

**CHINO HILLS AYSO
REGION 779**

REGIONAL GUIDELINES

Region 779 hereby acknowledges they are operating under the Standard Regional Guidelines with approval below.

Region 779 Regional Guidelines are attached and approved below.

APPROVED BY: Regional Commissioner _____ Date _____

APPROVED BY: Area Director _____ Date _____

APPROVED BY: Section Director _____ Date _____

Date Received by the NSTC: _____



CHINO HILLS AYSO REGION 779 REGIONAL GUIDELINES

(revision May 31, 2014)

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ARTICLE ONE

PURPOSE

These Regional Guidelines are to provide guidance to the region in its organization and operation.

Under AYSO National Bylaw Section 1.04 (l) and National Policy Statement 6.1, the region has the responsibility to operate in accordance with these regional guidelines approved by the *region's* area director and section director.

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

These guidelines, or such other guidelines as the region may adopt, must be made available upon request to the members of the region pursuant to AYSO Bylaw 1.04 (l).



ARTICLE TWO

MISSION

The AYSO Mission is to develop and deliver quality youth soccer programs which promote a fun, family environment based on the AYSO philosophies:

Everyone Plays – Our region’s goal is for kids to play soccer—so we mandate that every player on every team must play at least half of every game.

Balanced Teams – Each year we form new teams as evenly balanced as possible—because it is fair and more fun when teams of equal ability play.

Open Registration – Our program is open to all children between 4 and 18 years of age who want to register and play soccer. Interest and enthusiasm are the only criteria for playing.

Positive Coaching – 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.

Good Sportsmanship – We strive to create a positive environment based on mutual respect, rather than a win-at-all-costs attitude, and our program is designed to instill good sportsmanship in every facet of AYSO.

Player Development - We believe that all players should be able to develop their soccer skills and knowledge to the best of their abilities, both individually and as members of a team, in order to maximize their enjoyment of the game.



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:

1. To operate and offer a quality youth soccer program to all youth from 4 through 18 years of age in a safe, fun, fair, positive environment that complies in letter and spirit with the Bylaws, policies, rules, regulations, and philosophies of AYSO;
2. To maintain good community relations and become involved in youth development and other community activities;
3. To register in the AYSO online registration system or with the National Support & Training Center (“NSTC”) 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;
4. To assign players and coaches to assure proper balance of teams within each age division within the region or within a reasonable part thereof;
5. To obtain and maintain safe playing facilities;
6. To obtain and be accountable for uniforms, balls, goals and other equipment and to use such equipment in a safe manner;
7. To schedule practices and games;
8. To recruit and assign volunteer coaches and referees, and train them through clinics and audio/visual programs;
9. To disseminate information to the participants, their families and the community concerning the region and its programs;
10. To recognize volunteer efforts;
11. To hold periodic meetings of the regional board and disseminate to the participants, their families and the community appropriate information concerning the operation of the region by the board;



12. To comply with AYSO policies and procedures relating to financial matters; including:
 - a) to publish for the region and for the files at the NSTC, and make available to the participants and their families at least annually, financial statements of the region and guidelines for the operation of the region approved by the area director and section director, or in the absence of such guidelines operate the region in accordance with the Standard Regional Guidelines as are in effect from time to time;
 - b) to collect and disburse fees and other monies ensuring the sound financial organization and operation of the region, to keep and submit to the NSTC, as required, accurate financial records to insure continuation of the tax exempt status of AYSO;
 - c) to participate in the National Accounting Program; and,
 - d) to pay the NSTC the national player fee and all amounts due with respect to the *region's* purchases from the NSTC within the payment guidelines established by the national treasurer.
13. To elect or appoint, at a minimum, a regional commissioner, treasurer, risk manager/safety director, coach administrator, referee administrator, registrar and child and volunteer protection advocate;
14. To comply with the Soccer Accident Insurance (SAI) plan and to submit insurance claims according to current procedures;
15. To notify the National Support & Training Center immediately of any threatened or actual claim or lawsuit against the region, its participants, or AYSO;
16. To implement AYSO's national programs available to the region at least once a season;
17. To cooperate with neighboring regions, and area, section and development personnel, to promote growth, development and cooperation throughout AYSO;
18. To participate in area, section and national events and programs; and
19. To cooperate in policies and procedures developed by the board or the National Support & 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.



ARTICLE FOUR

MEMBERSHIP IN THE REGION

1. There shall be three kinds of members in the region:
 - a) Executive Members: The Regional Commissioner *shall be the Region's* executive member as long as they hold that position. Pursuant to AYSO National Bylaws Section 3.03, the Regional Commissioner may hold more than one position within the AYSO Organization which is an executive membership position and such memberships shall not be transferable.
 - b) Participating Members:
 - (1) All youth who exhibit a sincere interest in soccer and who have become registered as a participating player pursuant to the Rules & Regulations of the Organization.
 - (2) All Region volunteers, other than executive members, who become registered with the Organization, including all Regional board members, coaches, and referees.
 - c) Honorary Members: those other persons to whom the regional board grants membership to recognize a contribution of value to the region or to express its gratitude.
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 number of all members of the region, as well as the information contained in the AYSO Executive Member Directory or any AYSO database, are private and confidential. Such information and mailing lists may not be disclosed or distributed to anyone, including any vendor or sponsor, without the prior written approval of the national executive director.



ARTICLE FIVE

MANAGEMENT OF THE REGION

1. REGIONAL COMMISSIONER

The Regional Commissioner, with the support and assistance of the regional board, shall conduct the business and affairs of the region.

- (a) The Regional Commissioner shall serve a term of three years, subject to the terms of approval set forth by the National Board of Directors (see paragraph 6). The Regional Commissioner may serve multiple terms so long as he or she is nominated and appointed as indicated below.
- (b) It is the general policy of the Region that the Regional Commissioner will have normally served at least one year on the Regional Board before serving as Regional Commissioner.
- (c) 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.
- (d) The Regional Commissioner shall act in all other ways to avoid the appearance of a conflict of interest.
- (e) The Regional Commissioner may be suspended by the Area Director or the Section Director and suspended or removed by the National Board of Directors in accordance with Sections 3.07 and 7.03 of the National Bylaws.

2. REGIONAL BOARD

Upon the creation of the region the regional commissioner shall appoint the initial regional board to serve until the next scheduled board meeting, at which time nominations and voting for board positions will take place.

- (a) The Regional Board shall be comprised as described in Article Six.
- (b) Regional Board members shall serve a one year term or until the next annual meeting.
- (c) Any board member (except the Regional Commissioner) may be removed in accordance with Article Nine, paragraph 4, of these guidelines.



3. MEETINGS

The Regional Board shall fix, at *its initial meeting each year ("annual meeting")*, the time, date and place of each regular meeting of the Regional Board and send notice of such annual meeting to all participants in the program.

- (a) It shall be the policy of the Region to hold at least one board meeting in each month during the primary season and at least one every two months during the remainder of the year. The Regional Board shall provide for the taking of minutes of the proceedings at each meeting and make them available to the members of the Region.
- (b) 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.
- (c) 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.
- (d) The Regional Commissioner or 1/3 of the board members may call a special meeting of the Regional Board on three days' prior notice stating the purposes of such meeting, which notice may be given in writing, by telephone or in person.
- (e) A majority of the board members shall constitute a quorum for the purpose of holding either a regular or special meeting.

4. VOTING; VETO POWERS

Unless otherwise specifically provided by these guidelines, all decisions of the regional board shall be made by a majority decision of the board members voting on any such matter; provided, however, that the regional commissioner may veto any such decision if the effect of such decision would be to violate any of the national operating regulations.

- (a) *Such veto may be reviewed by the Area Director (the "AD") on request by a 1/3 vote of the board members voting on such matter.*
- (b) By a 2/3 vote of the entire Regional Board, any other issue may be put to the participating members of the Region, subject to fair and reasonable voting procedures to be adopted by the Regional Board.

5. REGIONAL BOARD NOMINATION PROCEDURES

- (a) At least one month prior to the annual meeting, the Regional Commissioner shall appoint a nominating commission of not less than three in number consisting of board members and a reasonable number of persons who are not members of the board.
- (b) The nominating commission shall publicize to the participating members of the Region the Regional Board positions to be voted upon, recruit candidates, and accept the names of candidates from other participating members of the Region.
- (c) Regional Board members need not be parents of players in the Region.



- (d) At the annual meeting, the nominating commission shall present to the outgoing board a slate of candidates it deems worthy of consideration. By majority vote of the outgoing board members present and voting, the final list of board nominees shall be presented to the Regional Commissioner for appointment.
- (e) The Regional Commissioner may choose not to appoint an individual to a board position, even though recommended and approved, if the Regional Commissioner deems there is sufficient reason not to make the appointment. In such case, the Regional Commissioner shall ask the nominating commission to recommend additional candidates for approval and appointment. This inclusive and democratic process should be followed any time there are board positions to be filled, with the only exception being the appointment of the inaugural Regional Board (see paragraph 2 of this Article Five.).
- (f) An emergent or unplanned vacancy on the Regional Board before the expiration of the term, except that of Regional Commissioner, may be filled by an interim candidate nominated by a majority vote of the then remaining board members..
- (g) The person filling such vacancy shall serve until the next annual meeting and until his/her successor has been duly appointed.

6. REGIONAL COMMISSIONER REAPPOINTMENT/ REPLACEMENT

At least three months, and preferably six months, before the expiration of the Regional Commissioner's term, or whenever there is a vacancy in the Regional Commissioner position due to death, resignation or removal, the Regional Board shall constitute a nominating commission.

- (a) Such nominating commission may be the same nominating commission appointed pursuant to the preceding paragraph.
- (b) The nominating commission shall submit its recommendations of one or more candidates for the position of Regional Commissioner to the Regional Board. The Regional Board shall, by a majority vote, nominate a Regional Commissioner and forward such nomination to the Region's Area Director as directed by National Bylaw Section 7.03.
- (c) 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. A nominee for Regional Commissioner is subject to approval of the Area Director, Section Director and National Board of Directors and is effective only upon approval of the National Board of Directors. The National Board of Directors has full discretion to approve or disapprove a nominee for a term of three years or for a shorter period as it sees fit.
- (d) In the event of a vacancy in the position of Regional Commissioner other than at the expiration of the regular term, the Regional Board, including (if available) the outgoing



Regional Commissioner, shall recommend an interim Regional Commissioner and submit such recommendation to the Area Director. The interim successor shall remain in office until the completion of the election procedures described in this paragraph.

7. VOLUNTARY SERVICE

No board member or any other participant in the Region shall receive monetary or other compensation for his/her services to the Region, nor may he/she use his/her position to benefit him/her directly or indirectly in any other way, such as a supplier of equipment or camp programs to the Region. Nothing in this paragraph prohibits any Regional Board or staff member, or Regional volunteer, from being reimbursed for his or her out-of-pocket expenses incurred for work on behalf of the Region with the approval of the Regional Board.



1. At least one month prior to the annual meeting, the regional commissioner shall appoint a nominating commission consisting of board members and a reasonable number of persons who are not members of the board, but not less than three in number. The nominating commission shall publicize to the participating members of the region the regional board positions to be voted upon. Regional board members need not be parents of players in the region. The nominating commission shall recruit and recommend board members for the next twelve months and accept other names of persons to be considered by the regional board for such positions. At the annual meeting, the board members shall be appointed by the regional commissioner on the recommendation of the nominating commission and with the approval of a majority of the outgoing regional board (if any), to hold office for twelve months. The regional commissioner may choose not to appoint an individual to a board position, even though recommended and approved, if the regional commissioner deems there is sufficient reason not to make the appointment. In such case, the regional commissioner shall ask the nominating commission to recommend additional candidates for approval and appointment. This inclusive and democratic process should be followed any time there are board positions to be filled, with the only exception being the appointment of the inaugural regional board (see paragraph 3).
2.
 - a) The regional commissioner nominee must currently serve on the regional board before serving as regional commissioner.
3. In the event of a vacancy in the position of regional commissioner other than at the expiration of the regular term, the following lines of succession shall be suggested until the very next elections at the December annual general meeting.
 - Assistant Regional Commissioner Of Administration And Registration
 - Assistant Regional Commissioner Of Operations And Equipment
 - Treasurer
4. The regional commissioner shall serve a term of three years, subject to the terms of approval set forth by the National Board of Directors (see paragraph 6). The regional commissioner may serve multiple terms so long as he or she is nominated and appointed as indicated above.
5. The regional commissioner shall act in all other ways to avoid the appearance of a conflict of interest.
6. No board member or any other participant in the region shall receive monetary or other compensation for his/her services to the region, nor may he/she use his/her position to benefit him/her directly or indirectly in any other way, such as a supplier of equipment or camp programs to the region. Nothing in this paragraph prohibits any regional board or staff member, or regional volunteer, from being reimbursed for his or her out-of-pocket expenses incurred for work on behalf of the region with the approval of the regional board.



7. Any vacancy on the regional board, except that of regional commissioner, may be filled by a majority vote of the then remaining board members, even if less than a quorum, and the person filling such vacancy shall serve until the next annual meeting and until his/her successor has been duly appointed.
8. 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.
9. **REGIONAL MEETINGS**
 - A. Regional staff meetings shall be held monthly at a designated time, date and location.
 - B. Special meetings may be called by the regional commissioner or by a majority of the staff upon 24 hour notice.
 - C. A general meeting will be held once a year in December for the purpose of electing the regional staff.
 - D. A simple majority of the regional staff plus one (1) shall constitute a quorum for transacting business at the general meetings.
 - E. A simple majority of the regional staff shall constitute a quorum for transacting business at the staff meetings.



- F. Regional staff members shall have one (1) vote, except for the Regional Commissioner or chairperson, who shall vote in case in a tie.
- G. All meetings will follow *Robert's Rules of Order*.
- I. All staff and general meetings will be open to the public.
- H. Board members not attending seventy percent (70%) of regularly scheduled board meetings over the course of the calendar year shall be subject to removal at the *regional commissioner's discretion*.

14. Spring program

- A. The region may participate in the AYSO spring program when available, and shall be coordinated by the Spring Coordinator or other person appointed by the regional commissioner.
- B. The spring Program will be a secondary program that is self funded and will be *conducted in a manner consistent with the region's Spring Guidelines*. In the event that an item is not covered by the Spring Guidelines, the terms and conditions within the Regional Guidelines will prevail.



ARTICLE SIX

OFFICERS

1. The regional board shall, at a minimum, consist of the regional commissioner, the regional treasurer, the regional risk management/safety director, the regional coach administrator, the regional referee administrator, the regional registrar and the regional child and volunteer protection advocate. The regional board may create, designate, appoint, or elect such other voting board, or non-voting staff, positions including one or more assistant regional commissioners, a regional secretary, a regional coach trainer, a regional director of referee instruction, a regional director of referee assessment, age division directors, a director of playing fields, a team parent coordinator, a director of public relations, a statistician/scheduler, a director of purchasing, a director of volunteer recruitment and development, a regional auditor, and such other positions as the regional board may from time to time deem desirable. In addition, there may be such members-at-large as the board shall create. All members of a regional board understand and agree that they are fiduciaries of, and owe a duty of loyalty to AYSO, and agree to be bound by its Bylaws, Policies, Rules and Regulations.

3. 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.

4. *A brief and general overview of the duties and responsibilities of the seven mandatory board positions follows.*
 - a) **Regional Commissioner:** The AYSO volunteer position of regional commissioner is intended to have the responsibility and the authority to manage the day-to-day business of the region, within the framework of the AYSO operating regulations
 - Shall be responsible to guide and ensure that all regional functions are carried out as set forth in the regional guidelines, rules, and regulations for the advancement of goodwill and sportsmanship of the region.
 - Shall be the chairperson at all regional staff meetings and general meetings held by the region.
 - Shall appoint special committee(s) to organize special events for the region.
 - Shall be consulted before any decision is made as to field closures (the referee has the authority to terminate a game if the field conditions are unsafe).
 - Shall be the liaison person with the area and section directors.



- Shall prepare and present to the regional staff in conjunction with the regional treasurer, a preliminary budget for the operation of the region for the upcoming season by the April staff meeting.
- Shall be responsible for informing AYSO, inc. Of the final regional standings, team champions and the team roster(s) of players involved in post season games.
- Shall represent the region at area, section, and national meetings and report back to the regional staff.

*b) **Regional Treasurer:*** The AYSO volunteer position of regional treasurer is intended to have custody of all funds and securities, evidence of indebtedness and other valuable documents, and shall deposit funds and securities in the name and to the credit of the region in a bank or depository.

- Shall keep an accurate account of all financial transactions as authorized by the regional staff.
- Shall insure payment of regional expenditures in accordance with the approved annual budget.
- Shall, upon the direction of the regional commissioner open the regions financial records for audit purposes.
- Shall prepare and provide copies of the treasurer's report at all regional staff meetings.
- Shall ensure publication in the yearly newsletter the current year's budget and the prior year's statement of income and expenses.
- Shall deposit all regional funds in an accredited banking institution, entirely separate from his/her own personal account.
- Shall make all payments by check; no petty cash shall be kept on hand. All checks written shall require two (2) signatures; one being the treasurer and the other being either the regional commissioner or one of the two assistant regional commissioners.
- Any expenditures of monies of \$ 150.00 or more, not previously approved by way of the annual budget, needs regional staff approval, simple majority.



- Any expenditure in excess of \$1,000 and previously approved in the way of the annual budget must have a detailed purchase order for the vendor and the PO must be approved by the treasurer first to insure the expense is within the annual budget.
 - *Shall not be the same individual serving as, nor related to or reside in the same household as director of purchasing for the region.*
- c) **Regional Safety Director:** The AYSO volunteer position of regional risk management/safety director is intended to be responsible for all aspects of the *region's safety and oversee the equipment, nets, fields, and clean-up* for fields of the region.
- Shall be responsible for reporting all injuries in AYSO sanctioned games and practices to AYSO, inc.; and insuring that the proper forms are completed and signed in accordance with AYSO, inc. procedures.
 - Shall follow up all injury reports to verify the family of the injured player or person is totally covered by insurance and to see how the injured person is recovering.
 - Shall obtain written verification that the injured person has received a complete medical release before allowing the injured person to participate again in sanctioned AYSO activities.
 - Shall maintain a file on all written medical releases and injury reports.
 - Shall be responsible for taking adequate measures to ensure the health and safety of players and persons associated with the region.
 - Shall inform coaches of proper procedures for reporting injuries.
- d) **Regional Coach Administrator:** The AYSO volunteer position of regional coach administrator is intended to administer a quality coaching program within the region.
- Shall assist the coordinators of each division in recruiting coaches for the region.
 - *Shall be responsible for arranging coach's clinics prior to the start of, and during the season.*
 - Shall be available to all coaches for assistance prior to, and during the season.



- Shall be informed of all send offs of coaches.
 - Shall be involved in all coach hearings.
 - Shall keep a current inventory of coaching supplies & prepare a budget for the coaching needs for the upcoming season by the March Board meeting.
 - Shall by the April staff meeting have a simple majority staff approval on the head coaches and assistant *coaches'* requirements for the fall season. These shall include training, season duties (example - field marking set up & take down, etc.) , and consequences on non compliance.
- e) **Regional Referee Administrator:** The AYSO volunteer position of regional referee administrator is intended to implement, monitor, and maintain the AYSO National Referee Program including program delivery, staff development, communication, and coordination at the regional level.
- Shall be responsible for coordinating referees for weekly scheduled Games, including playoffs and spring soccer.
 - Shall schedule the FIFA system (three officials) for all games division U10 and above.
 - Shall arrange referee clinics prior to the start of and during the season.
 - Shall insure that all referees are provided with uniforms and current AYSO rules and regulations.
 - Shall review and respond on written complaints from referees.
 - Shall make arrangements for sending representatives to sanctioned Referee clinics.
 - Shall establish and maintain a youth referee program (pro).
 - Shall not be allowed to head coach.
 - Shall provide staff an inventory of all referee supplies and uniforms & prepare a budget for referee needs for the upcoming season by the March Board meeting.
 - Shall be part of the coaches selection committee.
 - Shall maintain records of all disciplinary actions.



- Shall, by the April staff meeting, have a simple majority staff approval on team referee requirements for the fall season. These shall include training, season weekly duties, and consequences on non compliance.



- f) **Regional Registrar:** The AYSO volunteer position of regional registrar is intended to plan and implement the annual registration of all players.
- Shall coordinate registration of all players in compliance with national guidelines.
 - Shall, in coordination with the regional commissioner, place all registered players within their respective divisions on teams in their respective divisions with special attention paid to creating balance among the teams.
 - Shall schedule and coordinate all registration dates in accordance with the regional calendar.
 - Shall act in concert with the publicity coordinator to publicize registration and ongoing late registration.
 - Shall work in coordination with the divisional coordinators and regional commissioner to place all late registrations.
 - Shall maintain a waitlist of players who wish to register late.
- g) **Regional Child and Volunteer Protection Advocate (CVPA):** The AYSO volunteer position of regional child and volunteer protection advocate is intended to oversee the child and volunteer protection program in the region in accordance with the AYSO Safe Haven program and is responsible for collecting and registering all volunteers. The CVPA(s) is an appointed position.



5. *A brief and general overview of the duties and responsibilities of the additional regional staff positions follows.*

A. *Assistant Regional Commissioner Of Administration And Registration*

Shall be responsible for coordination of regional staff members involved in the administration of the region including: registrar, treasurer, director of purchasing, publicity coordinator and team parent coordinator.

- Shall establish the season and post season schedules with the use of the existing scheduling system.
- Shall allocate practice space and times to teams in the U10 division and above.
- Shall have served at least one (1) year on the staff.
- Shall be part of the coaches selection committee - all divisions.
- Shall assume the responsibility of the regional commissioner in governing the day to day operations of the region in the absence of the regional commissioner.

B. *Assistant Regional Commissioner Of Operations And Equipment*

- Shall be responsible for coordination of division coordinators, all
- Field and equipment activities conducted by the region, and volunteer coordinator.

C. **Executive Secretary**

- Is responsible for preparing the minutes and the agenda of the regional staff meetings and to distribute copies of such minutes and agenda to the members of the regional board.
- Shall ensure proper parliamentary procedures at regional staff meetings and general meetings.
- Shall maintain and have available the voting record on all motions.
- Shall assist in the publication of the weekly or monthly newsletter.
- Shall assist the regional commissioner in handling correspondence.
- Shall assist the regional board with an agenda of the upcoming regional Staff meeting. This agenda should be established prior to the staff meeting.
- Shall maintain a regional master calendar.

D. **Assistant Regional Referee Administrator**

- Shall assist the regional referee administrator in coordinating referees for weekly scheduled games, including playoffs and spring soccer.



E. Assistant Regional Coach Administrator

- Shall assist the regional coach administrator with regional clinics and Certification programs.
- Shall coordinate coach instruction in the U6 & U8 divisions.

F. Director Of Purchasing

- Shall make recommendations to the staff by the March staff meeting for:
 - Approximate number of uniforms, cost and types for the upcoming season.
 - Approximate number of practice and game balls, their costs and type for the upcoming season.
 - Approximate number and cost of awards for the upcoming season.
- Shall see that all teams are supplied with complete sets of uniforms.
- Shall see that all teams are supplied with two (2) soccer balls.
- Shall return all defective equipment for proper replacement, repair or credit.
- Shall be responsible for all purchases of all materials and equipment at the lowest possible cost to the region with the Approval of the regional staff.
- Shall not be the same individual serving as, nor related to or reside in the same household as treasurer for the region.

G. Equipment And Field Coordinator

- Shall be responsible, with the assistance of other volunteers, for coordinating the acquisition, preparation and maintenance of all playing fields, including practice fields. This includes the acquisition of lighted fields as needed and if available.
- Shall be responsible for each playing site on game days. This includes making sure field marking equipment and supplies, goals, nets, corner flags, trash cans, etc. Are available at each site one hour prior to the first game and are secured at the end of each day. Shall be responsible for obtaining, opening and closing restrooms at school sites, when available to the organization.
- Shall be responsible for maintaining all field equipment of the region and requesting replacements.
- Shall be responsible for collection of all field equipment at the end of the season.
- Shall be responsible for maintaining a current inventory of all region field equipment showing the kind, quantity, condition and location of the equipment.
- Shall present to the region by the March staff meeting, a listing of all anticipated equipment and field expenses for the upcoming year.



- Shall work in conjunction with the safety director to correct hazards on the playing fields.
- Shall by the April meeting have a simple majority staff approval on requirements of field marking, setup and take down for each coordinator assignments for the playing season.

H. Team Parents Coordinator

- Shall be responsible for procurement of a photographer for picture day and scheduling of picture day.
- Shall be responsible for reserving and coordinating all meetings and meeting places for the team parent representatives.
- Shall be responsible for all team parent communications concerning picture day and fund-raiser programs at least three (3) Saturdays before the scheduled event.
- Shall present to the regional staff for review and approval, a parent handbook to be given to every parent before the new season opens.

I. Publicity Coordinator

- Shall be responsible for publicizing registration dates:
 - Distribute registration posters to local merchants one (1) month before registration dates.
 - Notify all local newspapers, as to dates, times and fees, as well as locations one (1) month in advance.
 - Distribute flyers to schools in the area.
 - Inform the recreation department in Chino Hills of the season dates.
- Publicize late registration opportunities and handle individual inquiries in conjunction with the registrar.
- Shall maintain and report results of games to local papers.
- Shall coordinate the publication of the weekly newsletter.
- Shall assist coordinator of sponsors in securing advertising for periodical publications.

J. Sponsorship Coordinator

- Shall be responsible for the recruiting of sponsors for the teams.
- Shall see that the sponsored teams are evenly distributed among the divisions.
- Shall try to assign sponsors to requested teams.
- Shall explain to sponsors the uniform and advertising rules of the region.
- Shall maintain liaison and insure solid sponsor relations.



- Shall secure advertisers for periodical publications.
- Sponsorships for individual teams shall be set at \$ 100.
Each team obtaining a sponsor will receive a plaque, from region 779, to be presented to the sponsor with our gratitude.
- Corporate sponsorships shall be set at \$ 250.
Corporate sponsors will receive a plaque, from region 779, and will also receive recognition in our regional publication.
- At no time will any sponsorship monies donated to Chino Hills AYSO - Region 779 be refunded back to any individual team. If a team receives more than one sponsor, and *those sponsors make their checks payable to "AYSO -Region 779", be it individual or corporate, those monies will go to region 779 and the appropriate plaque and recognition will be given. If a team has the opportunity to receive more than one sponsorship and the monies received from the second sponsorship are to be used for that team's functions, then the second sponsorship check needs to be made to the team, "not" to AYSO - REGION 779.*

K. Volunteer Coordinator

- The coordinator of volunteers is responsible for the recruitment and assignment of volunteers to serve the region.
- Promote and recruit volunteers throughout the year, including registration, and during meetings and clinics for parents and teams.
- Find workers throughout the season for jobs understaffed and identified by the regional board as required.
- Keep track of work performed by individual volunteers, and report associated referee or volunteer points as approved by the regional board.
- Propose, manage, track and report any and all rewards and recognition promotions/programs for volunteers to the board for approval.

L. Divisional Coordinators Of Boys And Girls

- Shall be responsible for the general operations of their respective divisions. Ie. Hearing issues from coaches and parents, general conduct of coaches.
- Shall be responsible for providing the regional registrar correct and updated information as to birth dates of players and team rosters.
- Shall report status of divisions at the regional staff meetings and the general meeting.



- Shall recruit volunteers to assist in the operations of the divisions.
- U5, U6 and U8 coordinators shall be allowed to coach in their respective divisions. All other divisional coordinators shall not be allowed to coach in their respective divisions
- *Shall track and report all “drops” to the regional registrar and work with the registrar to maintain balance in adding waitlisted and late registration players.*
- Shall report to the Assistant Regional Commissioner-Operations.
- Shall be responsible for providing the publicity coordinator results of games and division standings, in a timely manner, for on-line publication and local papers.

M. Regional Auditor.

The AYSO volunteer position of regional auditor is intended to assist the regional board in its fiduciary responsibilities to protect the region s assets by reviewing and monitoring the region s financial controls and records.

Specific Duties and Responsibilities

The regional auditor is expected to:

- a. Review the region s accounting practices and verify that they are in compliance with the AYSO treasurer manual requirements;
- b) Check on a regular basis to verify that the internal control procedures are being followed;
- c) Review the canceled checks, bank deposits, and bank transfers monthly;
- d) Review the reconciliation of the region s bank and savings accounts monthly;
- e) Review the financial report prepared by the National Support & Training Center (NAP report);
- f) Compare actual revenues and expenditures to the region s annual budget and analyze any material variance; and submit at a minimum an annual report via a regional audit.

Restrictions

- i) Cannot be a voting member of the board and serve as Auditor
- ii) If previously a treasurer, cannot audit an account for which they were the active treasurer
- iii) May even be restricted from auditing such an account if there are other auditors.
- iv) May not have an immediate family member who is the Treasurer, RC, area director or section director of any account you may audit



N. Coordinator --Very Important Player (VIP) Division

The AYSO volunteer position of Coordinator – VIP is intended to administer a quality soccer program for our VIP Program.

Shall be responsible for the general operations of their respective divisions.

I. E. Hearing complaints of coaches and parents, general conduct of coaches.

- Shall be responsible for providing the regional registrar correct and updated information as to birth dates of players and team rosters.
- Shall report status of divisions at the regional staff meetings and the general meeting.
- Shall recruit volunteers to assist with the VIP division.



ARTICLE SEVEN INFORMATION ABOUT THE PROGRAM

1. Team Assignments

Teams shall be formed as set forth in the National Rules and Regulations, Articles II and III. Team assignments of players shall be made by those persons delegated such task by the regional board. Retention of players on any team shall be limited to the head coach's child(ren). Otherwise there shall be no automatic retention of players on any specific team or with any specific coach from the previous season. Every attempt shall be made to balance the skill level of teams within each division. Once teams are formed, no transfer of any player from one team to another may be made without the approval of the coaches of both teams involved, the age division director (if any), the regional commissioner 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 the current year is set forth in Appendix D to these guidelines. The regional board may by specific grant or scholarship, or by regional policy, waive such registration in whole or in part with respect to any participant if such fee would create a hardship for such participant or his or her family.

- a) *Full refund will be issued prior to picture day and first games played. Up to \$25.00 may be withheld if the uniform is soiled, used or not returned. Players dropping after the 1st week of play thru the 4th week of play will be entitled to a refund per the following formula (registration fee – \$15.00 - (number of weeks * 10 – uniform fee)). Refunds after week 5 will not be issued unless approved by the regional commissioner.*

3. Eligibility

All boys and girls, between the ages of 4 and 18, based on their age as of July 31 of the year in which the membership year begins shall be eligible to register for the program, subject to field availability, volunteer support, AYSO operating regulations, and such rules as may be issued by the regional board. It is the duty of the region to assure that only eligible players are permitted to register and play.



4. Length of Season and Cancellation of Games

The length of any playing season during the year shall be of such duration as determined by the regional board, and as set forth in the regional calendar attached to these guidelines. Inclement weather or poor field conditions may necessitate from time to time the postponing or canceling of games. Any such postponement or cancellation will be made at the discretion of the regional commissioner or the regional safety director as early as practical before game time. Once the game begins, only the referee in charge of the particular soccer field may suspend or cancel the game, except that the regional commissioner or designate may suspend or cancel games due to inclement weather or other conditions that may warrant such action.

5. Attendance; Participation

Every player shall be entitled to play at least half of every game. Moreover, it is the policy of the region to (a) play each player at least three quarters of every game.

THREE-QUARTER (3/4) PLAY RULE (U5-U14)

- A. All players shall play a minimum of three-quarters (3/4) of each game. Injured players and players with physical limitations shall be exempt from this rule if the parent or player requests. Other exemptions may be granted to the coach to correct disciplinary or behavioral problems. These other exemptions may only be granted by the regional commissioner.
- B. Players arriving late for games will be required a minimum play time as follows.
 - 1. Players arriving in the first quarter must play at least two (2) of the remaining three (3) quarters.
 - 2. Players arriving at the half must play at least one (1) of the remaining two (2) quarters.
 - 3. Players arriving in the third quarter must play the final quarter.

6. Protests

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



7. Conduct during Games

The highest standards of conduct and good sportsmanship must be maintained at all times by players, coaches, referees, spectators and all other participants. Offensive, insulting or abusive language is forbidden. The use of alcohol, tobacco products, or illegal drugs in the vicinity of the playing field during practices or games is strictly forbidden.

All participants must wear the official uniforms, as described in paragraph 12, for all games and dress in them in a neat, clean manner. The use of shin guards is required at all practices and games.

Coaches are expected to be positive and set the best possible example for the participants. Excessive coaching from the sidelines shall not be permitted, and the function of the coach should be to provide encouragement and a positive direction. The coach may enter the field of play only with the consent of the referee and may coach only within 10 yards in each direction from the half-way line of the field (in no event in either of the penalty areas or from behind the goals).

Spectators at games must remain behind the spectator control line (three yards from the sideline) and between the penalty areas and their vocal efforts should be limited to positive compliments to the participants. Spectators are expected at all times to act positively around players and to demonstrate respect for opponents, officials, and all other volunteers. Under no circumstances should they attempt to coach or address remarks derogatory to players, coaches or the referee.

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

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

A player who is sent off for violation of the Laws of the Game shall be suspended for the duration of that game and shall *not participate in the team's next scheduled game*. A player who is cautioned or sent off may be subject to additional disciplinary action (e.g., parent conferences, additional game suspensions, expulsion) at the discretion of the regional board upon thorough review of the incident following the procedures outlined in Article 9 (Dispute Resolution). A coach, assistant coach or spectator who is warned or expelled from the field may also be subject to similar or additional disciplinary action at the discretion of the regional board upon thorough review of the incident following the procedures outlined in Article 9 (Dispute Resolution)..



8. Refreshments at Games

It shall be the responsibility of each team to supply its own refreshments. It is suggested that the best kind of refreshment is cool water. It is the responsibility of the coach and team parent participants to assure the absence of any drug, stimulant or other harmful substances in any refreshment given to any player. It should be noted that food of any type is prohibited on or near the playing field (i.e. the artificial turf) at Community Park.

9. Parental Participation

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

10. Facilities

It shall be the responsibility of both teams for the first game each day to set up the goalposts and nets and both teams for the last game of each day to take down the goalposts and nets. Each field shall be lined under the direction of the regional commissioner and/or the director of playing fields, and each group of fields shall be provided with a first aid kit. No trash should be left at the facility except in designated containers. Parking shall be limited to those areas designated at the fields.

11. Sponsors

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

The region shall make arrangements to supply each player with a shirt with the original AYSO logo properly affixed thereto and, if possible, a pair of socks, and shorts. Each player is expected to provide his/her own appropriate footwear and shin guards. No player may participate in a game without such shirt, socks, shorts, appropriate footwear and shin guards. Players may not wear jewelry of any kind (including chains, watches, body jewelry and earrings), bandanas or other ornamentation or anything else that may, in the opinion of the referee, create an increased risk of injury to himself or herself or to other players during the game.

Medical information bracelets should not be removed, but can be covered with a soft wrist band or temporarily modified to fit more snugly.

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

Hard casts (including padded casts), splints, helmets and hard padding are not permitted to be worn by a player during any game or practice.

Sweat shirts or sweat pants are not permissible on the field except when worn by the goalkeeper.

Slide pants will be allowed only if they match the shorts.

Socks must be worn over the shin guards. They may not be turned down over shin guards.

During inclement weather, a long sleeve garment may be worn under the uniform jersey provided it is the same color as the jersey. The game referee shall only intervene should safety concerning the garment be an issue.

Shin guards are mandatory at all AYSO practices and games.



13. COACHES

It shall be the responsibility of head coaches and or assistant coaches to:

1. Conduct themselves in a manner becoming a member of AYSO. This would include refraining from the use of tobacco or like. Products and alcoholic beverages while in the area (generally fifty (50) yards or more) of the playing field and shall never attend practices or games under the influence of alcohol or illegal drugs.
2. Encourage clean competition and good sportsmanship.
3. Uphold the rules and regulations of AYSO and the guidelines of region 779.
4. Train their respective teams to the best of their ability.
5. Participate in positive coaching, that instructs and encourages players during the AYSO games and practices.
6. Limit sideline coaching to ten (10) yards from each half-line, with a maximum of two (2) coaches from each team as shown on the lineup card.
7. Monitor and be responsible for the conduct of their players, parents and all sideline spectators.
8. Ensure that negative comments are not made toward the referees during the games or after. (Any comments must be submitted to the divisional coordinator in writing within twenty-four (24) hours for review.)
9. *Abide by the rule that "there will be no protests of games," however, coaches are encouraged to write an on-line incident report of any misapplication of the basic rules by the referee, if it is found that a rule was misapplied, such referee shall be so informed in order to insure that no further misapplication occurs.*
10. Ensure that a male coach of a girls team have a mother present at all practices, and a female coach of a boys team have a father present at all practices.
11. Provide a mandatory referee to represent the team.
12. Attend all required meetings and clinics or to send a representative.
13. Set up and take down the playing field and clean up the area.
14. Appoint a team manager for the team.
15. Ensure that medical release forms are present at all practices and games. Failure to present medical release forms upon request by the referee or staff member will result in the game or practice being terminated or forfeited.
16. Be safe haven certified by attending an AYSO safe haven certification course and maintain that certification by attending any required continued education courses. Each certified coach shall be issued a safe haven badge including his/her picture and authorizing signature upon completion of this course. Each coach must wear this badge to all games. Any team not displaying this proof of safe haven certification by at least one coach shall not be allowed to play that game.



14. Referees

It shall be the responsibility of the referee to:

1. Conduct themselves in a manner becoming a member of AYSO. This would include refraining from the usage of tobacco or like products and alcoholic beverages while in the playing area (generally fifty (50) yards or more) of the playing field.
2. Encourage at all times clean competition and good sportsmanship.
3. Impose the rules and regulations of competition defined by AYSO and FIFA laws of the game.
4. Participate in positive officiating, that instructs and encourages players.
5. Put great emphasis on the welfare of the players. If a player is injured, the referee, at his/her discretion may stop play to insure the welfare of the player even if the ball has not gone out of play.
6. Refrain from negative comments towards the coaches during the games. (Any comments must be submitted in writing via the regions on-line incident report for the referee administrator review.)
7. Officiate each game to the best of their ability.
8. Notify the referee administrator or designate if unable to do the assigned game at least twenty-four (24) hours before the game.
9. Maintain and complete game cards and forward them to a designated area after each game.
10. Attend all required meetings and clinics.
11. Must be registered as a current volunteer.
12. Must be an AYSO trained and certified referee.
13. Must wear the proper referee uniform, black shorts, black socks with white stripes, referee shirt with an AYSO *badge that indicates the referee's certification level.*

15. Cautions and send-offs

- A. Improper conduct on the part of the coaches and spectators can result in a warning or suspension of the game until those individuals leave the field of play (in the case of a coach being asked to leave this would be a send-off. The referee shall deal directly with the coaches since the coaches are responsible for all spectators on their respective sideline, the referee may deal with the coach involving spectators.
- B. Players conduct and discipline for improper actions shall be governed by FIFA laws of the game.
- C. A coach being sent-off must leave vicinity of the playing field. A coach or player being sent-off will not be allowed to participate in the *teams'* next game.
- D. A player or coach who is sent-off a second time during same Fall season (including the regional post season tournament) will not participate in the *team's* next two (2) games.



- E. All cards issued will be reviewed by the referee administrator. If the referee administrator feels that the disciplinary action specified in paragraph 2 and 3 above is sufficient, the referee administrator may request the regional commissioner to hold a disciplinary hearing in accordance with these guidelines to determine, if any, what further disciplinary action will be taken against the offending player or coach.
- F. It shall be the responsibility of the divisional coordinators to inform the player(s) or coach(s) of any action taken. The regional commissioner will inform the area director of players or coaches suspended for the season.
- G. In addition to this section, spring teams shall also be governed by the spring guidelines and/or tournament rules and regulations where appropriate.

16. Regional Post-Season Tournament

- A. Post season tournament rules will be updated annually, and will be published and made available at the same time as the tournament schedules are published.
- B. Once the playoff format has been approved by the regional staff, no further changes may be made without approval of a majority of regional staff, except as noted within the tournament rules by the tournament director.
- C. Post season tournament rules will be updated annually, and will be published and made available at the same time as the tournament schedules are published.

17. Reimbursement For Clinics, Courses And Camps

- A. Region 779 will pay 100% of the fees for any course, clinic or camp attended by any region 779 volunteer recommended by the regional coach administrator, referee administrator and approved by the regional commissioner.

This guideline is limited to the funds authorized for this purpose in the annual budget and approved by the regional staff, unless approved by the regional commissioner. *The region's payment will be limited to the registration and will not include lodging, transportation, meals and other incidental expenses included in the registration fee.* Any person for whom the region has paid to attend such courses, clinics or camps and who does not attend/or receive a completion certificate will be required to reimburse the region prior to participation in any further activity associated with region 779.



ARTICLE EIGHT

FINANCIAL, BANKING AND RELATED MATTERS

1. Budget; Financial Statement

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

2. Account Signatories

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

3. Transfer of Funds

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

4. Cash Handling Procedures

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

- a. *Funds withdrawn for "cash box change" must be deposited back into the regional bank account on the same day, or the first banking day thereafter.*
- b. All registration fees collected in cash and checks must be reconciled to the bank deposit slip and the AYSO registration forms.



- c. Arrangements should be made to have the cash received deposited into the regional bank account on the same day such cash is received, or the first banking day thereafter.
- d. When handling a significant amount of cash monies, at least two regional volunteers should be present.

5. Receipt Procedures

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

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

6. Immediate Accounting to Regional Treasurer

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

- 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, if possible. Compromise should be emphasized whenever possible, and personality conflicts should be avoided. If disciplinary action is found to be necessary, it is the region's *policy to take only the minimum action necessary*. All means available should be taken to avoid legal action.

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

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

It is the policy of the region to avoid publicizing the suspension or removal proceedings beyond those persons who need to know, and to respect the privacy of the individuals involved. However, the regional commissioner or regional board should notify the area director, the section director, the National Support & 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. General Due Process Procedures

Disputes involving day-to-day activities of the region should first be addressed and resolved, if possible, by the appropriate board member in charge of the activity and/or then by the entire regional board, if necessary. Disputes arising out of game conduct should first be addressed and resolved, if possible, by the regional referee administrator and/or then by a disinterested review board appointed by the regional commissioner and/or then by the entire regional board, if necessary.



If it is determined that it is necessary that a person involved in the region needs to be disciplined, or that his or her participation in the region should be limited or terminated, then the regional commissioner or the regional board shall give notice to such person of such intention, initially by telephone, FAX, in writing via email or in person. Notice should always be followed by a written confirmation delivered via certified mail. Such notice shall specify the action to be taken and the reasons therefore. Such notice shall further notify such person that he or she, upon request, will be given a reasonable opportunity to explain why such action should not be taken. Such opportunity to respond may be in person at a hearing, by telephone or in writing. The regional commissioner or regional board may appoint a disinterested hearing board or committee of neutral persons to consider such discipline. After such opportunity to respond has been given, the regional commissioner, regional board, hearing board or committee shall make its determination and announce it in writing to all persons concerned.

3. Suspension

The regional commissioner may suspend a person involved in the region from further involvement in the region's activities if there is found to be an imminent danger to players or to the program by his or her continuing involvement, or if it is determined the person has been arrested or is under investigation for a crime that, if convicted, would *rule out the person's continued involvement*. Notice must be provided and a hearing conducted, if requested, according to the procedures described in Paragraph Two above. A suspension is considered to be temporary in nature, and any such suspension may be removed or set aside by a majority of the regional board at any time.

4. Removal

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

5. Hearing Procedures

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.

7. CHINO HILLS DISCIPLINARY PROCESS

A. Any violations of AYSO policies, rules and regulations or these regional guidelines by a coach, referee, player or parent against another member of AYSO can result in:

1. Probationary period during the regular season.
2. Dismissal for a specific number of games or seasons.
3. Permanent dismissal from participation in AYSO.

B. RIGHTS OF MEMBER

1. The members (*or in the case of a minor, the minor's parent(s)*) has the right to:
 - a. Be notified of the meeting in timely manner
 - b. Be given a copy of the regional guidelines
 - c. Hear and respond to all evidence
 - d. Have defense witnesses present
 - e. Be represented by an AYSO staff member

C. HEARING BY A REVIEW BOARD

1. The regional commissioner will appoint an impartial review board consisting of no less than three (3) persons, none of whom shall have been involved in the incident or is a coordinator of the division in which the member is involved.
2. Within three (3) working days following the hearing, the review board will make a recommendation to the regional commissioner. All recommendations shall be submitted in writing to the regional commissioner and shall include written findings of fact which support the recommendations submitted. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing.
3. The regional commissioner may accept or reject all or any part of the recommendations submitted by the review board.



D. EVIDENCE

1. Decisions and recommendations shall be based on substantial evidence relevant to the charges presented at the hearing, no decision or recommendation shall be based solely on hearsay evidence. A decision for evidence showing that the member committed a violation against another AYSO member.

E. TIME FOR REGIONAL COMMISSIONER'S DECISION

1. A decision of the regional commissioner shall be made within ten (10) work days following the conclusion of the hearing.
2. *A written copy of the regional commissioner's decision will be sent to all interested parties.*



ARTICLE TEN

CHANGES IN GUIDELINES

1. Approval of Guidelines

These guidelines shall become effective after being approved by the regional commissioner and the existing regional board, the area director and the section director, and then submitted to the National Support & Training Center.

2. Change in Guidelines

Once adopted, these Guidelines may only be amended by the regional board by a 2/3 vote of the regional board members, with the approval of the regional commissioner, the area director and the section director, and then submitted to the National Support & Training Center.