



# REGIONAL GUIDELINES

AYSO REGION 147 AREA W OF SECTION 10

P.O. Box 1648

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SUBMITTED AND APPROVED:

REGIONAL COMMISSIONER \_\_\_\_\_

DATE: \_\_\_\_\_

AREA DIRECTOR \_\_\_\_\_

DATE: \_\_\_\_\_

SECTION DIRECTOR \_\_\_\_\_

DATE: \_\_\_\_\_

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AMERICAN YOUTH SOCCER ORGANIZATION  
OJAI VALLEY AYSO – REGION 147  
GUIDELINES

As adopted by the General Board on 4/19/2011

### **I. Name**

1. The name of this organization shall be the American Youth Soccer Organization (AYSO) – Ojai Valley AYSO Region 147.

### **II. Mission Statement**

1. The Mission of Region 147 of Section 10, Area W is to provide for the youth of Ojai an opportunity to play soccer regardless of ability.
2. We strive for qualified adult leadership, a safe and health soccer environment, an opportunity for the youth to play soccer as a child not as an adult, good sportsmanship, fair play, and most of all, that anyone can have fun through sports without being the best.
3. The AYSO philosophy is as follows:
  - A. **Everyone Plays** – each child is guaranteed to play three-quarters (3/4) of a game.
  - B. **Balanced Teams** – every team will have an equal chance to succeed.
  - C. **Open Registration** – anyone living in our area can play.
  - D. **Positive Coaching** – encouragement and praise will be emphasized.
  - E. **Player Development** – encourage players to develop skills and knowledge of the game to maximize their enjoyment.
  - F. **Good Sportsmanship** – mutual respect over win at all costs attitude.

### **III. Geographic Location**

1. The geographic limits of Region 147 shall be the limits of the City of Ojai, the communities of Meiners Oaks, Mira Monte, Oak View, Casitas Springs and those areas adjacent to the above locations not located in another soccer region.

### **IV. Membership**

1. Any player who resides within the geographic location and who meets the requirements set forth in the National Bylaws and AYSO Rules and Regulations shall be eligible to participate, except members that are potentially dangerous to other members.
2. The decision to exclude members who are potentially dangerous will be determined under the dispute resolution guidelines and to be approved by the Area W Director.

3. Parents or Legal Guardians of all players, all coaches, all referees, and all officials shall be considered active and voting members of the general membership.

## **V. Government**

1. The government of Region 147 shall consist of a Board of Directors, which should be comprised of the following members: (See Organization Chart Appendix A) \* = required position
  - A. EXECUTIVE BOARD:
    1. Regional Commissioner\*
    2. Assistant Regional Commissioner
    3. Registrar\*
    4. CVPA (Child and Volunteer Protection Advocate)\*
    5. Regional Coach Administrator\*
    6. Regional Referee Administrator\*
    7. Treasurer\*
    8. Safety Director\*
    9. Secretary
    10. Regional Auditor
  - B. REFEREE/COACHING BOARD:
    1. Referee Administrator
    2. Youth Referee Administrator
    3. Coach Trainer
    4. Coach Administrator
    5. Assistant Coach Administrator
  - C. GENERAL BOARD:
    1. Executive Board
    2. Boys/Girls Commissioner
    3. Division Directors (14)
    4. Coaching Board Members
    5. Referee Board Members
    6. Uniform Director
    7. Field Director
    8. Volunteer Coordinator
    9. Webmaster
    10. Sponsorship Coordinator
    11. All Region 147 Voting Members
2. The Full Board shall conduct Region 147 business at scheduled meetings held on a date set by the Regional Commissioner, usually the third (3<sup>rd</sup>) Tuesday of every month.
3. Minutes and decisions will be submitted to the Regional Commissioner for approval.

4. The Executive Board shall hold monthly meetings on a date set by the Regional Commissioner. Held on the third (3<sup>rd</sup>) Tuesday of every month.
5. The Executive Board shall meet a minimum of four (4) times annually or as often as is necessary to conduct the responsibilities of the Region.
6. Minutes shall be kept of all Region 147 Board of Directors and Executive Board meetings and submitted at each following Board of Directors meeting.
7. Any adult general member in good standing shall be eligible to hold office on the Board of Directors.

## **VI. Elections & General Membership**

1. The following members of the Board of Directors shall be elected by the general membership at the Annual General Meeting, which shall be held each January and shall take office at the February Board of Directors meeting:
  - A. Regional Commissioner / Assistant Regional Commissioner
  - B. Treasurer
  - C. Regional Coach Administrator
  - D. Regional Referee Administrator
  - E. Safety Director
  - F. Child Volunteer Protection Advocate
  - G. Registrar
  - H. Secretary
2. Minimum qualifications for each position are as follows:
  - A. Regional Commissioner – One year as an Executive Board Member in Region 147
    1. AYSO National Rules and Regulations requires that the Area W and Section 10 Directors approve the Regional Commissioner.
  - B. Treasurer – One year as a member from within Region 147
  - C. Regional Coach Administrator – One year as a member from within Region 147
  - D. Assistant Regional Commissioner – One year as a member from within Region 147
  - E. Regional Referee Administrator – One year as a member from within Region 147
  - F. Safety Director – One year as a member from within Region 147
  - G. Child Volunteer Protection Advocate (CVPA) – One year as a member from within Region 147.
3. Any person under suspension shall not be eligible to run for a Region office. (*See Article VII – Dispute Resolution*)
  - A. Any vacancies in the seven (7) elected Executive Board positions shall be appointed by the standing Regional Commissioner and approved by a majority vote of the Executive Board.
  - B. Elections: Request of interest in positions should be sent to the General Membership in November through the Region 147 website or by mail to Ojai AYSO – Region 147, P.O. Box 1648, Ojai, CA 93024.

4. The Executive Board will review names submitted for each elected position and insure minimum qualifications are met.
5. A list of names for each position shall be presented at the January Board of Directors meeting.
6. Each candidate, if they choose, may submit a position statement to the January Board of Directors meeting that shall be made available at the January Annual General Meeting.
7. A notice of the January Annual General Meeting date must be made public by the placement of information on the Region Website at least ten (10) days prior to the election.
8. The incoming Regional Commissioner with the approval of the Executive Board shall appoint all other Board of Director positions.
9. Board positions shall be for a one-year term with the term beginning February 1<sup>st</sup>.

## **VII. Dispute Resolution**

1. General Policy:
  - A. It is the policy of Region 147 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. Compromise should be emphasized and personality conflicts should be avoided.
  - B. It is the policy of the Region that all complaints or disputes should be submitted in writing either to the Regional Commissioner and/or to the appropriate Executive Board Member in charge of the activity in which the dispute or complaint arose and should include a brief statement of the relevant facts. Such written statements should not be copied to any other individuals or otherwise circulated by email in order to avoid unnecessary gossip and inappropriate privacy violations of the parties involved which consequences conflict with the Region's general policies in the handling of disputes.
  - C. It is the policy of the Region to avoid punishing players for the conduct of parents except when there is no other solution (e.g. where a parent cannot or will not case his or her disruptive behavior).
  - D. 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.
  - E. It is the policy of the Region to avoid publicizing the results of suspension or removal proceedings beyond those persons who need to know those results and to respect the privacy of the individuals involved. However, the Regional Commissioner or designee should notify the Area Director, the Section Director, the National Support & Training Center or members of the AYSO Legal Commission of any 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:

- A. 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 Regional Commissioner, if necessary. For example, disputes arising out of game conduct should first be addressed and resolved, if possible, by the Regional Referee Administrator and/or then by the Regional Commissioner or a disinterested disciplinary review panel appointed by the Regional Commissioner, if necessary.
- B. If it is determined that it is necessary that a person involved in Region 147 needs to be disciplined or his or her participation in the Region limited or terminated, the Executive Board shall give notice in writing to such person the intention of Region 147 to take such action.
- C. The notice will specify the action to be taken, the reasons for such action, and shall notify such person that, upon request, he or she shall be given a reasonable opportunity to explain why such action should not be taken. And that such opportunity to respond may be in person at a hearing, by telephone or in writing, at the election of the person wishing to respond.
- D. All such notices shall be given in such a manner as to enable the Region to confirm that notice was delivered and received.
- E. If a request for an opportunity to respond is received, the Regional Commissioner shall appoint a disinterested committee chaired by an Executive Board member to consider the matter and determine appropriate discipline, if any. Any Executive Board member, including the Regional Commissioner, that is a witness to the incident or is otherwise personally involved and therefore cannot be objective about the matter, may still serve as a witness to events, if appropriate, but should abstain from the decision making process.
- F. After such review and opportunity to be heard has been given, the Committee shall make its determination and shall report its decision to the Regional Commissioner. If the Regional Commissioner agrees with the determination, the decision shall be conveyed in writing to the persons concerned and such determination shall be final and binding on all concerned. If the Regional Commissioner disagrees with such decision as being arbitrary or capricious, or believes that the procedure was not fair or the persons making such determination were not disinterested, the matter shall be submitted to the Area Director together with the findings of the Committee and the reasons for the Regional Commissioner's disagreement, and the Area Director may make the final determination either individually or in accordance with the Area's rules governing such matters.

3. Immediate Suspension:
  - A. The Regional Commissioner or Executive Board may immediately suspend a person involved in Region 147 from further involvement in the program on notice (by email, fax or in writing) if based on reasonably reliable preliminary information, there is found to be imminent danger to participants or the Program by such person(s) continuing involvement or if a crime has been alleged to be committed by such participant. The hearing and review procedures outlined above shall follow any such immediate suspension which shall be considered temporary until the process has been concluded.
4. Removal:
  - A. The Regional Commissioner or Executive Board may remove a person (whether or not suspended) involved in Region 147 from further involvement in the program on notice after a determination is made that removal is appropriate, as a result of a disciplinary hearing described in Dispute Resolution. If there is found to be (a) a violation of national rules and regulations, principles or philosophy of AYSO or (b) conduct, which disrupts Region 147's or AYSO's activities or programs.
  - B. The Regional Commissioner may be removed from office by a two-thirds (2/3) vote of the Board of Directors or by a majority vote of the General Membership at a special meeting.
5. Appeals:
  - A. If a party is dissatisfied with the decision or action taken in accordance with the dispute resolution procedures outlined above, such party may request a review of the decision by the Area Director, unless it has been determined by the Area Director, or the Area Director is not disinterested, then by the Section Director unless it is determined by the Section Director and the Section Director is not disinterested, then by the National Board of Directors, as may be appropriate pursuant to the operating regulations relating to dispute resolution and due process.
  - B. The basis of any such appeal must be that the original determination was arbitrary and capricious, or that the procedure was not fair, including that the person or persons making such determination are found not to have been disinterested, or that the procedures described in these guidelines were not followed.
  - C. There shall only be one appeal of each matter.
  - D. Any determination made in accordance with this Article shall be final and binding on all concerned.

## **VIII. Duties of the Board of Directors**

1. To establish policies consistent with the by-laws and rules and regulations of AYSO National, Section 10, Area W, and Region 147 guidelines.
  - A. To establish budget requirements and control disbursement of all region funds.

- B. In cooperation with City of Ojai Recreation and Park District and Ojai Valley School District, to provide practice and playing facilities.
- C. To manage the affairs of Region 147, by overseeing the organization of the divisions of play, appointment and training of coaches and referees, and the establishment of schedules of play.
- D. To prepare amendments to this set of regional guidelines on an as needed basis and present them to the General Membership. All amendments to the Guidelines will be struck through and kept in the document for a period of two (2) years. All new additions will be underlined and dated. A two-thirds (2/3) vote of the board members present will approve guideline changes (four [4] members minimum).
- E. To establish the standards of conduct for all players and adult General Members.
- F. The Regional Commissioner may veto any Board decision if the effect of such decision would be to violate the National Bylaws, the National Rules and Regulations, the policies and directives of the National Board, Section, Area or Regional Guidelines. The Area W Director, on request, may review such veto by a two-thirds (2/3) vote of the Board Members voting on such matter.

## **IX. Board of Directors Position Descriptions**

### **1. REGIONAL COMMISSIONER**

- A. Shall be responsible for the general supervision of Region 147. Shall have the powers of the office of Commissioner except where those powers are vested in another office as noted in these position descriptions.
- B. It shall be the duty of the Regional Commissioner to call and run all Executive Board and General Board Meetings of Region 147.
- C. The Regional Commissioner shall be responsible for approving the participation of Region 147 teams in all tournaments or designee.
- D. The Regional Commissioner shall be responsible to see that these Regional Guidelines and the AYSO National Bylaws and Rules and Section and Area Regulations are followed.
- E. The Regional Commissioner shall review the Region's financial statements and canceled checks on a monthly basis.

### **2. ASSISTANT REGIONAL COMMISSIONER**

- A. Shall assist the Regional Commissioner in fulfilling his/her duties and, in the absence of the Regional Commissioner, shall perform his/her duties.
- B. Other duties as assigned by the Regional Commissioner.

### **3. TREASURER**

- A. Shall have custody of all funds, securities, evidence of indebtedness and other valuable documents, and shall make timely deposits of such funds and securities in the name of Region 147 in a bank or depository (deposits of all monies should be made within 72 hours of receiving funds).

- B. Shall prepare monthly financial statements and present them at the regularly scheduled Board of Director meetings.
  - C. Shall be responsible for overseeing the financial affairs of Region 147, including drafting the budget and monitoring finances from registrations, equipment sales, weekly snack bar, and all tournaments.
  - D. Shall provide player scholarship form upon request.
4. SAFETY DIRECTOR
- A. Shall be responsible for ensuring the safety of all participants within Region 147 and disseminating such information of safety as may be available.
  - B. Shall be responsible for the administration of the Accident Reimbursement Program.
  - C. Shall be responsible for the scheduling of all practice fields in Region 147.
  - D. Shall coordinate practice fields and practice field lights through the Ojai Valley Recreation and Park District and the Ojai Valley School District to insure appropriate agreements are in force for field use.
  - E. Shall be responsible for maintaining an inventory of Region 147 equipment, maintaining the equipment, and distributing equipment as needed.
5. SECRETARY
- A. Shall keep minutes of meetings of Region 147, including members present, meeting proceedings, and vote tallies.
  - B. Shall provide copies of these minutes to all Board members at each monthly Board of Directors meeting.
  - C. Shall mail a copy of each Board of Director meeting minutes to Area Director.
  - D. Shall mail copies of any material provided at Board of Directors meetings to those not in attendance, upon request.
  - E. Shall be responsible for the preparation of all general correspondence and notices.
  - F. Shall be authorized to sign correspondence in the name of Region 147.
6. CVPA (CHILD AND VOLUNTEER PROTECTION ADVOCATE)
- A. The position will act in accordance with the job description set forth by AYSO.
  - B. Shall support the Regional Commissioner in the promotion and implementation of the AYSO Safe Haven Program.
  - C. Shall work with the Regional Commissioner, Registrar, Referee Administrator, Coach Administrator, Directors of Players, and Director Team Parents to see that all coaches, assistant coaches, referees, team parents, board members, and other volunteers complete, date and sign the AYSO volunteer application form.
  - D. Shall collect all AYSO volunteer application forms, send in the originals to AYSO National, and store the second copies in the region storage for a minimum of seven (7) years.
  - E. Shall maintain a roster of all registered volunteers and send a copy to the Area CVPA.

- F. Shall present to the regional board a motion to accept the list of coaches, referees, and other volunteers each season at a board meeting.
7. REGIONAL REFEREE ADMINISTRATOR
- A. Shall be responsible for recruiting, training, assessing, scheduling and supervising of all referees in Region 147.
  - B. Shall administer the Referee Board and hold regular meetings as needed to fulfill the referee needs of the region.
  - C. Shall also coordinate efforts with the Area W and Section 10 Referee Administrators.
8. REGIONAL COACH ADMINISTRATOR
- A. Shall be responsible for the training, supervision, and dissemination of information to all coaches within Region 147.
  - B. Shall administer the Coaching Board and hold regular meetings as needed to fulfill the coaching needs of the region.
  - C. Shall give and/or arrange for coaches clinics or training when needed.
  - D. Shall assist with the rating of all players, and help with the balancing of teams.
  - E. Shall coordinate efforts with the Area W and Section 10 Coach Administrators.
  - F. Shall keep Division Directors updated on Coach Certification status for all coaches in the region.
  - G. Shall participate in primary season team balancing along with the Registrar and relevant Division Director, making every effort to ensure a fair and competitive season.
9. REGISTRAR
- A. Shall be responsible for the registration of each member of Region 147, the collection of the appropriate registration fee, and the timely dissemination of the copies of the registration forms to the AYSO National and appropriate Director of Players.
  - B. Shall be responsible for the turning over of the registration fees to the Treasurer.
  - C. Shall provide the Division Director of Players with the names of players registering late.
  - D. Shall provide Player Scholarship Forms upon request.
  - E. Shall participate in primary season team balancing along with the Coach Administrator and relevant Division Director, making every effort to ensure a fair and competitive season.
10. DIVISION DIRECTOR
- A. Shall be responsible for the operation of a division of play in either the boys or girls section of the region.
  - B. Shall collect player ratings, All-Star coach applications from coaches in their division and deliver them to the Regional Registrar prior to the All-Star selection meeting.
  - C. Shall attend all meetings held with regard to their division.

- D. Shall provide the recruitment of all coaches within the Division and the dissemination of information and equipment to the coaches within that division of play.
- E. Shall contact any coaches in their division who have not picked up their team information, pictures, trophies, etc.
- F. Shall participate in primary season team balancing along with the Coach Administrator and Registrar, making every effort to ensure a fair and competitive season.

#### 11. FIELD DIRECTOR

- A. Shall be responsible for the maintenance of the playing and practice fields.
- B. Shall ensure that the necessary equipment is available for each game, that fields are properly lined for both Saturday and/or week night games.
- C. Shall ensure that Region 147 equipment is maintained.

#### 12. UNIFORM DIRECTOR

- A. Shall be responsible for maintaining an inventory of Region 147 uniforms, maintaining the uniforms, and distributing uniforms.
- B. Shall be responsible for recommending uniform replacement needs for Region 147.

### **X. Financial Policy**

1. All financial proceedings within Region 147 must conform to AYSO Rules and Regulations.
2. The Board of Directors shall determine the registration fees for the year, prior to the first registration.
3. The fiscal year for Region 147 shall be from July 1<sup>st</sup> through June 30<sup>th</sup>.
4. No non-budgeted expenditures shall be made with the following approvals:
  - A. From \$0.00 to \$250.00 – Regional Commissioner
  - B. From \$251.00 to anything over – Executive Board
5. The Regional Commissioner can approve normal operating expenses if they are itemized in the budget, they are within the budgeted amounts and the Board of Directors has approved the budget. All expenses will be reported at the next Board of Directors meeting.
6. A purchase order must be obtained from the Region Treasurer prior to any purchases being made.
7. Receipts must accompany reimbursement to individuals for Region expenditures on a completed Region 147 Request for Reimbursement Form. These forms will be available from the Region Treasurer.
8. The Board shall maintain sound fiscal policies and shall not allow spending beyond the resources of Region 147.
9. All expenditures of Region 147 funds shall require two (2) approved signatures on all of the Region's checks. Cash may not be obtained for any reason.

10. Approved signers shall be the Regional Commissioner, Assistant Regional Commissioner, Treasurer, Registrar and other persons assigned by the Regional Commissioner.
11. No two (2) people from one (1) family or household may be approved to sign.

## **XI. Registration**

1. All registration policies and proceedings must be in conformance with AYSO National Rules and Regulations.
2. Registrations may be held as often as the Board of Directors permit, but as a minimum must include two regular registrations.
3. These must be publicized through the local newspaper and by mailings to last years' membership.
4. Proof of age must be presented at each registration for all new players to Region 147.
5. A full refund will be granted upon written request by the parent or legal guardian of any player provided the player's family has moved from the geographical area prior to August 1<sup>st</sup>.
6. A partial refund will be granted upon written request by the parent or legal guardian of any player provided the player's family has moved from the geographical area after August 1<sup>st</sup>. Full refund is not possible due to National and Area fees being paid.
7. The Regional Commissioner will determine final decision on all refunds.
8. The Regional Board may establish a Registration End Date. After this date, all new registrations shall be placed on a waiting list. To fill vacancies that might occur prior to the season, players on the waiting list may be placed after teams are balanced, upon Regional Board approval to ensure the integrity of team balancing.
9. For competitive divisions, the list must be used on a rating replacement basis only. No new players will be added to a team after the second week of play unless approved by the Board of Directors.
10. All registration forms must be sent to AYSO National before any Regional activities with the players may begin.

## **XII. Team Formation & Draft (Regular Season)**

1. The primary objective of team formation and the player draft shall be the creation of balanced teams as described in AYSO philosophy.
2. All teams must be balanced numerically and as close as possible by age.
3. This shall be accomplished by using player ratings for Divisions U10 through U14.
4. In Division U6 through U14, the Region will balance the teams using the Region 147 method and computer program.
  - A. Upon initial placement, the computer generates teams, balanced numerically and by age.
  - B. Prior to final team formation, the Coach Administrator, Registrar, Division Director and Division Coaches shall meet to review the team placements.

- C. At that time, the individual player ratings for specific players may be modified if it is deemed to be inconsistent with other players within the division. Team adjustments may be made to account for these changes.
- 5. The Executive Board has the ability to re-establish a team that appears to not fairly be balanced.
- 6. No trading of players is allowed in Region 147 after the second (2<sup>nd</sup>) week of play. If a situation arises whereas a player must be moved or traded to another team, it must be voted on by all coaching staff involved in the division and must be voluntary on the part of the player or players to be moved.
- 7. Requests for teams or coaches are not allowed in U10 and older.
- 8. Requests for teams or coaches for U6 and U8 are not guaranteed.

### **XIII. Rules of Play and Laws of the Game**

- 1. The "Laws of the Game, AYSO Version" shall be utilized during all Region 147 play with the following amendments:
  - A. All exceptions will be approved by the Executive Board and published yearly in the Rules and Regulations of Play for Region 147 included in the coaches' information.
- 2. Medical Release:
  - A. The signed AYSO copy of the registration form must be in the possession of the coach or adult supervising the team any time the team practices, plays or participates in any activity as a team. All forms must have a parent/guardian signature.
- 3. Dress Code:
  - A. All team members will be uniformed in the same color and style of jersey, shorts, and socks without exception.
  - B. Shin guards are mandatory for both practice and games. Shin guards must be covered by appropriate socks or long pants to avoid injury. Shin guards must be made of suitable protective material. Shin guards must also be of a size proportionate to the player wearing them.
  - C. In the case of inclement weather, additional clothing may be worn by any player, providing that if worn, all additional clothing on a team must be of the same color and appearance and be worn underneath the uniform jersey. It is not mandatory that if one player does, all must.
  - D. Absolutely no jewelry is allowed on players during practice or games. This includes earrings of any type. Hair clips are restricted to soft, pliable materials only.
  - E. Medical bands should be covered with a wrist sweatband during the game and during practice.
  - F. Casts, splints, or any type of hard or semi-hard item covering on the player is not allowed.

- G. All players must wear shoes: tennis shoes or soccer shoes (no center toe cleat) or indoor/outdoor shoes, without exception.
  - H. Fingernails should be trimmed below the end of the fingertip.
4. Coaching:
- A. A maximum of two coaches are allowed per team during a game.
  - B. The minimum age for a Team Coach shall be 18 years old. Youths under the age of 18 wishing to volunteer, are encouraged to participate as an Assistant Coach.
  - C. Coaches are responsible for the conduct of their players, parents, and friends and all are expected to demonstrate good sportsmanship through the season.
  - D. Coaching shall be limited to ten (10) yards on either side of the centerline.
  - E. Both coaches must stay on their side of the field for all divisions.
  - F. No spectator coaching will be allowed.
  - G. Coaches shall not enter the field of play unless requested by the referee.
  - H. All parents, players, and coaches on the same team shall occupy the same side of the field.
  - I. Home team shall be the first listed team on the schedule day of play.
  - J. Coaches, Assistant Coaches and Referees are not permitted to use tobacco or alcohol products in the vicinity of the players.
5. Game Equipment - Each coach must have the following at each game:
- A. A completed lineup card.
  - B. A game ball.
  - C. The signed player registration forms for the team.
6. Protests – There shall be no protests of games or Referee decisions allowed within the Region.
7. The first team practice can start at the beginning of August, or at a date thereafter.
8. Events:
- A. A team may participate in a maximum of four (4) events per week; this includes practices and games not to exceed six (6) total hours for “League.” The week will be defined as Sunday through Saturday. A game shall be defined as 1½ hours for Divisions U10 through U19.
  - B. Note that any AYSO-sponsored “player clinics” are not counted against this four (4) event per week list.
  - C. Also note that any second games in the same week, scheduled by the Region or Area, are not counted against this four (4) event per week limit.
9. Dogs will not be allowed on the fields when children are present and participating in soccer. The referee should stop all play until the dog is removed. Time will not be added to the game to make up for time lost in this circumstance.
10. For Divisions U19 and U16:
- A. With Regional Commissioner approval, the U16 and U19 Division program will follow and play under the Area W rules.

- B. Region 147 will only allow a maximum of 19 players per roster.
  - C. Players will be placed in order of their registration date. No hand-picking will be permitted.
11. For Divisions U10, U12, U14, U16 and U19:
- A. A referee may issue a caution (yellow card) or send off (red card) to a player or coach (of any division) before, during or after any match within the soccer complex.
    - 1. Cautions (Yellow Cards)
      - a. A second caution (yellow card) will be cause for a Send Off (red card).
      - b. A coach may substitute, for the remainder of the period, a cautioned player with another if the referee and coach believe it is best for the player.
    - 2. Send Off (Red Card)
      - a. If a coach or player in a game is issued a Send Off, that person is ejected for the remainder of that game and the next game that the team plays.
      - b. Play will not resume until the ejected person has left the vicinity of the playing fields.
      - c. The Regional Commissioner, Regional Referee Administrator, and the Regional Coach Administrator will review all ejections within one week.
      - d. Any player who receives a Send Off during "League" play will not be allowed to participate on an All-Star or Tournament team.
12. Fall Season Format:
- A. For Divisions U10, U12, U14, U16 and U19:
    - 1. The Fall Season will consist of two parts: a regular "League" season; and playoffs.
    - 2. The combined season will begin the Saturday before Labor Day, with no games on Labor Day weekend, and end two Saturdays before Thanksgiving. The Saturday before Thanksgiving will be reserved as a make-up day.
    - 3. It is the policy of Region 147 that regular season games are not to be played on Sundays and that the Region will try to ensure that no playoff games are scheduled on Sundays.
    - 4. Playoffs will consist of pool play followed by a Championship Day.
    - 5. The top four teams in each division will compete during pool play, with pools determined by regular season standings using points as follows:
      - Win = 6 points
      - Tie = 3 points
      - Shut-Out = 1 point
      - Goals: 1 point for each goal (maximum of 3)
    - 6. Championship Day participants will be determined by pool play points; however, any team failing to accumulate the minimum Parent Participation points (as specified in Article XVII) will be ineligible to compete on Championship Day.

7. The Division Championship team and the second place team, as established by a single-elimination playoff schedule, may continue on to Area and Section play. If one or both of those teams decides not to continue or is ineligible to continue on to Area play, then the third place team will be asked to represent the Division. Likewise, the fourth place team may be asked and so on.
8. No player in Division U8 and Division U10 shall play more than two (2) quarters as goalkeeper during the regular "League" season. No player in Division U12 and Division U14 shall play more than three (3) quarters as goalkeeper during the regular "League" season. A player must play a minimum of one (1) quarter on the field during the regular "League" season (if a player plays in goal for three (3) quarters, they must play their fourth quarter on the field). A player may only play the entire game as goalkeeper during "Playoffs."
9. Substitution: During the regular season and playoffs, each player MUST play at least three-fourths (3/4) of each game.
  - A. Substitution Exceptions:
    1. The only exceptions to the above substitution rules are injury, illness and pre-approved disciplinary action through the Division Director, or other pre-approved reasons. If a player arrives late for a game (after the beginning of the second half), they must play one (1) quarter.
  - B. For Divisions U5, U6 and U8:
    1. Fall Season format for Divisions U5, U6 and U8 will consist of a round-robin format. These divisions are non-competitive age groups for instructional purposes only; no standings or game results are kept or published. Each player MUST play three-fourths (3/4) of each game, except for the substitution exceptions listed above.
    2. In U 5 and U6 divisions, each player must play two-thirds (2/3) of each game, except for the substitution exceptions listed above.
    3. No goalkeepers are used in Divisions U5 and U6.

#### **XIV. Awards**

1. Divisions U5, U6 and U8: Player participation medals and/or awards for all.
2. Divisions U10, U12 and U14: First (1<sup>st</sup>), Second (2<sup>nd</sup>), and Third (3<sup>rd</sup>) place "League" standing trophies and participation medals for everyone else.
3. Teams that participate in Area W shall receive awards in accordance with that program.
4. Standings: Standings will be posted on the website. No standings or game results are kept or published for Divisions U5, U6 and U8.
5. Special Awards:
  - A. Playoff games will begin the weekend prior to closing day for Divisions U10, U12 and U14. Games and opponents will be decided according to "League" standings. All teams will participate regardless of "League" standings.

- B. Championship games will be held during closing day ceremonies for Divisions U10 and U12. All other divisions will not have games on that day. The winner in each division will receive a trophy or medal and “Champion” t-shirt. The “Runner-Up” will receive a medal.
- C. The First (1<sup>st</sup>) Place “League” team and the Playoff Champion team shall move on to Area play, provided they have complied with the guidelines outlined in Article XVI. In the event that the first place league team also wins the tournament playoff, the second place league team will also go to Area playoffs.
- D. All awards shall be presented on the final week of the season, either following the last game or at an awards event scheduled during the week following the last games. If the first place team does not qualify, area teams will be chosen from Playoff first and second place winners.
- E. In the event there are an odd number of teams in any playoff-eligible division, a Board vote will decide how many teams will compete. If four (4) or less teams, all teams will compete. If there are five (5), six (6) or seven (7) teams, only the top four (4) “League” teams will compete during playoffs, unless games can be scheduled during a weekday.

## **XV. Injuries**

- 1. First Aid kits are located at the Referee tent.
- 2. All injuries to participants are reportable to the Division Director of the injured parties’ division and to the Safety Director.
- 3. Accident Reports and Insurance Reimbursement forms are available from the Safety Director or the Regional Commissioner or can be found in the Coach’s manual.
- 4. Before a player who has been injured may return to participant status, the coach must obtain a written release from their doctor and parent or legal guardian.

## **XVI. Post Season and Secondary Season Play**

- 1. Post Season Play is defined as an extension of the regular season for League Championship teams and All-Star teams participating in Area, Section and Tri-Section playoffs.
- 2. Secondary Season Play is defined as Tournament play.
- 3. Coach Qualifications for Post Season and Tournament Play:
  - A. All coaches must be certified through AYSO’s Safe Haven certification course.
  - B. All coaches must be trained at the age level they are coaching through an AYSO coach training course. U10 coaches must be trained at the U10 or higher level. U12 coaches must be trained at the U12 or Youth level. U14 coaches must be trained at the Intermediate coach level or higher. U16 and U19 coaches must be trained at the Advanced coach level.
  - C. All Coaches must be registered by completing the AYSO Volunteer Form.

- D. Coaches that receive a Send Off (red card) or two Cautions (yellow card) may not be eligible to coach in Post Season or Secondary Season play.
- 4. Player Qualification and Responsibilities:
  - A. For Post Season, players must have played in at least three-fourths (3/4) of their team's regularly scheduled Saturday fall season league games except for games missed due to medical reasons. For Tournament Play, players must have played in at least one-half (1/2) of their team's regularly scheduled Saturday fall season league games except for games missed due to medical reasons.
  - B. Players' names must be on every game card even if the player is not available for the game. A player on both Post Season league and All-Star teams must give priority to the league team at all times.
  - C. The Regional Commissioner may remove players from the All-Star team who miss league practices and/or games.
  - D. Players on Tournament teams must honor their league and All-Star commitments first.
  - E. Any player who has received a Send Off (red card) or Caution (yellow card) during the fall season must be approved by the Regional Commissioner before playing any post season play.
- 5. Division League Championship Teams
  - A. The Championship Team(s) from Divisions U10 through U19 may be invited to participate in Area, Section and Tri-Section playoffs, providing that all participation points are current and completed, and provided that the coach is certified in their respective division.
  - B. The Regional Commissioner, based on current Area W Guidelines, will determine the number of teams from each division.
  - C. These teams must play with only the same players that were on the roster during the regular season.
  - D. Region 147 will bear the team fee expense of this play, provided it is within the normal ladder (Area W, Section 10, and Tri-Season 1, 10 & 11).

## **XVII. All-Star/Tournament Teams**

- 1. Each U10 through U19 Division may form on All-Star team for Area, Section and Tri-Section playoffs.
- 2. The Regional Commissioner, based on current Area W Guidelines, will determine the number of teams from each division.
- 3. Region 147 will not bear the team fee expense for this play.
- 4. All-Star Coach Selection:
  - A. All coaches interested in being an All-Star coach must submit a written application to the Board between the first (1<sup>st</sup>) and fourth (4<sup>th</sup>) week of the season. Form is provided in the coach's binder.

- B. All coaches of each respective division will meet to vote in their recommendation for the All-Star coach prior to the fifth (5<sup>th</sup>) week of the season. The intent of this is to allow the All-Star coach time to watch prospective players play and discuss with each prospective All-Star player's league coach the player's suitability for the All-Star team. Practice habits, attitude, skill, each player's preferred position, and parental support are all a part of this screening.
  - C. Division Directors for each respective division of play shall poll the coaches within that division to recommend the All-Star coach.
  - D. When selecting the All-Star coach, the following shall receive consideration:
    - 1. Commitment to AYSO philosophy
    - 2. Sportsmanship
    - 3. Enthusiastic and supportive of the players
    - 4. Demonstrates respect for referees and opponents
    - 5. Soccer knowledge
  - E. Names of selected All-Star coaches must be reviewed by the Regional Coach Administrator and Regional Referee Administrator and approved by the Executive Board.
  - F. Coaches who receive a Red Card or two Yellow Cards may not be eligible to coach All-Stars.
  - G. The All-Star coach must be AYSO trained, certified, registered and appointed.
5. The required number of players for the All-Star team shall be in accordance with Area W and Section 10 Guidelines.
6. All-Star Player Selection – Nomination Procedure:
- A. Each regular season team coach shall submit a listing of All-Star candidates.
  - B. The coach shall nominate players who have demonstrated outstanding soccer ability and who have displayed an attitude of fair play, enthusiasm, cooperative team spirit and who contribute to the team in practice and at games. Each nomination shall include a short description of the player's best position and his contribution to the team. Coaches shall nominate players for at least three (3) positions, among the following: forward, halfback, defense, and goalkeeper. It is preferred that coaches nominate players in discussion and cooperation with the chosen All-Star coach.
  - C. Each coach shall nominate his/her team's best players regardless of whether it is known that the player cannot play due to injury, Sunday games, or other reasons.
  - D. In Divisions U10 and older, the number of players each coach shall nominate is determined by the following and approved by the Executive Board:
    - 1. Number of players required on All-Star team
    - 2. Number of All-Star teams (playing in Area playoffs)
    - 3. Number of League teams (during fall season)
  - E. At the All-Star meeting, after the completion of regular league play and player ratings have been completed (the player rating meeting may occur the same night),

the Division Director will present the All-Star nomination lists for final review with another list of the choices from the All-Star coach and player applications. For each planned All-Star team in the division, a minimum of four (4) additional players shall be added to the lists for alternates. It will be up to the individual coach whether they choose to have alternates practice with the team.

7. All-Star Player Selection Procedure:
  - A. Players nominated by the All-Star coach and the other coaches unanimously are automatically chosen for the All-Star team. The All-Star coach is allowed one (1) player selection of any player he/she chooses, regardless of player nomination status.
  - B. Once the unanimous players are chosen, the remaining players are listed in order of votes received and the coaches will work out the best team in conference with the All-Star coach, considering player position (each team needs goalkeeper, for instance), player ability, motivation and votes received.
  - C. Once the list is created and agreed to by a majority of coaches, which must include the All-Star coach, the list is given to the Division Director and to the All-Star coach. In the event of a tie in voting for the complete team, the team with the vote of the All-Star coach will prevail. These players will then make up the All-Star team.
  - D. The Division Director will keep a copy of this list for his/her records and screen the players for eligibility. The All-Star players are not to be notified of their status until after "League" play ends.
  - E. The All-Star coach may contact the parents of the selected (potential) All-Star players to determine if the player will be available for post season play.
  - F. In Divisions U14 and younger, no coach may inform a player of their possible All-Star status without prior permission from the player's parents.
  - G. All-Star choices may be announced at the closing ceremonies for all verified All-Star players. Verified players are those who are eligible, their parents have been notified, and the players have agreed to be on the team.
8. Post-Meeting Selection Procedure:
  - A. Should additional players be needed after the selection meeting, the All-Star coach may select from any player nominated for the All-Star team first, and should those not be available, from any player eligible in the league.
  - B. There can be no tryouts for players.
  - C. Players must be selected based on their current season performance.

## **XVIII. Parent Participation**

1. All Region 147 fall season teams will be assigned Parent Participation.
2. The number of assignments will vary by division and shall be provided to the Team Parent at the Team Parent Meeting.

3. Each team in Divisions U10 through U19, prior to receiving their team uniforms, must show volunteer support from their team for the following positions: two (2) Referees, one (1) Assistant Coach, one (1) Team Parent, two (2) Field Volunteers and one (1) Information Booth Volunteer.
4. Parent Participation points shall be awarded as follows:  
Information Booth = 2 points (complete all assignments)  
Field Duties = 2 points (complete all assignments)  
Refereeing = 1 point per Assistant Referee/game, 2 points for Center Referee (25 minimum). Note: Referee must be trained, certified, and approved by the Regional Referee Administrator to earn points.
5. For Divisions U10 and Older: Eligibility to compete on Championship Day shall require each team to accumulate a minimum number of Referee Points (25 points) and Parent Participation Points (10 points).
6. Parent Participation points will be posted on a weekly basis at the Information Booth and on the Region website, along with the team standings.
7. The coach shall be responsible for verifying all points are credited to the team.
8. Discrepancies in Standings must be reported to the Regional Coach Administrator within two weeks of the date the discrepancy occurred.
9. Missed Parent Participation assignments shall not be rescheduled without Board approval.