, for any reason, cannot be unbiased and neutral. In the event the regional commissioner has a direct interest in the outcome of the matter, any authority herein to be exercised by the regional commissioner shall be referred to the area director.

A committee or hearing board of disinterested persons shall conduct the hearing as quickly and as fairly as possible, but may structure the proceedings as circumstances may require to keep them as positive as possible as well. The committee or hearing board may ask such questions and request such documents or other evidence as may be necessary to obtain all pertinent facts, but should refrain from being overbearing with such examinations and

requests. It is strongly recommended that players and other minors not be asked to participate as witnesses or to offer "testimonials" either in person or in writing unless it is absolutely necessary in order to determine any pertinent fact of the matter. The proceedings should be kept as confidential as may be necessary to protect all parties. The committee or hearing board shall listen to the facts of the situation from all interested parties. Each "side" may be permitted or requested to make their presentations outside the presence of the other if necessary to prevent undue acrimony or harm to the participants. Parties do not have the right to involve attorneys or to cross-examine other parties or witnesses, although either may be permitted within the discretion of the committee or hearing board if it believes that such participation will be helpful and positive.

At the conclusion of the hearing, the committee or hearing board shall 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 a majority vote determine the appropriate action to be taken. Such action may include that no action should be taken against the individual accused, or that a warning or caution be given, that a written reprimand be given, that further education or probation be required, or that such person should be suspended or removed from involvement in regional activities. Where the hearing board recommends removal or where otherwise determined appropriate, the individual in question should be given an opportunity to resign voluntarily. All interested parties shall promptly be notified of such resignation or, in the absence of a resignation, of the hearing board's decision.

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 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. There shall only be one review of each matter.

ARTICLE TEN
CHANGES TO GUIDELINES / ACTION BY AD OR SD

1. Approval of Guidelines

These Guidelines shall become effective when approved by the RC, a majority vote of members present of the existing Regional Board, the Area Director, and the Section Director upon submission to the National Support and Training Center.

2. Change in Guidelines

Once adopted, these Guidelines may only be amended by the Regional Board by a majority vote of the Board Members present, with the approval of the RC, the Area Director, and the Section Director, and then submitted to the National Support & Training Center. The Guidelines may be reviewed and changed once per year, at the end of the regular season.

APPENDIX A

AYSO REGULATIONS, which include:

AYSO NATIONAL BY-LAWS

AYSO NATIONAL RULES AND REGULATIONS

SECTION 1 RULES AND REGULATIONS

AREA D, U16/U19 RULES AND REGULATIONS

AREA D, U10-U14 TOURNAMENT RULES

SECTION 1 CHAMPIONSHIP TOURNAMENT RULES

SECTION 1 ALL-STAR TOURNAMENT RULES

APPENDIX B

AMERICAN YOUTH SOCCER ORGANIZATION NATIONAL RULES AND REGULATIONS (Region 7 Additions as indicated by underlines)

I. GAME CONDUCT

All AYSO games shall be conducted in accordance with the current FIFA Laws of the Game and decisions of the International Board in effect at a date specified by the area director for his area (approximately the time of team formation for a given season), with the exceptions noted below:

A. COMPETITION

1. Coaches or other officials shall not enter the field of play, unless requested by the referee.
2. Except as noted in paragraph I.H., a minimum of seven (7) players shall constitute a team; a scheduled game shall not commence nor be continued if one or both teams cannot field seven (7) eligible players.
3. See short-sided games guidelines for exceptions.
4. Send off of player (red card) or coach

All coaches will meet with the referee(s) following the game to verify all player information is recorded correctly and co-sign the line-up card below the referee's signature. Coaches will note players sent off (red carded) and advise them of their suspension.

The playing of a suspended player results in an automatic forfeit whether or not the player was informed by the commissioner.

The regional commissioner shall be notified of players and coaches who are sent off (red card) from a game and, unless a valid appeal is upheld, the person sent off shall not be allowed to participate in the next game to be played.

The nature of misconduct by spectators during or after a game will be reported by the referee to the regional commissioner. The regional commissioner will impose disciplinary action commensurate with the seriousness of the spectator's action.

When a player or coach is sent off because of a technical offense, not involving repeated misconduct, a written appeal to waive suspension from the next game may be submitted in writing to the division commissioner within 48 hours of the technical offense. No appeal is allowed where offensive, insulting or abusive language or gestures, violent conduct, or persistent dissent is involved.

5. Misconduct after a game

Any player exhibiting misconduct after a game will be reported by the referee to the regional commissioner. Coaches of players who are the subject of such report will be notified by the regional commissioner. Consequences for misconduct will be determined by the regional commissioner.

6. Suspension carry over

Game suspensions are carried over to regional or area playoffs and to all-stars.

B. DURATION OF GAMES

1. U-6 games shall be two (2) halves, not to exceed fifteen (15) minutes each.

2. U-8 games shall be two (2) halves, not to exceed twenty (20) minutes each.

3. U-10 games shall be two (2) halves, not to exceed twenty-five (25) minutes each.

4. U-12 games shall be two (2) halves, not to exceed thirty (30) minutes each.

5. U-14 games shall be two (2) halves, not to exceed thirty-five (35) minutes each.

6. U-16 games shall be two (2) halves, not to exceed forty (40) minutes each.

7. U-19 games shall be two (2) halves, not to exceed forty-five (45) minutes each.

8. Half-time periods shall be a minimum of five (5) and a maximum of ten (10) minutes as designated by the referee.

9. **Exceptions:** the teams scheduled for the first game of the day are equally responsible for the field setup. If necessary, the first game will be shortened so that the following games will be on schedule.

10. Game schedule

Games must be played as scheduled and must terminate five minutes prior to the next scheduled game. Games shall start within ten (10) minutes of scheduled start times. Coaches are specifically prohibited to cancel or reschedule any game for any reason - even by mutual consent. If such an incident occurs, the results will be a double forfeit.

11. Administrative error

If a game cannot be played because of an administrative error in scheduling, the game shall be rescheduled by the division commissioner.

12. End of season playoffs

In the event of a tie during elimination rounds, teams shall play two overtime periods of the following duration: U10 five minutes each, U12 seven minutes each, and U14 nine minutes each. If the match remains tied following the overtime periods, the winner shall be determined by kicks from the mark (penalty kicks). Each division commissioner shall abide by these standard procedures. The referee administrator shall communicate them to referees.

C. PLAYING TIME AND SUBSTITUTION

1. Except as noted in paragraph C.4., all registered Players in attendance at AYSO games must participate and play at least half of the game, excluding overtime. Players must be recognized by the referee prior to entry onto the playing field.

Such participation is controlled as follows:

- a. Approximately midway through the first half, and approximately midway through the second half, the referee halts the game and notes on the lineup cards those players substituting. Stoppage is made when the ball is out of play, and prior to the appropriate restart (i.e., throw-in, goal-kick, corner-kick, kick-off, free-kick, penalty-kick, or drop ball). Additionally, substitutions may be made at halftime or at the start of any overtime period.
 - b. Respective coaches of each team may substitute as many players or none during such interruptions, as long as all players meet the minimum playing requirements.
 - c. Players substituting must report to the referee.
2. Substitution for injury:
 - a. If a player is injured, the coach may provide a substitute for the player, in which case the injured player may not return until the beginning of the next quarter. Only the player who is injured is credited with a quarter's play regardless of the actual time played.
 - b. The coach may choose to play short thereby allowing the injured player to return during the quarter in which he was injured.
 - c. The player must be recognized by the referee in order to legally return to the game.
 3. Signed lineup cards must be completed by referee and forwarded to the regional commissioner or designee. At the end of each game the coaches and referee shall verify the correctness of all information on the game cards. The game cards will be submitted to the division commissioner according to the procedure current at the time.
 4. Late arriving players shall be substituted as follows:

- a. If the players arrives during the first quarter, the player must play a minimum of two (2) of the remaining three (3) quarters.
 - b. If the player arrives during the second or third quarter, the player must play a minimum of one (1) quarter.
5. Although AYSO requires each player to play a minimum of one half of a game, region 7 strongly encourages maximum playing time for all players.
- A. For divisions U-6 and U-7 using split-squad games, every player plays the entire game.
 - B. For divisions U-8 through U-14, coaches shall follow the three quarter rule. During practice games and regular season round robin games, every player shall play three quarters of a game and no player shall be a substitute a second time (i.e., sit out another quarter in a subsequent game) until all other players on the team have been a substitute (i.e., have sat out a quarter, not counting being absent for a quarter or a game).
 - C. For playoff games in divisions U10-U14, every player shall play three quarters of each game and, in the event that an elimination game ends in a tie, at least one overtime period.
- D. Officiating
1. Referees shall at all times impose the Rules & Regulations of competition as defined by AYSO and the FIFA Laws of the Game in general.
 2. Referees shall at all times put great emphasis on the welfare of the players and officiate the game in a manner inducing clean competition and good sportsmanship. If a player is injured, the referee, at his/her discretion, may stop play to ensure the welfare of the player even if the ball has not gone out of play.
 3. The Goalkeeper shall not be harassed or interfered with while attempting to put the ball in play.
 4. It is the duty of referees to protect the goalkeeper against dangerous play.
 5. The Laws of the Game are intended to provide that games should be played with as little interference as possible, and in this view it is the duty of referees to penalize only deliberate reaches of the Law. Constant whistling for trifling and doubtful breaches produces bad feelings and loss of temper on the part of players and spoils the pleasure of spectators.

6. Region 7 makes every effort to assign referees for all games. Sometimes, referees may not be available. In such cases, the coaches of both teams are to agree on one referee and two assistant referees, if available, to officiate the game.

E. Duties and responsibilities of coaches and officials

It shall be the duty of each coach and official to:

1. Conduct him/herself in a manner becoming a member of AYSO.
2. A rectangle defining the coaches' area shall be marked where possible by two lines parallel to the touch-line extending ten (10) yards on either side of the half way line, and by two lines perpendicular to the touch-line. The edges of the coaches' area nearer the field of play shall be, where possible, at least one yard from the touch-line; the parallel edge shall be no more than three (3) yards from the touch-line.
3. At all times encourage clean competition and good sportsmanship.
4. Train and coach their respective team to the best of their ability.
5. Uphold the Rules & Regulations of AYSO.
6. Limit their sideline participation during AYSO games to positive instruction and encouragement. Sideline participation shall be limited to two coaches from each team and they shall remain within the coaches' area as defined in Section 1.E.2. Negative comments and complaints about refereeing shall not be allowed.
7. Upon team formation, each coach must have in his/her possession a player registration form for each player assigned to the team, during team gatherings, practices, scrimmages, and games (regional, inter-regional, area, sectional, national and tournaments.)
8. Present a healthy, athletic environment for players by, in the case of coaches and referees, neither consuming alcoholic beverages nor using tobacco products during practices or games or in the immediate vicinity of the soccer fields.
9. Duties and responsibilities of players and parents

Acceptance of a place on any AYSO team implies a commitment to that team on the part of the player and his/her parents. That commitment includes the obligation to arrive and leave on time for any scheduled practice or game, to actively participate and to cooperate with the coach and other players. A player who fails to fulfill this commitment may be subject to disciplinary procedures in the following order:

- A. Verbal notification/discussion of problem by coach
- B. Written notification of continuing problem by division commissioner

- C. Suspension from game(s) by division commissioner
- D. Suspension from team by division commissioner with approval of regional commissioner

It is not the responsibility of an AYSO coach to transport or baby-sit team members. A child not picked up within 15 minutes of the end of practice or a game will not be unattended, but will be entrusted to the care of a responsible adult. The child's parent has the responsibility of locating the responsible adult. Parents who fail to collect their child in a timely manner on more than one occasion will be asked by the coach to make adequate arrangements or risk suspension of their child from the team. If suspension becomes necessary and is approved by the rc, notification will be made in writing by the division commissioner.

F. SIZE OF BALL

- 1. Size of the ball:
 - a. U-19, U-16, and U-14 Divisions: must be 26.5 to 28.0 inches in circumference and weigh between 14 and 16 ounces (Size 5).
 - b. U-12 and U-10 Divisions: must be 25.0 to 26.5 inches in circumference and weigh between 12 and 14 ounces (Size 4).
 - c. U-8 and U-6 Divisions: must be 23.0 to 25.0 inches in circumference and weigh between 10 and 12 ounces (Size 3).
 - d. U5 division: must be 23.0 to 25.0 inches in circumference and weigh between 10 and 12 ounces (size 3).

G. FIELD OF PLAY

- 1. Dimensions, the field of play, marking, goal area, penalty area, and goals will be at the discretion of the particular Region, except during post-season playoff games where the field must conform to all FIFA Laws of the Game requirements, including the size being no less than 100 yards in length and 50 yards in width.

For playoffs in any division playing small sided games (e.g. U10), the region may specify a smaller field size than that indicated above.

- 2. On open fields where most youth games are played, the field shall be marked, where possible, with a spectator control line parallel to the touch line (side line) at a distance of at least three (3) yards from the touch line. All coaches, referees, linesman, and other league officials are asked to ensure that spectators remain behind this line.
- 3. With the exception of photographers who have received authorization from the referee, and who must remain quiet and sufficiently back from the goal line, spectators should not be allowed behind the goal line.

H. SMALL SIDED GAMES

1. It is strongly recommended that U-6 through U-12 play small-sided games .
2. These games shall be conducted in accordance with the current FIFA Laws of the Game, as modified by the age appropriate AYSO Coaching Manual.
3. Small-sided games are permitted for all Divisions.
4. For small-sided games, fields may be marked smaller than AYSO guidelines where space is limited, but such fields shall be marked as large as space and safety permit.
5. When playing 9v9, a minimum of six players constitute a team.
When playing 8v8, a minimum of six players constitute a team.
When playing 7v7, a minimum of five players constitute a team.

II. TEAMS

- A. Team names shall bear no resemblance to a religion or nationality.
- B. Teams shall participate only in games approved by their respective Regional Commissioner and/or AYSO Special Games Committee.

Games played against other AYSO regions or teams not affiliated with AYSO, inc. must have prior approval from the regional commissioner.

- C. Each U-19 and U-16 team shall have a maximum of eighteen (18) and a minimum of twelve (12) registered players at any one time. Each Division U-14 through U-8 team shall have a maximum of fifteen (15) and a minimum of twelve (12) registered players at any one time. U-8 teams may optionally play with a maximum of nine (9) players on a side in which case teams shall have a maximum of thirteen (13) and a minimum of ten (10) registered players. All Divisions may play optionally with teams of smaller sizes for mini-soccer, indoor soccer or small-sided games, subject to rules established by the section.
- D. Every effort will be made to balance team strengths within any one age division, within a reasonable geographical area.

When attempting to honor requests for players to be on the same team, the balanced team concept shall not be violated. Such requests shall only be accepted for non-competitive divisions (U8 and below) and must be received prior to team formation. Team formation guidelines are contained in appendix c. Requests to play out of the player's age division will not be honored with the exception of high school players being allowed to move from U14 to U16.

- E. A Region or Area shall not form leagues on a major and minor basis within any, or all of its divisions.

- F. Retention of players on any team shall be limited to the head coach's child(ren).
- G. The guidelines under item 400.11.C shall be followed but in certain circumstances the area director shall have the authority to allow one or more regions in that area to carry more than the maximum amount of players listed under item 400.11.C but not more than would allow each player to play one-half of each game.
- H. Each division commissioner shall submit in writing prior to the start of the season:
 - i. Team assignments of all players in the division
 - ii. List of all coaches with team numbers and phone no.
 - iii. Schedule of all games, to include:
 - a. Field and time slots given by field scheduler
 - b. Home team first, visitors listed second
 - c. Identification of practice games
 - d. Identification of round robin games
 - e. Identification of playoff games
 - f. Team numbers, coaches, phone numbers
 - iv. Statement of method of determining champion
 - a. Recently, divisions have determined league champions by an end of the year tournament with the regular season results determining seeding in the tournament. In large divisions, the tournament is single elimination, while in divisions of less than eight, a double elimination tournament may be conducted over three weekends. Such tournaments must generally be scheduled to conclude by December 15.
 - b. Alternately, divisions may be arranged to have a first half winner play the second half winner to determine a champion.
 - v. Method of determining wild card: at times area d awards region 7 with a wild card invitation in a particular division to the league championship tournament. The wild card shall be the team, other than the league champion, having the best overall regular season record.
 - vi. Standings are to follow these guidelines:
 - a. Total points determined by each win earning three (3) points, and each tie earning one (1) point.
 - b. In cases of ties in the total points, the tie breakers are
 - (1) Head to head
 - (2) Total season sportsmanship points
 - (3) Differential of goals for - goals against
 - (4) Least goals allowed
 - (5) Most wins
 - (6) Coin flip

vii. Dates for determining all-star coaches and player nominations following the guidelines in appendix e.

I. Recruitment of players

All players must be assigned by the division commissioner. Coaches may not recruit players for their team. The playing of recruited or improperly assigned player(s) results in the forfeit of each game in which the player(s) participated.

III. REGISTRATION

A. The Boys and Girls programs shall be in two (2) year age groupings, as follows:

1. Under Five (5) years of age and not younger than 4 years of age U-5 Division
2. Under Six (6) years of age U-6 Division
3. Under eight (8) years of age U-8 Division

Where there is sufficient enrollment in the u-8 division, players under seven (7) years of age will form a separate division, called u-7 division.

3. Under ten (10) years of age U-10 Division
4. Under twelve (12) years of age U-12 Division
5. Under fourteen (14) years of age U-14 Division
6. Under sixteen (16) years of age U-16 Division
7. Under nineteen (19) years of age U-19 Division

B. Regions may form coed U-6 Division for boys and girls under six (6) years of age and not younger than 5 years. Regions may form coed U-5 Divisions for boys and girls under five (5) years of age and not younger than 4 years. Teams formed in this division will be primarily for the introduction of soccer skills and techniques to the children, not for competitive purposes.

C. The effective date of age determination shall be the player's age as of July 31st immediately prior to the start of the membership year as defined in Article V. Players who have reached the age of four years as of this date are also eligible to participate in the program.

D. In regions where not enough players are registered to make any or all age divisions, a lesser number may be formed. Such divisions shall be classified on the basis of the oldest player and shall not, subsequent to the start of the season of play, be reclassified (to a lower age division) should the oldest player(s) then be removed from the roster. Regions with a sufficient number

of players within a standard age division may, with the approval of the area director and section director, form single year subdivisions within the standard age divisions defined in III.A.

- E. The regional commissioner is responsible for assuring the eligibility of all players on teams within the region. Any player must present birth certificate or other legal proof of age to his regional commissioner or area director upon request.

Each player must present his/her birth certificate or other legal proof of age in order to register. Failure to submit such proof, falsifying the submitted document, or falsifying the date of birth on the registration form may result in a team's forfeiture of all games where any player is playing in a lower division than appropriate.

Prior to the start of the game, the head coach may question the eligibility of any player on the opposing team in writing to the referee. The head coach should list the opposing team's name, division, jersey number of the player in question and sign the sheet. The referee will give the information to the division commissioner to verify age.

- F. No player may register without the written consent of a parent or guardian (unless that player is of legal age), and the approval of the regional commissioner.
- G. A player becomes an official team member only after payment of the required registration fee and acceptance of registration form by the regional commissioner or the designated representative.
- H. A player may be a member of only one AYSO league-team at any one time.

Coaches must submit a complete roster to the division commissioner both when the team is formed and when later requested to verify team information and report other information needed, such as uniform numbers.

Division commissioners must submit completed team rosters, printed by the registrar, now with uniform numbers, by the second Saturday of the regular season.

- I. Sections may exercise the prerogative to allow boys and girls to play on the same teams where there is an insufficient number of players to establish separate teams with reasonable application of paragraph III. D. It is strongly recommended, however, that separate boys and girls teams be instituted and maintained wherever possible.

IV. TRANSFER OF PLAYERS

A player may transfer from one team to another within one region or from one region to another, after the following conditions have been met:

1. Approval of both coaches of the teams involved.
Region 7 guidelines require a consensus of coaches.

2. Approval of regional commissioners
3. Approval of player or parent

V. DURATION OF SEASON

The official playing season of AYSO shall be from August 1st through July 31st of the following year.

VI. PROPER DRESS

- A. Each chartered and pilot (upon the third anniversary of their pilot inception/existing pilot programs three years commencing July 1,2004) AYSO region shall provide for players to wear a matching team uniform consisting of jersey, shorts, and socks. Such uniform shall be properly marked with the AYSO logo on the left front jersey and otherwise conform to the markings as shown on the attached drawing.
- B. The AYSO uniform may bear a manufacturer's name and/or trademark provided that the brand name and/or trademark is contained in the same location(s) on uniforms available to the general public.
- C. The AYSO uniform may bear an optional emblem on the sleeve and/or the front of the shorts in accordance with the attached drawing. Such emblems shall be approved by the regional commissioner, shall be about three (3) inches in diameter (or equivalent diagonal), and shall generally provide for player, regional or sponsor identity.
- D. The AYSO uniform may not bear the player name or team name by any application of lettering, silk screening, etc.
- E. Each Section shall determine the application of dress code to competitive play within the section, each area within the area, and each region within that region, respectively.
- F. Regulation soccer shoes, gym shoes, or sneakers (with or without rubber cleats) are permissible in all AYSO competition.
- G. Players shall not be allowed to participate in any game or practice unless they are wearing shin guards.
- H. Players shall not be allowed to practice or participate in any games with any type of cast or splint.
- I. Players shall not wear anything which is dangerous to either themselves or other players, such as jewelry of any type or other adornments.

VII. OWNERSHIP AND RESPONSIBILITY OF UNIFORMS AND EQUIPMENT

- A. The custodianship and disposition of equipment and supplies purchased by an individual Region shall be the responsibility of that Region.
- B. Region 7 provides "one way" uniforms, i.e., the players keep their issued uniform.
- C. All-star players shall purchase their all-star uniform.
- D. Players on tournament teams may obtain a temporary uniform for a deposit, which shall be forfeited if the uniform is not returned in a useable condition within thirty days of the end of the tournament.

M. INJURIES

Any injury or damage involving an AYSO participant shall be reported to, and by, the regional commissioner in accordance with the directive of the American Youth Soccer Organization (AYSO) National Support & Training Center.

ALL INJURIES MUST BE REPORTED WITHIN 24 HOURS TO THE REGION SAFETY DIRECTOR.

APPENDIX C

TEAM BALANCE AND TEAM FORMATION GUIDELINES

These guidelines follow the philosophies of EVERYONE PLAYS and BALANCED TEAMS. Divisional Commissioners shall consistently apply these guidelines. Variations to these guidelines may occur only upon prior approval by the RC.

These guidelines shall not violate the philosophies they serve.

I. PLAYER ELIGIBILITY

- A. Players shall be eligible for the team formation pool only after the Regional Registrar has received both the Player's registration and the registration fee
- B. Divisional Commissioners will notify the Registrar of the team formation date. After that date the Registrar will delay accepting registration from additional players until the availability is specified by the Divisional Commissioner. The Registrar will maintain a "waiting list" of Players whose registration has not been accepted.
- C. Players available for assignment to teams are on a first come first serve basis, subject to sufficient volunteers to coach the teams. Players eligible for the pool as of the date of team formation will be given priority. The Division Commissioner, not coaches nor parents, will assign Players added to a Division after team formation to teams AS NEEDED in compliance with the BALANCED TEAM philosophy.
- D. The Division Commissioner is responsible for determining the availability of Players on the wait list to formed teams. Teams will be formed to accommodate as many players as possible. National, Sectional, Area, and Regional Guidelines and Player participation must dictate roster limitations, not Coaches' preference.
- E. Players not properly registered, including fees not paid (e.g. bounced checks), are ineligible for practice and games, after the Registrar has notified the Division Commissioner of this fact.

II. PLAYER EVALUATION

- A. A fair evaluation of the soccer playing effectiveness of all Players shall be done at the beginning and end of every season for Players in Divisions U-8 through U-19. Before the end of the regular season, Division Commissioners shall conduct an open meeting of coaches to rank the Players and shall report the rankings by age group immediately to the Regional Commissioner on forms provided by the Registrar.
 1. In preparation for such a meeting Coaches shall submit to the Division Commissioner a completed Soccer Player Evaluation Form [a copy is included at the end of this appendix] for the Players on their own team. This form provides some information on each Player and an estimate of where in the rankings each Player should appear.
 2. At the meeting, the general consensus of the Coaches shall determine the ranking of the Players. If available, information from Coaches not in attendance shall be consulted in determining the rank of the Players.

- B. Soccer Skills Evaluation Sessions may be held either before teams are formed or during the last two weeks of a season. The information contained in the remainder of this item B provides guidelines for those sessions. Region 7 has recently held such sessions only for entry into Division U-10. The objective of such sessions is to provide some evaluation of the relative abilities of the players in order to form BALANCED TEAMS.
1. The skill level of as many registered Players as possible shall be evaluated for team formation. A Player's skill level shall be based upon both skill trials and performance in a brief scrimmage.
 2. Appropriate Division Commissioners shall conduct and publicize in advance Soccer Skills Evaluation Sessions. Notice of these may include a reminder of the importance of BALANCED TEAMS for team formation. Division Commissioners may schedule make-up sessions to complete ratings.
 3. Each Player shall demonstrate at least four basic skills:
 - a. DRIBBLING (BALL CONTROL)
 - b. DISTANCE KICK (POWER)
 - c. OBSTACLE (ABILITY TO CHANGE DIRECTION)
 - d. DASH (SPEED)
 4. The Division Commissioner shall keep a record of each Player's performance. The Division Commissioner shall prepare a master list ranking the Players from the highest skills to the lowest for each skill, or for all skills together. Prepare a separate list for each age evaluated.
 5. Coaches shall observe and evaluate Player performance in a brief scrimmage to determine other attributes that are important for Player effectiveness. These include:
 - a. AGGRESSIVENESS
 - b. TEAM PLAY
 - c. ATTITUDE
 6. During the last two weeks of the regular season, Commissioners for Division U-8 are encouraged to conduct a skills evaluation of the seven year-old Players for the next season. All seven year-old Players shall participate in this evaluation. The session shall be scheduled to avoid any conflict with regular season games.

III. TEAM FORMATION

The Registrar shall give both the registration forms and a complete list of registered Players, with rankings if available, by age group in the division to the Division Commissioner. The Division Commissioners for Divisions U-10 through U-19 must hold team formation meetings involving as many Coaches, or their designates, as possible, at the time established by the Regional Calendar. Team formation may take several steps depending upon the number of Players and potential teams involved. A committee of returning Coaches may be used to perform the preliminary review and adjustment of the Players' rating list. Regardless of the approach used, formation of the teams is a separate and distinct function from assignment of the Coaches.

- A. Review the Players' rating list and adjust any obviously miscalculated Players. A majority of those Coaches present must approve any re-evaluation of any Player.
- B. To form teams, the Division Commissioner is to deal Players as in solitaire starting with the highest rated player in the older age. Deal the Players from left to right, proceeding in snake fashion back and forth so that the team receiving the first Player on the first round

Appendix C - Team Formation: Team Balancing Guidelines

gets the last Player on the second round. The younger Players are then distributed from right to left starting with team on the right, i.e., snake fashion in reverse. Distributing Players in this manner accomplishes the following:

1. Balanced age groups by team,
 2. Balances skill levels within ages,
 3. Highest rated older and younger Player are on different teams.
- C. Modification of the teams resulting from the snake distribution shall be a combined effort of all the Division Coaches present. All involved shall exercise care to provide a balance of offense, defense, and goalkeeping as far as practical for each team.
1. Parental requests to have siblings on the same team may require moving a Player. In such cases, the lower rated/younger sibling will be exchanged for a Player of equal rating on the team with the higher rated/older sibling.
 2. Review the teams as formed. Each Coach present shall examine each team in order to judge whether it is either too weak or too strong as a result of Player combinations. Ask, "Is there a team which you absolutely want?" And, "is there a team which you absolutely do not want? Response to these questions will usually expose an imbalanced situation.
 3. Where an imbalance exists, modify the strong or weak team(s) by moving Players on the same row between teams. If needed, move Players between rounds (rows) with the agreement of the majority of those present including the Divisional Commissioner.
 4. Additional modifications may be performed to correct any apparent imbalance using the evaluations of a Player's prior Coach or observations of other Coaches. Again, a majority of those present must agree.
 5. The teams will be considered balanced when a consensus of those present agrees that the teams are balanced, with the Division Commissioner concurring.
 6. Further adjustment to the teams shall not be done at this time. The teams are now ready for assignment of Coaches.

IV. ASSIGNMENT OF COACHES

Immediately following the team formation as described in the above Item III, a blind draw shall be used to assign Coaches to teams. One and only one head Coach will be assigned to each team. Assignment of Coaches shall proceed in the following manner:

A. COACHES' DENIAL

Each person who has volunteered as a head Coach may wish to identify one Player, and only one Player, not wanted on their team. This option must have been exercised prior to team assignment. The name of the Player must be written on a slip of paper and given to the Division Commissioner, normally prior to the beginning of the meeting. The name of the Player will only be made known if necessary. Discussion of unwanted Players prior to team assignment is NOT advised.

B. PARENT'S DENIAL

A parent may indicate either at registration or prior to team formation that they or their child has a conflict with a certain prospective Coach. If done in writing, such information must be submitted in writing to the Regional Commissioner who shall notify the Division

Commissioner. The Division Commissioner shall not discuss this request prior to team assignment.

C. TEAM ASSIGNMENT

Each team will be assigned a number. This may be done by drawing numbers, keeping them face down above each team until the Coaches draw numbers. Drawing numbers has the effect of a double blind draw. After the teams have been assigned numbers, each Coach will draw a number in a blind draw. This number matches the number of the team that is now the coach's.

D. TRADES

All trades shall follow the idea of keeping the teams balanced and may only be for Coaches' children and for Denials. In Divisions of seven or more teams, Players within four spaces of the same rank may be directly exchanged, unless team balance is violated. For first or second round Players [impact Players], it may be necessary to trade two Players from a team for balance. So the first and second round Players of the same age of two teams may be traded for balance. Or, for first round Players, try trading the first rounders from both age groups to another team for that team's two first rounders from both age groups. In any case, the Division Commissioner shall not allow any trade which is contrary to the BALANCED TEAM philosophy.

1. COACHES' CHILDREN: Children who are the reason for their parent, or other relation, becoming a head Coach shall be assigned to that Coach's team. It is assumed that children will be assigned to teams coached by their parent unless specified prior to team assignment. Such Player(s) shall be exchanged for Player(s) of similar rating.
2. COACHES' DENIAL, if necessary, shall be completed by the exchange of Players of similar rating. A blind draw, if necessary, will determine the teams which will exchange the subject Player(s).

At this point all teams should be balanced.

E. END OF MEETING DUTIES

After the teams are finalized at the team formation meeting, the following items must be prepared for reporting to the Registrar.

1. A roster of coaches in the division,
2. A roster of each team, filled out by the team's coach,
3. An updated listing of the ranking of the players in the Division,
4. An alphabetical report of all players and their team assignments.

[***Also to be done at the team formation meeting:***]

5. Distribution of the player registration forms (medical releases),
6. Distribution of Game Cards, (if available)
7. Announcement of important dates and phone numbers, such as,
 - a. Field Scheduler's phone number and date of Practice Field Lottery draw,
 - b. Date of Nielsen Preparation Day,
 - c. Dates for next Coaches' Training,
 - d. Dates for next Safe Haven Clinic,

Appendix C - Team Formation: Team Balancing Guidelines

- e. Dates for next *General Coaches Meeting*,
 - f. Dates for *Parents' Meeting*,
 - g. Dates for *Team Managers' Meeting*,
 - h. Dates for *Referee and Assistant Referee training*,
 - I. Date for uniform availability,
 - j. Date for *Opening Day*,
 - k. Date for *Schedule availability*,
 - l. Date for *Final Roster for Roster/Schedule Book to be turned in*,
 - m. Date for *All-star and Tournament Coaches Meeting*,
8. Discuss *Championship and Wild Card determination*.

V. DIVISION U-6, U-7, U-8 TEAM FORMATION

Non-competitive divisions have a much easier task of team formation for two reasons:

- (1) Teams are not competing for championships and
 - (2) Less is known about the soccer skills of the players. A *Team Formation meeting* with the coaches is not necessary; rather the *Division Commissioner* may form teams on their own. *Player Eligibility* remains generally the same as given above.
- A. *Balanced Teams* refers, not only to competitive balance, but also balance by age, neighborhood, and school. If evaluations forms are available from the previous season for some or all of the players in the Division, make use of the information to spread out the obviously better players in the division. Otherwise, *Division Commissioners* may, for instance, form teams by arranging players by age and distributing all players in a snake-like fashion to arrive at age-balanced teams.
- B. Certain modifications to the basic distribution are both allowed and expected beyond those noted above about skilled players. However, under no circumstances may any team be formed by coach preference or request. Nor should any team be entirely from one school or neighborhood.
- 1. Generally, honor requests on the registration form where two players mutually request the other, as, for instance, in the case of siblings, or of two parents wishing to coach together. Do not honor requests of more than two for one another unless they are siblings.
 - 2. Where possible, in the absence of special requests, each player should be on the same team as one other player from their school or neighborhood.
 - 3. Once teams have been formed, distribute late registration players as they become available, keeping the number on each team balanced and replacing those who drop out.
- C. Once teams have been balanced, assign the coaches and make trades as needed. Follow *Section IV* above.
- D. Follow *Section IV, E*, to notify the Registrar and your coaches of needed information.
- E. At the end of the season, the *Division Commissioner* shall poll the coaches to identify the obviously better players to assist in team balance next season. This information shall be communicated in writing to the *Regional Commissioner*.

AYSO REGION 7 PLAYER SKILLS EVALUATION FORM

Directions:

- 1 Group players by 'AYSO' age and evaluate each player in comparison to all others in REGION 7 of the same age
- 2 Fill out every box for each player
- 3 For the eight categories from Spd to Att, score as follows: evaluate each player on a scale of 1 to 5, 5 being best.

Table Abbreviations:

Age AYSO age; age as of last July 31 (Not player's age today)
 Exp Years of experience playing soccer
 GK Goalkeeper (Yes, Some, No)
 Spd Speed, Quickness, Agility
 Kick Distance, Strength of kick
 Pass Ability and Willingness to pass (ball hogs = 1)
 BC Ball control: dribbling, trapping, tackling
 Agg aggressiveness to the ball
 Int Intelligence/awareness on the field, understands team play
 Co Coachable: responds well to coaching
 Att Attendance at practice and games

TEAM: DIVISION:
 EVALUATOR: Date:

Younger Players															
AGE	NAME	Jersey	EXP	GK?	SPD	KICK	PASS	BC	AGG	INT	CO	ATT	TOT	Rank	

Comments you think would help the All Star coach or Region in forming teams.

Older Players															
AGE	NAME	Jersey	EXP	GK?	SPD	KICK	PASS	BC	AGG	INT	CO	ATT	TOT	RD	

APPENDIX D

SHORT-SIDED GAME GUIDELINES FOR U6-U8 DIVISIONS (5v5 for U6/U7, 7v7 for U8)

Philosophy: These guidelines are not about professional soccer. They're about what is best for our youngest players. They're also for coaches, parents, referees, spectators, and anyone concerned with the development of 5 to 7-year-old (U6-U8) soccer players.

Why short-sided soccer? The main reason is that these younger players need to get more touches of the ball. Most educators agree the early learning experiences are the most important and produce the most retention. Instead of viewing soccer from an adult perspective, using the 11-a-side (11 v 11) game as a reference, we need to remember:

- Boys and girls must be treated as young children, not as mini-adults.
- Because they are so young and essentially self-oriented, they relate naturally to a friend or two, and not to large groups of 11.
- They cannot sustain prolonged activity nor prolonged inactivity
- Their concentration span is limited, so frequent changes of pace and activities are necessary.
- Avoid standing the entire team in a line. Fun and activity must always be a focus.
- Children love to learn, so skill development, team play and cooperation come naturally with opportunities for unpressured play.
- Every player needs to get more chances to kick the ball many times during practice and in a game.
- "The Game is the Great Teacher."
- Children play games to have fun.

TEAMS: Teams are formed with about eight players (U8) up to ten players (U6 & U7) on a team and will play against other teams of about the same size. No individual nor team names may be added to the uniform.

U8 (7v7) Games: Only seven players of a team shall be on the field at any time, one of whom is the goalkeeper.

THREE QUARTERS RULE: Every player must play three quarters of each game. Every player must be a substitute before any player is a substitute for a second time. Every one takes their turn, even the most skilled. Coaches and referees must keep track of substitutes. Players who are late or absent are not counted as being a substitute. Use game cards only for the purpose of recording substitutes [and not for any score keeping information]. Turn game cards into your Division Commissioner.

PRACTICES U8: Only one practice per week; 60 minutes maximum.

U6 & U7 SPLIT SQUAD (5v5) GAMES: Coaches split their team into two equal squads for a game. Each squad plays simultaneously in two adjacent fields against two squads of another team. Usually each game is 5 v 5, (five versus five), although some teams may have more or less than ten. It is important to remember that all the players are to play the whole game. A player may need or want to come off the field during play and it is okay if they do. At half time, the visiting squads switch fields.

PRACTICES: For U7, only one practice per week, 60 minutes maximum. For U6, practice is half of Saturday scheduled time.

BALANCED TEAMS U6 - U8: In the event that a team is missing players such that play would be unbalanced (more than one player advantage), then the coach with more players has the responsibility to have a player or players shift to the team with fewer players for balance. Since players may not like to play against their own team, please rotate the players at the same time as the goalkeepers are changed.

GOALKEEPERS U7 - U8: Rotate goalkeepers midway in each half so that no player has less than 3/4 of the game playing in the field. Goalkeepers may pick up the ball with their hands only within their team's penalty area.

PLAYERS' EQUIPMENT: Soft-cleated soccer shoes (recommended) or tennis shoes; shin guards are mandatory for both games and practices. Players must wear their uniform as distributed. Absolutely no jewelry of any kind. Even pierced earrings are prohibited. Nothing hard may be worn in the hair.

BALL: Size Three

SET UP is done by the parents of both teams of the first game of the day. A Team Manager supervises.

TAKE DOWN is done by the parents of both teams after the last game of the day. A Team Manager supervises.

REFEREE: Referees must be trained and certified (attend U-8 referee training) and be in their referee shirt. Any parent or older sibling can be trained to referee. Coach or the assistant coaches coach, they do not referee. Referees will work cooperatively with coaches. Referees shall emphasize: (1)Safety; (2)Fairness; (3)Fun; (4)Learning. Referee decisions are final. Referees may briefly explain infringements to the player(s) and will help players with instructions and proper technique. Parents, not coaches, are encouraged to be assistant referees who use flags to indicate when the ball has left the field of play.

DURATION OF GAME: The game shall be divided into two equal halves; each half for U6 is fifteen minutes; for U7 & U8 it's twenty minutes. About midway though each half, the referee stops the game when the ball is out of play to allow teams to change goalkeepers. There shall be a five minute halftime break. Games must end five minutes before the next scheduled game. If your game starts late for any reason, the game must be shortened as needed so that the next game starts on time.

START OF PLAY/KICKOFF: A normal kickoff begins the game, following halftime and after a score. Opponents must be in their half outside the center circle when the kickoff occurs.

BALL IN AND OUT OF PLAY: As with regular soccer, the ball is out when it passes completely past the plane of the outside edge of the touch line or goal line.

THROW-IN: No change from regular play, except a second throw-in is allowed if the player incorrectly throws the initial attempt. The referee may explain the proper method before allowing the player to re-throw.

GOAL KICK: No change from regular play. Take from any point inside the goal area. Opponents must be outside the penalty area.

CORNER KICK: No change from regular play except opponents must be six (U6), seven (U7), or eight (U8) yards away from the ball.

SCORING: No change from regular play. The ball must entirely enter the goal by entirely crossing over the goal line. Game results are not recorded and no standings are kept.

FOULS AND MISCONDUCT: The overall purpose of the referee is to keep the game safe, fair and fun. It is better to ignore minor infractions than to destroy the flow of the game. Players of this age rarely commit deliberate infractions; however, they may be more likely to engage in dangerous or reckless play. The penal and non-penal fouls from regular play apply. They include (1) hand or arm striking the ball (not the ball hitting the player's hand or arm); (2) pushing; (3) holding; (4) striking or attempting to strike a player; (5) kicking or attempting to kick a player; (6) tripping; and (7) dangerous or reckless play, i.e., if the behavior "makes you gasp," that is it could injure the player or another, or if a player is out of control. The referee may explain the infraction to the offending player.

OFFSIDE: There is no offside.

RED CARDS AND YELLOW CARDS are not used or given.

ABSOLUTELY NO JEWELRY OF ANY KIND.

PENALTY KICKS: There are no penalty kicks.

FREE KICKS: If a foul occurs, then the referee awards an indirect free kick from the spot of the foul. If a defender committed the foul within the penalty area, move the ball outside that penalty area (i.e. no free kicks may be taken by the attacking team within the defending team's penalty area.) All free kicks are **INDIRECT**, which means that a goal may not be scored until the ball has been touched by a second player of either team. Opponents must be six (U6), seven (U7), or eight (U8) yards away from the ball when the kick is taken.

INJURIES: Referees check injured players first. Coaches and parents must remain off the field until signaled by the referee.

END OF GAME: The game ends when time expires or if it is five minutes before the scheduled time of the next game. Opposing players and coaches line up and shake hands after the game and then thank the referee. Only then are players permitted to receive refreshments/snacks.

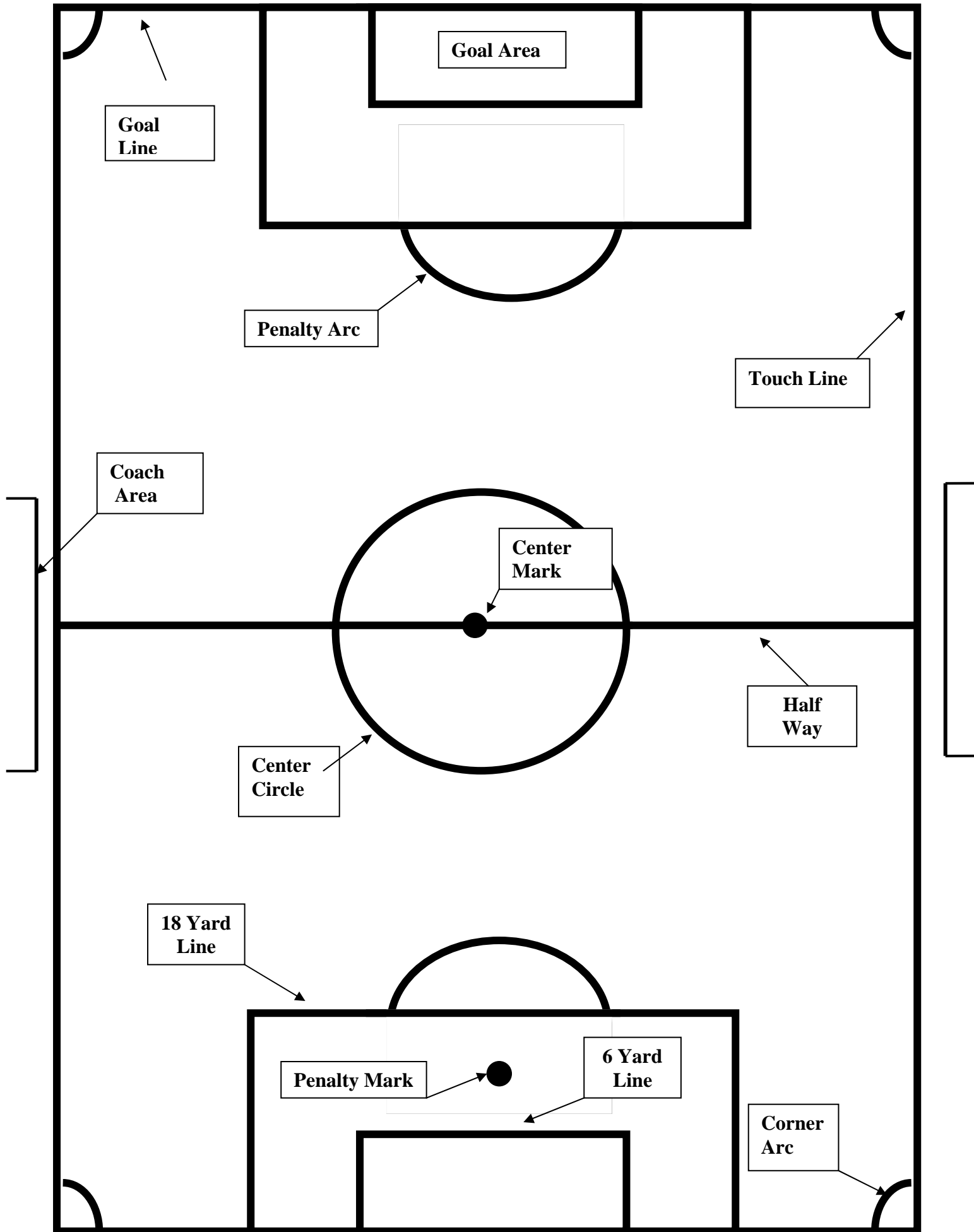
COACH BEHAVIOR DURING THE GAME: Coaches may not enter the field during play. [This rule may be waived during the first several weeks at the discretion of the Division Commissioner.] They must

Appendix D - Short-Sided Game Guidelines for U6-U8

remain in the Coaching Area (box) near the half-way line. They should encourage players with positive remarks, instruction, and encouragement, but coaches should know that children will either play the game or stop to listen to them. Let the players play.

PARENT/SPECTATOR BEHAVIOR DURING THE GAME: Parents and other spectators must stay behind the Spectator line and may not coach players from the sidelines. They are expected to cheer and offer all the players positive encouragement. Only players and the referee are permitted on the field. (See INJURIES.)

FIELD: Field dimensions are laid out in accordance with age of the players and the playable space available. Typical dimensions for U6, 36 yards by 22 yards, for U7, 40 yards by 28 yards, for U8, 66 yds by 36 yds. Begin marking by placing the four corner flags. Field markings must include, (1) two goal lines; (2) two touch lines (sidelines) connecting the ends of the goal lines; (3) a halfway line; (4) a center circle with a 6, 7 or 8 yard radius; (5) four corner arcs with a two- foot radius; (6) a goal area, 2 or 5 yards away from each goal post and 2 or 5 yards into the field of play, joined by a line drawn parallel to the goal line; (7) a penalty area, 8 or 15 yards out from each goal post and 8 or 15 yards into the field of play, joined by a line drawn parallel to the goal line; (8) a Spectator line, three yards from the touch line; and (9) a Coaching Area, marked by a line, one yard in front of the Spectator line and length equal to the diameter of the center circle. The Figures display the lines that must be marked every game day.



APPENDIX E

TOURNAMENT AND ALL-STAR TEAMS

Introduction

Region 7 encourages participation in tournament play that represents Region 7. Players, coaches, and parents must recognize that selection to and participation on a tournament team is an honor that will require additional time, money and volunteer commitment beyond the regular season. Significant advanced planning by coaches, managers, and administrators makes tournament play both a possible and successful experience for the players. Also tournament play and the commitment of all involved to it shall in no way detract from regular season play, nor from the commitment to the regular season teams, nor from All-star competition.

Region 7 tournament teams may compete in AYSO and open competition tournaments, conducted apart from regular season and All-Star competition. Such teams are called "select" because they are selected by the head coach and are not an All-star team. The Thanksgiving holiday usually starts the tournament cycle with various "Turkey" tournaments. Region 7 has hosted in late December an end of the year tournament which parents and players of Region 7 are expected to support. Area D hosts League Championship and All-star tournaments in January and February, with Sectionals and Tri-Sectionals in March. AYSO tournaments are numerous in the late spring and throughout the summer.

In all cases, players and coaches must qualify for the honor of representing Region 7 in tournament play. Qualifications to participate in tournament play are fulfilled, in large part, during regular season and Area competition. Approval for participation is entirely in the hands of the Regional Commissioner or the Regional Commissioner's designate and is issued formally by the necessary signature on the team roster that must be submitted to the Tournament officials. The approval process is listed in Section V:

"Checklist." The approval process must be initiated well in advance of the deadlines established by each tournament. The RC may appoint a Director of All-stars and Tournaments to administer and coordinate all matters discussed in Appendix E.

I. Coach Eligibility

A coach's eligibility is based on satisfactory compliance with the AYSO philosophies, the following criteria, the "Checklist" (Section V), and the approval of the Regional Commissioner. A coach during the regular season is not automatically qualified to coach a tournament team, nor does coaching during regular season establish a priority over another candidate.

- A. These matters will be weighed in determining eligibility
 1. Training received including the level of AYSO license and Safe Haven,
 2. Coaching experience,
 3. Demonstration of positive coaching,
 4. Control of players' and spectators' conduct before, during and after games and practices,
 5. Attendance at practices and games,
 6. Attendance at meetings for coaches,
 7. Compliance with the administrative duties,

Appendix E - Tournament And All-Star Teams

8. A single ejection from a game this season is sufficient to question eligibility while two ejections from games this season generally disqualifies an individual.
- B. The person requesting to coach a tournament team must have a completed and up-to-date AYSO Coaching Application on file with Region 7. It must have been submitted at least four weeks prior to the tournament roster deadline. The coach is thus committed to the AYSO Coach's Code.
- C. Satisfactory behavior as a representative of Region 7. Send off of a coach during Tournament competition or other complaints by Tournament officials may result in the loss of eligibility for the remainder of the tournament season.
- D. In the event that Region 7 receives an invitation to a special tournament such as the AYSO National Games and there are multiple volunteers interested in coaching the team, the head coach shall be elected by a committee consisting of the Regional Commissioner, Regional Coach Administrator, and Division Commissioner. If any of these board members are an interested party (e.g. they coach in the division or have a child in the division) or are unable to serve in this capacity, the Regional Commissioner shall select another disinterested board member to serve on the selection committee in their place.

II. Player Eligibility

Player eligibility is based upon satisfactory conduct during the regular season and all post-season play. Players must have played in at least two-thirds of their regular season games, excluding playoff games, to be eligible for All-stars or tournament play. If the number of regular season games is not divisible by three, the number of games required for eligibility is rounded down. For example, an eleven game season would require seven games to be played. In the case of injury, illness, or relocation, the Regional Commissioner may waive this requirement.

Satisfactory conduct involves behavior on and off the field and attendance at practices and games. Send off from a game may disqualify the player, while two send offs generally disqualifies the player. Send off for Violent Conduct or Foul/Abusive Language or Gestures generally disqualifies the player. Send off of a player during a Tournament competition may result in the loss of eligibility for the remainder of the tournament season.

III. Restrictions

The number of tournament teams shall be limited. Generally, a division/age group with less than four (4) teams will be limited to a single select team. In the event that a regular season team wishes to play in extra-season tournaments, this restriction may be waived by the Regional Commissioner. A division/age group with four (4) teams or more that expresses a desire to form more than one tournament team will be evaluated independently by the Regional Commissioner.

No player shall be eligible to play in two tournaments at the same time. The RC shall not sign a team roster containing the name of a player whose name already appeared on another previously signed team roster for a tournament scheduled for the same time period.

No player from Division U-5, U-6, U-7, or U-8 may play in a competitive Tournament.

Tournament teams, including All Star teams, may raise funds to offset expenses related to their participation in tournaments. Examples of acceptable fundraising activities include garage sales, car

washes, candy sales, bake sales, and solicitation of donations from businesses within the community, but are not limited to these activities. Any team wishing to perform a fundraising activity that directly involves players must fill out a Fundraising Activity form and present it to the RC for approval and coordination.

IV. Checklists

Checklists are provided to guide coaches in the various particulars that are required of them to lead a tournament team. The highlights include:

- A. Coaches must gather information and coordinate their efforts with their division commissioner, the other coaches in the division, and the Regional Commissioner.
- B. Each coach must apply and receive approval to assemble a tournament team. Remember eligibility matters.
- C. Submit a Region 7 Budget and Practice Plan Form.
- D. Submit two copies of the proposed roster with alternates to the Regional Commissioner at least two weeks prior to the tournament roster deadline. This must be done BEFORE any player is contacted about playing or practicing. The coach may contact players only after verbal approval from the Regional Commissioner.
- E. Contact the tournament officials, obtain their applications, meet their requirements, all in a timely fashion.
- F. Submit the actual/final team roster, entirely and legibly completed, to the Regional Commissioner at least one week prior to the tournament roster deadline. Rosters will not be signed and returned the same day submitted.
- G. Complete the post-tournament requirements within thirty days of the completion of the tournament.

Lack of adequate compliance with these requirements results in the coach being unable to take future tournament teams. The RC will not sign the tournament roster authorizing the team to play.

V. ALL-STARS

Divisional Commissioners shall supervise the ALL-STAR process. A division may elect, by vote of all the coaches, to abstain from all-star competition. The norm is that Divisions U-10, U-12, and U-14 usually participate in the Area D Tournament. The selection of the all-star coach and the selection process for players should be clear to all interested coaches as early as possible in the season.

A. ALL-STAR COACH SELECTION

1. Each Division Commissioner shall poll the division coaches at the time teams are assigned to determine who is interested in coaching all-stars. At that time the Division Commissioner shall set a date for the actual selection of the coach (usually by October 31). Any other coaches have an opportunity to express their interest up until the actual selection. Coaches' eligibility is discussed in Item I.

2. On the established date the Division Commissioner conducts a secret ballot among the coaches to select the coach. All coaches should participate in the balloting (abstention is allowed). Prior to the ballot all candidates should be identified. Balloting may take different forms depending on the number of candidates.
 - a. A single candidate will not require a formal ballot unless there is a majority opinion among the coaches that another coach would be more appropriate or unless the candidate is in the judgment of the Division Commissioner or RC not eligible. The Division Commissioner will then decide if a ballot is necessary.
 - b. Two candidates should require a ballot. The preferred method is to accomplish the ballot at a meeting of the coaches. However, the Division Commissioner may take a phone ballot.
 - c. More than two candidates requires a ballot at a meeting of the coaches.
 - d. In the event of a tie vote or no coach commands a majority, the division Commissioner shall vote to break the tie. If the Division Commissioner does not wish to break the tie, the Regional Commissioner shall appoint the All-star coach.
3. In addition to facilitating the selection of the All Star coach, the Division Commissioner shall appoint an All Star Team Selection Committee whose members have been approved by the Regional Commissioner. The members of this committee shall include the All Star coach along with other individuals who are knowledgeable of the current skill levels of the players in the division. Generally, committee members will be head coaches or assistant coaches in the division, though this is not a requirement. For divisions having six or fewer teams, the committee shall contain 3 members. For larger divisions, the committee shall have an odd number of members ranging from a minimum of three to a maximum that is no more than one-half the number of teams in the division.

B. ALL-STAR TEAM FORMATION

All-stars is an opportunity to place highly rated players in the division on the same team to compete against similar teams from other Regions in Area D and, later, if successful, in Section I. The team is usually formed from those players who have contributed substantially to their teams all season. As there are more players who are qualified than possible slots on the all-star roster, there shall be a number of all-star alternates also identified by the all-star coach. Players nominated for all-stars or as all-star alternates are recognized with a regional patch which they may wear proudly. Nominations may be a reward as well as an assistance to the coach who is selecting the team.

The process shall be conducted in secret from the players and their parents or guardians. No player or parent, nor guardian of a player is to be told by anyone involved whether coach, assistant coach, Division Commissioner, or RC, that the player is an all-star nor should be an all-star. The purpose of secrecy is to avoid building expectations and pressures that lead to misunderstandings, hurt feelings, and anger over who is selected and who is not selected to the all-star team.

1. The RC shall announce dates regarding the all-star selection process, and these dates shall be included on the Regional Calendar. A meeting of the RC and the all-star coaches shall take place in early November to review all matters pertinent to the all-star process.
2. Each coach of a Division shall nominate players from their team for the all-star team. Nominations should be limited to simplify the process of selecting a final roster. The Division Commissioner shall keep a record of each player nominated.
3. Nominations shall be made so that there is time for the All Star Team Selection Committee to observe each player's performance in regular season games. Division coaches should likewise observe all teams playing in the division to develop their evaluation of the talent level in the division as a basis for making their nominations. No tryouts are allowed.
4. The All Star Team Selection Committee shall select half the players to the team, with the remaining All Star team selections and alternates to be at the discretion of the All Star Coach. If roster size guidelines dictate there will be an odd number of players on the team, the number of players selected by the committee shall be rounded up. As an example, if the team is to contain eleven players, the committee shall select six with the remaining five spots and alternates selected by the All Star Coach. Players not nominated by their own coach may be selected for the all-star team; however, the head coach of any such player considered for selection shall be consulted to ascertain whether there were disciplinary issues involved. Such matters need to be discussed with the Division Commissioner. The All Star Coach has the option of identifying one player and only one player, not to be considered for the team. A coach choosing the exercise this option must provide the name of the player in writing to the Division Commissioner before the All Star Team Selection Committee meets to make its selections. The name of the player will only be revealed by the Division Commissioner if necessary. After team selection is completed, the Division Commissioner shall forward a list of players and alternates selected by the committee and the All Star Coach to the Regional Commissioner for approval. All players selected must adhere to the eligibility requirements set forth in Appendix E, Article II. Note that the coach may not contact the players at this time.
5. Once reported to the RC, players nominated for all-stars or as alternates will receive a letter with the patch from the RC notifying each of their all-star nomination and providing the information they may need. The RC shall send these letters in mid December, on a date coordinated with both the end of the regular season and the Area D coaches' meeting. Generally, all-star teams are not formed until Division champions are determined. Once the letters have been sent out, the all-star coach may contact the players and their parents to set practice dates. In conformity with the Section I Rules and Regulations, under no circumstances may this be done before December 1.
6. As the all-star program is a secondary season that requires additional commitment, financial burden, and volunteer efforts, all-stars and their parents must sign the Acceptance of All-star Nomination Form and return to the all-star coach by the required date. In the event that certain players do not accept the appointment to the all-star team, the all-star coach may at that time nominate replacements by communicating with the RC. New rosters must then be signed by the RC and submitted to the Area Director.
7. Each all-star player and their parents/guardians are responsible for purchasing an all-star uniform and paying their fair share of the fee assessed against Region 7 by Area D. Such fees shall be paid directly to Region 7.

8. All-star coaches shall comply with those requirements established by the RC to govern tournament teams and all-star teams. Serving as the all-star coach for a Division in Region 7 is an honor. The RC or, if authorized by the RC, the Division Commissioner may remove the all-star coach and appoint a qualified replacement in the event that the all-star coach has not complied with the rules and regulations, requirements, and/or standards of behavior that apply to his/her office.

IF YOU WANT TO COACH A TOURNAMENT TEAM OR ALL-STARS, READ THIS FIRST.

Come to the meeting for coaches who are interested in tournaments and all-stars. Important checklists will be given out.

Date: _____ Time: _____ Place: _____

Checklists are provided to guide coaches in the various particulars that are required of them to lead a tournament team. The highlights include:

- A. Coaches must gather information and coordinate their efforts with their division commissioner, the other coaches in the division, and the Regional Commissioner.
- B. Each coach must apply and receive approval to assemble a tournament team. Remember eligibility matters.
- C. Submit a Region 7 Budget and Practice Plan Form.
- D. Submit two copies of the proposed roster with alternates to the Regional Commissioner at least two weeks prior to the tournament roster deadline. This must be done BEFORE any player is contacted about playing or practicing. The coach may contact players only after verbal approval from the Regional Commissioner.
- E. Contact the tournament officials, obtain their applications, meet their requirements, all in a timely fashion.
- F. Submit the actual/final team roster, entirely and legibly completed, to the Regional Commissioner at least one week prior to the tournament roster deadline. Rosters will not be signed and returned the same day submitted.
- G. Complete the post-tournament requirements within thirty days of the completion of the tournament.

Lack of adequate compliance with these requirements results in the coach being unable to take future tournament teams. The RC will not sign the tournament roster authorizing the team to play.

(From Appendix E., IV. Checklists.)

CHECKLIST FOR COACHES DESIRING TO REPRESENT REGION 7 AT TOURNAMENTS

- I. Getting Information
 - A. Come to the Coaches' Meeting on Tournaments and All-stars
 - B. Meet the qualifications for representing Region 7
 - C. Speak with
 1. Other coaches in your division
 2. Your division commissioner
 3. Your significant other
 - D. Find out about the tournaments available
 - E. Call each tournament director for their application
- II. Make the commitment and apply by doing all the following:
 - A. Request permission
 1. Either by submitting a completed and signed AYSO Coaching Application, or
 2. By activating your one on file with the Coach Administrator or Regional Commissioner
 - B. Submit Budget and Practice Proposal completely filled out
 1. Tournament name and cost of tournament
 2. Source of uniforms and cost
 3. Other expenses (e.g. special team sweatshirts)
 4. Total cost per player
 5. Location of practices
 6. Estimated time of practice
- III. Receive approval from the Regional Commissioner
- IV. Gather a staff
 - A. Assistant Coaches
 - B. Team Manager—to handle paperwork and organization
 - C. Recruit Referee team for the tournament
- V. Selection of Team
 - A. Submit two copies of a proposed team roster with alternates to the R.C.
 - B. Receive R.C.'s approval of the team (about one week later)
- VI. Contact your players and their parents
 - A. Inform them of expected costs as per your submitted budget
 - B. Inform them of their responsibilities
 1. Commitment to team, practices and games
 2. Volunteer requirements
 - C. Obtain signed registration/medical release forms
- VII. Fill out Tournament roster form—COMPLETELY & LEGIBLY
 - A. Submit tournament team roster for R.C. signature
 - B. Pick up several days later
- VIII. Complete all Tournament entry forms and payments
- IX. Have fun at the tournament
- X. Post-Tournament (within thirty days of end of tournament)
 - A. Return uniforms (if obtained from Region 7)
 - B. Submit Tournament Report
 - C. (Optional) Write an article for the Goal lines reporting your story.
 - D. (Optional) Submit picture of your team
 - E. Submit Expense Report

AYSO REGION 7

Budget And Practice Proposal for Tournament/All-Star Teams

Name of Coach: _____ Date: _____

Division: _____ Coach's phone: _____ email: _____

Name of Tournament: _____

Dates of Tournament: _____

PROJECTED BUDGET

Entry Fee: _____

Referee Fee: _____

Uniform Fee: _____

Other costs: _____ (explain: _____)

Total cost: _____

Number of players: _____

Cost to each player: _____

Keep a record of: (1) each team expense, (2) money collected from each player, (3) a final accounting and refund to players.

PRACTICE PLAN

Site of Practices: _____

Length of Practices: _____

Days of Practice: _____

Possible Scrimmages: Region/Team Date Field Time

CHECKLIST FOR COACHES OF ALL-STAR TEAMS

- I. Getting Information
 - A. Come to the Meeting for Coaches on Tournament and All-stars
 - B. Meet the qualifications for representing Region 7
 - C. Speak with
 - 1. other coaches in your division
 - 2. your division commissioner
 - 3. your significant other
 - D. Be nominated [by vote of coaches if needed] by October 31
 - E. Be appointed by Regional Commissioner.
- II. Make the commitment and apply by doing all the following:
 - A. Submit Coaching Application
 - 1. either by submitting a completed and signed AYSO Coaching Application, or
 - 2. by activating your one on file with the Coach Administrator or Regional Commissioner
 - B. Submit Budget and Practice Proposal completely filled out
 - 1. All Star Expense (uniforms cost)
 - 2. Other expenses (e.g. special team sweatshirts)
 - 3. Total cost per player
 - 4. Location and estimated time of practice
 - C. Attend Regional Meeting for All-star Coaches in November
- III. Selection of Team
 - A. Receive nominations from other coaches
 - B. Identify a player to be exempted from the All Star team and submit the name to the Division Commissioner if that option is to be exercised.
 - C. Work with the All Star team Selection Committee to identify deserving players.
 - D. Submit proposed team selections and alternates to the Division Commissioner after considering the selections made by the All Star Team Selection Committee.
 - E. Receive approval of the team. (about one week after Division Commissioner submits the proposed list of players to the Regional commissioner)
- IV. R.C. contacts your players and their parents by letter
 - A. Letter of Congratulations and All-star patches
 - B. Commitment Form
- V. Coach contacts players and parents
 - A. Inform them of expected costs as per your submitted budget
 - B. Inform them of their responsibilities
 - 1. Commitment to team, practices and games
 - 2. Volunteer requirements
 - C. Obtain signed registration/medical release forms
- VI. Gather a staff
 - A. Assistant Coaches
 - B. Team Manager—to handle paperwork and organization
- VII. Fill out All-star Tournament roster—COMPLETELY & LEGIBLY
 - A. Submit tournament team roster for R.C. signature
 - B. Pick up several days later
- VIII. Attend Meeting of Area D regarding AREA D Tournaments
- IX. Post-Tournament (within thirty days of end of tournament)

- A. (Optional) Write an article for the Goal lines reporting your story.
- B. Submit Tournament Report
- C. (Optional) Submit picture of your team
- D. Submit Expense Report

AYSO REGION 7 TOURNAMENT REPORT

Date: _____ (Must be submitted within 30 days of end of tournament.)

Division _____ Number of Players: _____

Coach: _____ Phone: _____ Email: _____

Asst. Coach: _____ Phone: _____ Email: _____

Tournament: _____ Dates: _____

Location: _____ Host Region: _____

Contact Official: _____ Phone: _____ Email: _____

RESULTS OF YOUR GAMES:

	Opponent	Score	Red Cards (name)	Injured (name)
GAME #1	_____	_____	_____	_____
GAME #2	_____	_____	_____	_____
GAME #3	_____	_____	_____	_____
GAME #4	_____	_____	_____	_____
GAME #5	_____	_____	_____	_____
GAME #6	_____	_____	_____	_____
GAME #7	_____	_____	_____	_____
GAME #8	_____	_____	_____	_____

Final Placing: _____

Awards: _____

Comment about your experiences: (length of games, quality of play, format, refereeing, officials, cost, facilities, and so forth. Use other side as needed.)

Would you recommend this tournament to another Region 7 team? _____

**AYSO REGION 7
Team Fundraising Activity**

Shall be submitted at least one week prior to any fundraiser involving players

Team: _____

Coach: _____ Phone: _____ Email: _____

Division: _____

Date(s) of Fundraiser: _____

Purpose of Fundraising: _____

Type of Fundraiser: _____

Location: _____

Adult Supervision:

Participating Players:

Regional Commissioner's Approval: _____ Date: _____

APPENDIX F

CHARACTER COUNTS

Character Counts! All-Star Selection Process and Criteria

I. Selection Process

A. Nomination of Players

1. The team parents of each U8 through U19 team will nominate one player from their own team and one player from another team in their division. The nomination will be based on the criteria given below.
2. The team manager will submit the names of the nominated players to the Division Commissioner no later than a date designated by the Regional Commissioner.

B. Review of the Nominees

1. The Division Commissioner will review the list of players and based on the criteria given below, forward those names that he/she feels should be named to the Character Counts All-Star team to the Regional Commissioner or his designate no later than a date assigned by the Regional Commissioner.
2. The Division Commissioner may add additional players to the list if there are players left off that the Commissioner feels are deserving.
3. The Regional Commissioner or his designate will review the submitted lists with the Division Commissioner and based on the criteria given below, select the final list of Character Counts All-Stars from each division.
4. The Regional Commissioner or his designate may add as many as two players to the list if there are players left off that the Commissioner feels are deserving.

II. Criteria for Selection

A. Trustworthiness

1. Always carries out instructions at practice and games, e.g. never cheats on drills at practice when the coach is not looking.
2. Acknowledges mistakes that they made, e.g. when a referee calls them for an infraction and others are questioning the call, the player acknowledges that they committed the infraction.

B. Responsibility

1. Attendance at Practices

- There should be no unexcused absences from practices.
- There should be no more than one or two excused absences from practice. An absence should only be excused if the coach is notified and agrees that the absence is necessary, e.g. illness, doctor's appointment. Things that should not be considered excused absences are: absences to attend practices for other teams, birthday parties etc.

2. Attendance at Games

- There should be no unexcused absences from games.
- There should be no more than one excused absence from a game. An absence should only be excused if the coach is notified and agrees that the absence is necessary, e.g. illness, doctor's appointment, special family affair such as a 50th

Appendix F - Character Counts! All-Star Selection Process and Criteria

wedding anniversary or special religious observance such as a first communion or bar mitzvah. Things that should not be considered excused absences are: absences to attend games for other teams, birthday parties etc.

3. Accepts responsibility for their words and actions, e.g. if the player is late for practice because he was watching TV and didn't want to stop he doesn't blame his parents for getting him there late, he accepts the blame for being late and accepts whatever consequences are imposed by the coach.
- C. Respect
1. Always accepts the calls of the referee without complaint.
 2. Deals with the frustration of the game - being fouled, missing shots, perceived bad calls or non-calls - in an appropriate manner.
 3. Is willing to be a team player even when it means passing the ball to a player who is perceived to be a weaker player.
 4. Always communicates with all players (teammates and opponents), all spectators, all coaches, and all officials in a respectful way, i.e. is not arrogant, argumentative, or demeaning in words or action.
 5. Always accepts constructive criticism from the coach or officials respectfully without argument.
- D. Fairness
1. Always plays a clean game of soccer - even when the referee can't see a potentially advantageous foul.
 2. Has received no disciplinary cards of any type.
 3. Accepts his/her fair share of bench time and still is supportive of his/her teammates.
- E. Caring
1. Offers genuine congratulations to teammates and opponents on good plays.
 2. Is never critical of a teammate who makes a mistake either physical (misses a shot or gets beat by an opponent) or mental (fails to even attempt to make a crucial pass or shot).
 3. Is gracious with the opponents and the officials in both victory and defeat.
 4. During practice he/she is willing to help weaker teammates develop.
 - Gives genuine positive encouragement to weaker teammates both when they succeed AND when they fail.
 - Never intentionally bullies a weaker player by trying to show him/her up during practice.
- F. Citizenship
1. He/she enthusiastically participates in ALL segments of practice (including conditioning and drills).
 2. Has a positive attitude during games and practices.
 3. Is helpful to the coach and other teammates, e.g., helps clean up after games, helps gather equipment after practice.

APPENDIX G

SPORTSMANSHIP POINTS GUIDELINES

Since Sportsmanship Points are tie-breakers and could determine a season's champion, every attempt must be made to be consistent in the manner of granting sportsmanship points. In each category, begin with awarding 5 points, then deduct from 5. Referees may deduct for each instance. Good conduct should also be noted to offset losses; however, no category may receive higher than 5 points.

Conduct of Players

- For a warning or caution (yellow) -1
- For a send off (red) -5
- Unsporting behavior -1
- Noticeable acts of good sportsmanship toward other team +1

Conduct of Coaches

- For a warning or caution -1
- For a send off -5
- Violation of the standards of positive coaching -1
- For failing to respect the coaching area -1
- For improperly completing the game card (e.g. players not in jersey order, incomplete information) -1
- Noticeable acts of good sportsmanship toward other team +1

Conduct of Spectators

- For a warning or caution -1
- For a send off -5
- Violation of the standards of good sportsmanship -1
- Noticeable acts of good sportsmanship toward other team +1

Uniform Appearance

- Not wearing uniform as distributed or as required -1
- Untucked shirts after being advised to tuck -1
- Shorts dragging too low after being advised to raise -1

Courtesy towards Referee (includes comments about referee calls)

- Discourtesy by a coach -1
- Discourtesy by a player -1
- Discourtesy by a spectator -1
- Noticeable acts of courtesy +1

APPENDIX H

Referee Points Program & Team Play-off Requirements

Volunteering as an AYSO Referee is an enjoyable and rewarding way to help our organization. As an AYSO Referee, you assure that every game is safe, fun, and fair for players and spectators alike. Our Referee Staff encourages everyone to attend referee training and join us "on the pitch."

1. Any team, in divisions U10 through U14, regardless of standing, qualifies for regional play-offs only if:
 - (a) It provides at least one Referee to the program; and
 - (b) Its Referee(s) earn(s) at least twelve (12) Referee points in competitive division matches.

2. Referee(s) accrue(s) points in the following manner:
 - (a) Two (2) points for each game officiated as the center referee.
 - (b) Provided a Referee accrues at least six (6) points as a center referee over the course of the regular season, then additional points may be accrued as follows:
 - (i) One (1) point for each game officiated as an assistant referee;
 - (ii) Two (2) points for completion of either initial training or an upgrade class; and
 - (iii) One (1) point for attending any training/review session that the regional Referee Staff may schedule during the regular season.

3. In addition:
 - (a) Each Referee must have successfully completed at least an AYSO Basic referee course, an AYSO Safe Haven course and have the successful completion of these courses verified by the Region 7 Referee Administrator or his/her designee, register as a volunteer in EAYSO.ORG, submit a current volunteer form (verified by the Region 7 CVPA), and declare the team he/she is representing, all no later than October 15.
 - (b) Any Referee representing more than one team must be related to a player on each of the teams he/she is representing.
 - (c) Each Referee may earn up to four (4) points per game day;
 - (d) A Referee cannot receive credit for officiating a game (center or assistant) if he/she represents either team;
 - (e) A Referee is responsible for scheduling his/her games during the regular season and playoffs through the division schedulers.

- (f) A Referee can officiate or assist in the U12, U14, U16, or U19 divisions with the approval of the regional Referee Administrator.
 - (g) Each team's Referee(s) must be available to be scheduled for one (1) game during each round of the regional play-offs in which their team participates; and
 - (h) All interpretations of these requirements by the Referee Administrator are final.
4. Teams in non-competitive divisions (U5-U8) must provide a certified U8 official referee (or above) for all games (first team listed). The coach will not be allowed to referee the games.

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 last season are as follows:

(Description of Changes)

AYSO has a National Support & Training 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 the AYSO National Board of Directors and, together with our regional board, to you for running our program. As regional commissioner I want to welcome you to AYSO Region _____ either as a returnee or as a newcomer and hope that you enjoy being a part of the ever-growing AYSO family.

Sincerely,

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 you understand and implement AYSO's philosophy, for it is you who will have the most contact with and impact upon our young participants and their parents.

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

Sincerely,

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

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

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

Sincerely,

Regional Referee Administrator

Phone Number