

San Carlos AYSO Regional Guidelines

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ARTICLE ONE

PURPOSE

The purpose of these Guidelines is to regulate the affairs of this Region. These Guidelines have been adopted pursuant to Section 1.03 (a) (6) of the National Bylaws of the American Youth Soccer Organization (“AYSO”) and are subject to such Bylaws, the Articles of Incorporation of AYSO, the AYSO National Rules and Regulations, the National Policy Statements adopted from time to time by the AYSO National Board of Directors, Section 2 Rules and Regulations, and Area 2N Guidelines.

Under AYSO National Bylaw Section 1.04 (l) and National Policy Statement 6.1, the Region has the responsibility to operate in accordance with the AYSO National Regional Guidelines unless the Region has adopted separate Regional Guidelines approved by the Region’s Area Director and Section Director.

ARTICLE TWO

MISSION

To operate a soccer program where young people can learn to develop a positive self-image, self-confidence, and other positive character traits through their interest and participation in a fun, fair, safe, family environment, based on our “**BE POS**”itive philosophy of:

Balanced Teams

At the start of each primary season, we form teams as evenly balanced as possible . . . because it is more fun when teams of equal ability play.

Everyone Plays

Our goal is for kids to play soccer . . . so we mandate that every player on every Under 6, Under 8, Under 10, Under 12 and Under 14 team must play at least three-quarters of every game when roster size allows. Players in all other divisions must play at least half of every game.

Positive Coaching

Winning kids are built up, not torn down! We train, encourage and require our coaches to make the extra effort to understand and offer positive help to our players, rather than negative criticism.

Open Registration

Our programs are open to children of San Carlos residents between 4½ and 18 years, who want to register and play soccer. Interest and enthusiasm are the only criteria for playing. We will try to accommodate as many children as the available playing fields and volunteer resources will allow.

Good Sportsmanship

Athletic contests naturally involve competition, and we desire to create an environment in which the game is played with a healthy and constructive orientation, rather than a win-dominated attitude. We want the idea of respect toward teammates, opponents, coaches, and referees to be instilled in all participants in the program. No matter what the outcome

of the game, everyone will have a positive experience if they are treated respectfully and congratulated for giving their best effort.

ARTICLE THREE

DUTIES AND RESPONSIBILITIES OF THE REGION

1. To run a quality youth soccer program in a safe environment that complies in spirit and letter with the philosophy, objectives, Bylaws, Rules and Regulations of AYSO;
2. To maintain good community relations with the primary objective being youth development, and other community activities;
3. To collect and disburse fees and other monies for the sound financial organization and operation of the Region, it being incumbent upon the records to ensure continuation of the tax exempt status of AYSO; to participate in the National Accounting Program and to pay the National Support Center prior to the start of the season for the National portion of its registration fees and for its purchases;
4. To publish for the Region and the files of AYSO guidelines for the operation of AYSO within the Region and financial statements for the Region;
5. To appoint a Regional Board;
6. To register players and coaches, referees and other Regional officials;
7. To assign coaches and to assign players to ensure proper balance of teams within any one age division;
8. To recognize volunteer efforts;
9. To locate and secure an adequate number and proper quality of playing facilities;
10. To secure uniforms, balls, goals and other necessary equipment;
11. To provide a team and individual picture to each player;
12. To schedule games and practices;
13. To assign referees;
14. To comply with the Soccer Accident Insurance Program and to submit the necessary form (s) to the National Support Center;
15. To release publicity concerning the Region;
16. To notify the National Support Center of any threatened or actual claim against the Region;

17. To implement appropriate AYSO National programs available to the Region, including referee and coach training at least once a season;
18. To assist in and encourage the growth and development of AYSO programs both within and outside of the Region; and,
19. To participate in appropriate Area, Section and National events and programs.

ARTICLE FOUR

DEFINITION AND MEMBERSHIP IN THE REGION

San Carlos AYSO Region 107 can be defined as the authorized youth soccer organization chartered under the national by-laws of the American Youth Soccer Organization operating within the city boundaries of the City of San Carlos, California.

There shall be three kinds of members in the Region:

1. **Participating Members:** shall consist of all those persons serving the Region in a coaching, refereeing, or administrative capacity, including those members (“Board Members”) of the Regional Board of Directors (“Regional Board”). All coaches, referees and other volunteer positions designated by the AYSO National Support Center shall be registered using the appropriate forms prescribed by AYSO.
2. **Playing Members:** shall consist of all registered soccer players.
3. **Contributing Members:** shall consist of those persons who have contributed something of value to the Region and for which the Region wishes to express its gratitude; they shall be granted membership at the discretion of the Regional Board.

The names, addresses, e-mail addresses, and telephone numbers of all members of the Region, as well as the information contained in the AYSO Executive Member Directory, are private and confidential. They may not be disclosed to anyone, including any vendor or sponsor, without the prior written approval of the National Support Center, except for official AYSO business, as approved by the Regional Board of Directors.

ARTICLE FIVE

MANAGEMENT OF THE REGION

Section 5.01. The Regional Board shall conduct the business and affairs of the Region.

Section 5.02. 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 (the “RC”) may veto any such decision if the effect of such decision would be to violate the National Bylaws, the National Rules and Regulations, the Section Rules and Regulations, the policies and directives of the National Board or these Guidelines. Such veto may be reviewed by the Area Director (the “AD”) on request by a two-thirds (2/3) vote of the Board Members voting on such matter. By a two-thirds (2/3) vote of the entire

Regional Board, any other issue may be put to the Participating Members of the Region, subject to voting procedures to be adopted by the Regional Board.

Section 5.03. The Regional Board shall fix at its first meeting of each year the time, date and place of each regular meeting of the Board. In addition, special meetings of the Regional Board may be called by the RC, the Secretary or one-third (1/3) of the Board Members on three days prior notice stating the purposes of such meeting, which notice may be given in writing, by telephone, by e-mail, or in person. Eight Board Members shall constitute a quorum for the purpose of holding either a regular or special meeting. All Regional Board meetings shall be open to all Participating Members subject to space availability unless the Regional Board determines that it is necessary to hold an executive session. It shall be the policy of the Region to hold at least one Board meeting in each month during the soccer season (with at least one every three months). The Board shall take minutes of the proceedings at each meeting and make them available to the members of the Region.

Section 5.04. At the first yearly Board meeting, the Board Members shall be appointed by the RC on the recommendation of the Nominating Commission and with the approval of a majority of the Regional Board to hold office for twelve (12) months or until their successors shall have been duly appointed. At least one month prior to the first yearly Board meeting, the RC shall appoint a Nominating Commission consisting of the Executive Committee Members to propose Board Members for the next twelve (12) months and to accept other names of persons to be considered by the RC and the Regional Board. Regional Board Members need not be parents of participants in the Region.

Section 5.05. No Board Member or any other participant in the Region shall receive compensation for their services in connection with the Region, nor may they use their position to benefit them directly or indirectly in any other way, such as a supplier of equipment or camp programs to the Region, without a majority approval by the Regional Board.

Section 5.06. At the close of the RC's first season in office, and if the RC wishes to continue a second season, the RC will ask his/her Regional Board for their vote of support for the RC to serve that second season. This vote of support will be taken by secret ballot or in the absence of the RC. If a majority of the Board supports the RC, then the RC will continue in his/her position. If the RC does not wish to continue in his/her position, or if the RC does not obtain a majority of the Board Members' votes of support, then a special election will be held for the position of RC. This special election may immediately follow the vote of support or the RC's announcement that he/she will not continue his/her second season. The special election will follow the following guidelines:

- 1) The Regional Board will select by vote, a Board Member to serve as Chairperson for the election
- 2) The Chairperson will receive from the Board, nominations for the position of RC.
- 3) If more than two nominations are received, a primary vote will be taken, one vote per Board Member, and the two candidates receiving the most votes will have a final election. A secret ballot is permissible.
- 4) The Board Members will then vote again, selecting from the final two candidates, one vote per Board Member. Again, a secret ballot is permissible.
- 5) The Chairperson will receive and count all ballots. The candidate receiving the most votes will win the position of RC, subject to the approval of the AD.

It is suggested that the term of the RC be limited to two (2) years. It is the general policy of the Region that the Regional Commissioner not serve as a coach or assistant coach, nor hold any other board or staff position in the Region, except with the approval of the Regional Board. Where the Regional Commissioner or other Board Member also serves as a coach or assistant coach, the Regional Board shall, at a minimum, adopt special procedures to insure that decisions affecting such coach are made by other, disinterested Board Members and shall act in all other ways to avoid the appearance of a conflict of interest.

Section 5.07. Any vacancy on the Regional Board may be filled by approval of the majority of the remaining Executive Board Members, though less than a quorum, and the person filling such vacancy shall serve until the first yearly Board meeting or until his/her successor has been duly appointed.

ARTICLE SIX

OFFICERS

Section 6.01. The Regional Board may include an Executive Committee whose function will be to make necessary decisions when a full Board meeting cannot be called and to decide controversial issues dealing with personalities, ejection of a coach, or spectator issues. The members of the Executive Committee are also regular members of the Regional Board.

Section 6.02. The Executive Committee may be made up of appointed Board members, one of which is the RC who will preside. The Executive Committee will be appointed by the RC and utilized on an as needed basis.

Section 6.03. The San Carlos Regional Board is made up of these positions and functions:

1. Regional Commissioner
2. Assistant Regional Commissioner(s)
3. Regional Secretary
4. Regional Treasurer
5. Regional Auditor
6. Regional Registrar
7. Regional Risk Management/Safety Director
8. Child and Volunteer Protection Advocate
9. Regional Coach Administrator
10. Regional Referee Administrator
11. Assistant Regional Referee Administrator
12. Regional Director of Referee Instruction
13. Regional Director of Referee Assessment
14. Field Director
15. Boys' League Director and Girls' League Director
16. Division Coordinators (Boys and Girls by age)
17. Sponsor Director(s)
18. Indoor Soccer Director
19. Winter League Coordinator
20. Purchasing Director
21. Yearbook Coordinator
22. Picture Day Coordinator

23. Technology Advisor
24. Newsletter Editor
25. Community Relations Director
26. Publicity Coordinator
27. Scheduler
28. Other members at the discretion of the Regional Board

Section 6.04. Regional Board members are appointed by the RC and approved by the existing Board or the Executive Committee.

Section 6.05. The following are abstracts of the job descriptions for the above positions. Volunteer Position Descriptions are on the AYSO National website: www.soccer.org/programs/safehaven/jobdesc.html

1. **Regional Commissioner:** The Regional Commissioner(RC) shall have the responsibility and the authority to administer the day-to-day business of the Region within the framework of the National Bylaws and Rules and Regulations and these Guidelines.
2. **Assistant Regional Commissioner(s):** The Assistant Regional Commissioner(s) (ARC(s)) shall assist the RC in fulfilling his/her duties and, in the RC's absence, shall perform the duties of the RC on behalf of the Region.
3. **Regional Secretary:** The Secretary shall take minutes at all meetings of the Regional Board and general meetings of the Region and shall be charged with sending out general correspondence and notices on behalf of the Region.
4. **Regional Treasurer:** The Treasurer shall have custody of all funds, securities, evidence of indebtedness and other valuable documents, and shall deposit funds and securities in the name and to the credit of the Region in a bank or depository. The Treasurer shall keep in appropriate books an accurate account of all money received and paid out. The Treasurer shall render a report of the funds, receipts and disbursements of the Region annually or at such other times as requested by the Regional Board and shall be responsible for filing with the National Office on a current basis the Regional Information Form, the annual budget and the quarterly financial reports and such other information as may be required or requested from time to time by the National Office.
5. **Regional Auditor:** The Regional Auditor shall 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. The Regional Auditor shall review the Region's accounting practices and verify they are in compliance with the AYSO treasurer manual requirements.
6. **Regional Registrar/Co-Registrars:** The Registrar(s) shall be responsible for the proper registration of each member in the Region on the appropriate official AYSO Registration Forms, the mailing of such forms to the National Office, the dissemination of the other copies of such forms as required, the collection of the registration fees and turning over of such fees to the Treasurer. The Registrar is responsible for mailing pre-printed registration forms and other duties as needed.

7. **Regional Risk Management/Safety Director:** The Regional Risk Management/Safety Director (RRM/SD) shall be responsible for administering the AYSO Soccer Accident Insurance (SAI) plan and liability insurance program for the Region, handling all reports of accidents and/or SAI claims for such programs, ensuring the safety of all participants in the Region and disseminating such information on safety as may be available from time to time including AYSO policies on blood-borne diseases that are to be observed by all participants.
8. **Child and Volunteer Protection Advocate:** The Child and Volunteer Protection Advocate shall be responsible for overseeing the child and volunteer protection program in the Region in accordance with the AYSO Safe Haven program. He/She will work with the registrar to see that all volunteers complete, date, and sign the AYSO volunteer application form and its authorization to perform applicant screening, and be the screening liaison with the AYSO National Support Center.
9. **Regional Coach Administrator:** The Regional Coach Administrator (RCA) shall assist in recruiting obtaining and be responsible for training and supervising all coaches in the Region. They shall arrange for and/or give clinics and training programs where needed and disseminates information when appropriate to assist the local coaches. They shall coordinate their efforts with the RC, the Section and Area Chief Coaches and the National Coaching Commission.
10. **Regional Referee Administrator:** The Regional Referee Administrator (RRA) shall be responsible for recruiting, training and supervising all referees in the Region. The RRA arrange for and/or give clinics and training programs when needed, coordinating his/her efforts with the RC, the Section and Area Chief Referees and the National Referees Commission. He/She shall also require that each referee, assistant referee, and youth referee complete a volunteer application form in accordance with the National Support Center's applicable policies and guidelines.
11. **Assistant Regional Referee Administrator:** The Assistant Referee Administrator shall assist the Referee Administrator with his/her duties.
12. **Regional Director of Referee Instruction:** The Regional Director of Referee Instruction shall implement, monitor, and maintain the AYSO Referee Training Program at the Regional level.
13. **Regional Director of Referee Assessment:** The Regional Director of Referee Assessment shall implement, monitor and maintain the AYSO Assessment Program at the Regional level.
14. **Field Director:** The Field Maintenance Director shall be responsible for obtaining and maintaining the playing fields. He/She shall ensure that the fields are properly lined, goals, nets and corner flags are provided for each game, that they are put up before the first game of any day and taken down after the end of the last game of such day, and properly protected at all times. He/She shall also assist ensuring the safety of all participants in the Region by inspecting all field equipment, goalposts and fields to ensure they are in safe condition, and that a reasonable number of first-aid kits are available at all playing sites.

15. **Boys' League Director and Girls' League Director:** The Boys' League Director and Girls' League Director will help the RC and ARC in obtaining Age Division Coordinators, will oversee both registration and the draft and/or balancing, will be involved in placement of late sign-ups, will monitor all divisions during the season, and will obtain the player ratings from Age Division Coordinators at the end of the season.
16. **Division Coordinators:** The Division Coordinators are responsible for communications between the teams and the Board, with the assistance of the appropriate League Director and ARC. There are Division Coordinators for each age grouping in the Boys and Girls Leagues. (Boys: U16 & U19, U14, U12, U10, U8 and U6; Girls: U16 & U19, U14, U12, U10, U8 and U6) Coordinators are responsible for maintaining standings, obtaining coaches with the help of the Chief Coach, obtaining player ratings and assigning sponsors to teams. Coordinators are the initial point of contact and decision making for coaches and players relative to issues and concerns within their Division. In addition, Division Coordinators are responsible for ensuring that each coach and assistant coach completes a volunteer application form in accordance with the National Support Center's applicable policies and guidelines.
17. **Sponsor Director:** The Sponsor Director shall be responsible for obtaining and assigning sponsors for teams and Regional events and proper acknowledgement of such support. All funds collected by the Sponsor Director shall be transmitted to the Treasurer within 15 days.
18. **Indoor Soccer Director:** The Indoor Soccer Director will work other nearby regions to organize the Thanksgiving Indoor Tournament that will take place at the end of the regular Fall season. This will include securing facilities, scheduling the games, obtaining referees, and maintaining the standings during the tournament
19. **Winter League Coordinator:** The Winter League Coordinator is responsible for coordinating the Winter League with Regional teams and other participating Regions, including advertising and supervising tryouts, securing coaches and referees, balancing teams, obtaining field permits, and complying with all Regional and National guidelines.
20. **Purchasing Director:** The Purchasing Director shall be responsible for purchasing uniforms and equipment as well as trophies, sponsor plaques and other items as may be needed from time to time by the Region.
21. **Yearbook Coordinator:** The Yearbook Coordinator shall be responsible for working as a liaison between the Regional Board and the vendor contracted to provide for the Region's yearbook. They will assist with collecting the information and pictures and coordinating submission to the vendor
22. **Picture Day Coordinator:** The Picture Day Coordinator shall be responsible for working as a liaison between the Regional Board and the vendor contracted to provide pictures for Regional teams and players, including the scheduling of teams at the site selected for the photos.

23. **Technology Advisor:** The Technology Advisor is responsible for the implementation of the Region's Web page and to advise the Region on technology issues.
24. **Newsletter Editor:** The Newsletter Editor is responsible for editing the Region's newsletters.
25. **Community Relations Director:** The Community Relations Director will be the liaison between the region and any civic or sports organizations which affect the region.
26. **Publicity Coordinator:** The Publicity Coordinator shall be responsible for the dissemination of information concerning Regional activities, and the relations between the Region and the media.
27. **Scheduler:** The Scheduler shall be responsible for scheduling games and other Regional activities in cooperation with the Regional Commissioner and other Regional staff members.
28. **Additional Regional Officers and Staff:** The Regional Board may, when determined appropriate or necessary due to the Region's size or geography, appoint one or more additional Regional officers or staff positions.

ARTICLE SEVEN

INFORMATION ABOUT THE PROGRAM

Section 7.01. Eligibility. All boys and girls between the ages of 4½ and 18, based on their age as of July 31 of the year in which the season begins, living within the Region's geographic area, shall be eligible to register, subject to field availability, available volunteer resources, and such rules as may be promulgated by the Regional Board.

Section 7.02. Parental Participation. The Region encourages each parent who has a participant in the Region to volunteer his or her services in some way. Additionally, we encourage parents, guardians, and spectators to show only positive support and reinforcement with the children during all AYSO events.

Section 7.03. Registration Fees-Refunds. The Registration Fee for each participant shall be fixed annually by the Regional Board. The fee for this season is set forth in Appendix D to these Guidelines. Such fee may be waived in whole or in part with respect to any participant at the discretion of the Regional Board if in its judgment the requirement of such fee would create a hardship for such participant or his or her family. Any such fee, or portion thereof, may be refunded in the case of any participant who withdraws after the registration commences and before team assignments are made, at the discretion of the Regional Board under such rules as may be adopted by the Regional Board.

Section 7.04. Equipment. The Region shall supply each participant with a pair of socks, shirt and shorts, as well as the playing fields, goal posts and nets. Participants are required to provide their own shin guards and shoes (soccer shoes are recommended).

Section 7.05. Sponsors. The Region encourages local business and individuals to support our program. Suitable recognition shall be given to them. Such 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. Income Tax purposes, subject to the applicable limitations in the Internal Revenue Code.

Section 7.06. Ratings. The player's rating is the method this Region uses in balancing our teams from year to year. Uniformity in the rating system is important and the Region must strive for the best method of achieving this goal. Every effort shall be made to balance the teams.

1. A player is rated by gender and age groups.
2. The skill level rating and attitude rating shall be a numerical system.
3. If possible, a clinic or evaluation session will be held to determine ratings for first year players. However, in the absence of a clinic or evaluation session, or in the event a player is unable to attend, first year players and players unknown to the Region will be assigned an appropriate numerical rating based on the information provided. Every effort should be made to rate a player so that our teams will be as balanced as possible as described in Section 7.07 hereafter.
4. Ratings are confidential. Coaches and Board Members involved in the team balancing are to be advised that at no time should they divulge this information.

Section 7.07. Team Assignments; Balancing. It is intended through the balanced teams philosophy to give each team an equal opportunity to compete and be successful within the divisional play. The following is the method to be used in achieving balanced teams:

1. Team Balancers:

- a. Will be the Assistant Commissioner, Registrar, League Directors, Division Coordinator, and any other resources the balancers deem necessary
- b. Must not have any connection with the division being balanced (for competitive divisions).

2. Criteria:

- a. Balancing will be affected by using the following criteria listed in order of priority:
 1. Gender
 2. Age
 3. Skill (based upon ratings from the previous year's coach – however the Under 8 and Under 6 Divisions may consider other criteria in balancing teams).
 4. Attitude/Coachability
- b. Criteria items 1 through 3 from above will be handled by the AYSONAT or equivalent computer program for the first leg of team distribution.
- c. The teams will then be reviewed by the Registrar, League Director, Division Coordinator, and any other resources to ensure equal distribution of attitude

and skill on all teams. Again, balancers must not have any connection with the competitive division being balanced.

- d. Attitude/Coach ability or other unique challenges will be distributed equally among the division.
3. Only the children of the Head Coach and Assistant Coach may be pre-assigned to a team if, in the opinion of the Registrar, League Director and Division Coordinator, this does not unbalance the division.
4. Teams shall be balanced using a numerical rating system. All teams in a Division shall be balanced as closely as possible.
5. Only requests for brothers or sisters within the same age division to play on the same team will be honored.
6. When teams are balanced, teams will be distributed to coaches.
7. If possible, new players without a rating in Region 107 may be required to attend a skill evaluation.
8. There will be no planned retention of players from the previous season.

Section 7.08. Late Registration. Players signing up after the close of the final published registration date are not guaranteed a position in the program. Late registrants are evaluated on a case by case basis by the RC's designee. They may be placed on a team only if space is available and if assignment to a team does not unbalance the teams.

Section 7.09. Playing Up.

(1) Late Birthdays. AYSO National Rules and Regulations divide up divisions by gender and birth dates. However, reading the standard division groupings of "Under X years of age" to additionally mean "and older than X-2 as of July 31" means that some players with birthdays in the immediate months following July 31 will be in a division primarily composed of younger players who are not in their grade level in school. This discourages some of these players from participating in AYSO.

Therefore, the standard age divisions can include, at the request of an individual player and parent, players with birthdays after July 31 that will be in:

- Grade 11 for U16
- Grade 9 for U16
- Grade 7 for U14
- Grade 5 for U12
- Grade 3 for U10
- Grade 1 for U8

Requests for players to play up due to a late birthday must be made at the time of registration, on a form provided by AYSO.

(2) Other play up requests. Requests for players to play up for any reason other than a late birthday are **STRONGLY DISCOURAGED**. A request for a player to play in a higher age group/division must be submitted, in writing, to the Regional Board and postmarked no later than seven days after the final registration date. Three independent references shall accompany the request. No player shall be allowed to play up if the division is full. Upon the receipt of a written request, the Regional Commissioner will establish an executive committee, which will evaluate the request according to a very stringent set of criteria. The criteria is not limited to, but will include, the following:

1. The player possesses truly exceptional skills, a dominant factor in the proper division, which can easily be verified by the committee.
2. The player's parents'/guardians' participation level/commitment in the program.

The decision of the executive committee is final. The executive committee will notify the coordinator of the player's division, and the coordinator will advise the parents of the player of the decision of the executive committee. This will be done within approximately one month of the final registration date.

Section 7.10. Length of Season. The Regional Board shall determine the duration of the season.

1. The team assignments shall be made by the first part of August.
2. Practices shall not start until the Monday three weeks prior to Labor Day.
3. The season will start the first Saturday after the San Carlos Elementary School District begins its school year, unless that Saturday falls on Labor Day Weekend.
4. There will be an attempt to have each team play at least 10 games for Under 14 through Under 8 Divisions, ending before Thanksgiving; and 10 games for Under 19 and Under 16 Divisions, ending before the high school soccer season begins.

Section 7.11. Cancellation of Games. Inclement weather or poor field conditions may necessitate the postponement or canceling of games from time to time. Any such postponement or cancellation will be made at the discretion of the RC and/or the appropriate City official. The need for and scheduling of make-up games will be decided by the League Coordinators, Assistant Regional Commissioners, and the Regional Commissioner

Section 7.12. Soccerama.

1. San Carlos Region 107 opening of the season ceremonies will be called Soccerama.
2. Soccerama will be a gathering of all teams, coaches, players, parents, referees, and participants of our program who wish to celebrate the beginning of another season.

Section 7.13. Facilities. It shall be the responsibility of both teams for the first game each day to set up the goal posts and nets and both teams for the last game of each day to take down the goal posts and nets. Each field shall be lined under the direction of the RC and/or the Field Director. No trash should be left at the facility except in designated containers. Parking shall be limited to those areas designated at the fields.

Section 7.14. Refreshments at Games. It shall be the responsibility of each team to supply its own half-time refreshments. It is suggested that the best refreshment is simply cool water.

Section 7.15. Player Attendance; Participation. Every player shall play at least one-half of every game, as long as the player arrives before or during the first quarter. Wherever possible, each coach is encouraged to have different participants be a starter for the first quarter of each game. Under 14, Under 12, Under 10, and Under 8 and Under 6 players shall play at least three-quarters of every game, unless they arrive after the game has started, in which case they shall play at least two quarters of the game. Players who arrive at half-time must play one-half of the remaining time. Exceptions require advance division coordinator and league director approval.

Each player is strongly urged to attend every practice (as described in Handbook). It is appreciated that there will be scheduling conflicts from time to time between the players' schedules and practice/game schedules. Please remember that the coach (1) is a volunteer and (2) should be notified if a player is unable to make either a game or practice. It is the coach's prerogative, with approval of the appropriate League Director, to limit the participation of a player if the player fails to be at practice or games repeatedly, or causes a disruption to the practice or game.

Section 7.16. Conduct During a Game. San Carlos AYSO, Region 107, operates under a zero tolerance policy, whereby open dissent, negative or abusive language, physical action or perceived physical action directed at anyone, will not be allowed. Violators will be subject to disciplinary action. The use of alcohol, tobacco products or illegal drugs in the vicinity of the playing field during practices or games is strictly forbidden.

1. Players. The highest standards of conduct must be maintained at all times.

Any player receiving a red card shall be ejected from the current game and suspended from the next game. The suspension is subject to appeal and review by the league director, chief coach, RC or RC's designate.

Any player receiving a second red card or one red card and three (3) yellow cards during the season will be suspended for the remainder of the season.

Any player receiving three (3) yellow cards during the season will sit out the next game.

Any player receiving five (5) yellow cards during the season will be suspended for the remainder of the season.

Abusive or foul language is forbidden.

2. Equipment. All participants must wear the official uniforms provided at all times and dress in a neat, clean manner. Uniforms should not be modified in any way. The use of shin guards is mandatory. Players may not wear jewelry of any kind (including chains, watches, body jewelry and earrings), bandannas, headbands, or other ornamentation or anything else that is likely to cause risk of injury to himself or herself or to other players during the game.

Medical information bracelets need not be removed, but shall be padded and taped to the player's skin. Prescription eyeglasses may be worn, but non-prescription eyeglasses and sunglasses are not permitted to be worn by any player during a game.

Hard casts (included padded casts), splints, helmets and hard padding are not permitted to be worn by a player during any game or practice. Soft "soccer only" headgear is allowed if the referee determines that it does not pose a safety hazard to other players. Players with permanent orthodontic braces are strongly encouraged to wear mouth guards.

3. Coaches. Coaches are expected to be positive and set the best possible example for the participants. Negative 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 only enter the field of play with the consent of the referee and may only coach within 10 yards of the half line (in no event in either of the penalty areas or from behind the goal). During the season, the coach should try to provide each player the opportunity to play those positions in which he or she has indicated an interest.

Any Coach ejected from a game will be suspended for the next game.

Any Coach ejected from a second game during the same season will be suspended for the remaining portion of the season.

Any Coach who accumulates cautions or ejections will be subject to disciplinary action by the Regional Board.

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

5 Referees. Discipline shall be up to the referee at each game. The referee shall have the power and authority to eject players, coaches, or spectators from the playing area if their conduct violates these Guidelines or otherwise interferes with the course of play. The referee also shall have the authority to terminate the game if he/she believes the situation warrants such action. No appeal of disciplinary action taken by a referee shall be allowed.

Section 7.17. Protests. No protest of games shall be permitted. However, coaches are encouraged to file with the Referee Administrator a written report within 48 hours after a game of any misapplication by a game referee of the Laws of the Game or rules and regulations. This procedure shall not be used as a means of complaining of, or criticizing any judgment call of a referee or assistant referee. If after investigation by the Regional Referee Administrator, it is found that a rule was misapplied, such referee shall be so informed in order to ensure that no further misapplication occurs.

Section 7.18. Standings.

1. The Coordinator will keep division standings in the Under 14, and Under 12 Divisions. No standings will be kept in the Under 10, Under 8 and Under 6 Divisions. If the

Coordinator wishes to deviate, the RC and all the coaches in that division must agree prior to the first game. No protests will be entertained.

2. League standings are decided by points. Under one system six (6) points are given for a win and three (3) for a tie, with one (1) point for each goal scored, up to a maximum of three (3). League standings may also be affected by sportsmanship points, the awarding of which will be at the discretion of the Regional Board.
3. In the U10 Divisions, no standings will be kept during the regular season games (which exclude the Knickerbocker-Masters Tournament or City Championship games) A City Championship Tournament shall be scheduled near the end of the season and all teams will participate in the tournament, the winner of which will represent the Region at the Area 2N Tournament. The Knickerbocker-Masters Tournament seeding will be random and determined by the Division Coordinators before the season.
4. Running-up of scores is discouraged in AYSO soccer. If the margin of victory exceeds five goals, one point will be deducted from the winning team's total points in the standings.
5. Ties in the league standings will be decided by results of head-to-head competition during league games and if a tie still exists, then by fewest goals against. If a tie still exists, the record of each team versus common opponents will be the next tiebreaker, starting with the common opponent that is highest in the standings in the same league of the teams in question. This common opponent criterion will be used from highest to lowest teams in the league standings until the tie is broken.
6. A playoff tournament format among the top teams in the league, the number of which will be determined by the Coordinator, League Director, and RC prior to the beginning of the season, will be used to determine the City Champion.
7. The Under 19 and Under 16 Divisions are participating in Area or Section play and therefore this section does not apply to them.

Section 7.19. Play-offs. If a play-off game ends in a tie, a penalty shoot-out using FIFA rules will determine the winner, unless it is a semi-final or final game. In those cases, the penalty shoot-out will be preceded by up to two 5-minute overtime periods

Section 7.20. Area Tournament. The League winner for the Under 14, Under 12, and Under 10 Divisions will represent the Region in the Area Tournament.

Section 7.21. Knickerbocker/Masters Tournament. All teams (except division champions) in the Under 14, Under 12, and Under 10 Divisions will be invited to participate in the Knickerbocker/Masters Tournament. The League standings at the end of the season will determine the seeding for this tournament. The top seed will play the lowest seed in a winner advance format until a winner is determined. The winning team and runner-up (if more than two teams) will receive awards.

Section 7.22. Award Policies.

1. The Under 19 and Under 16 Divisions play an Area or Section schedule and the Region will not provide trophies.
2. Trophies will be provided for the Under 14, Under 12, and Under 10 Divisional League winners as determined in Sections 7.18 and 7.19 herein. Runner-up trophies may also be provided.
3. First and Second place awards will be provided for the winner and runner-up of the Knickerbocker/Masters Tournament in the Under 14, Under 12, and Under 10 Divisions as determined in Section 7.21 herein.
4. Participation trophies, plaques, or other awards, will be given to all Under 10, Under 8 and Under 6 players, and may be given to Under 19 – Under 10 players at the discretion of the Regional Board.

Section 7.23. Thanksgiving Tri-City Indoor Tournament. All teams from the Under 14 through Under 8 Divisions are invited to play in a tri-city indoor soccer tournament, usually held with the Regions from Redwood City and Belmont. This tournament is held the Friday, Saturday, and Sunday following Thanksgiving. The directors appointed to this tournament by their Regions establish the Rules for this tournament.

Section 7.24. Winter Soccer. San Carlos Region 107 participates in a winter soccer league with other Regions within our Area and Section. The regions participating in conjunction with the Area 2N Board establish the rules for the participation in this program. Any coach that wishes to participate in this program must hold open tryouts. Players are chosen for the teams by the coach and his/her delegates. Multiple teams in the same age/sex shall be balanced under the supervision of the Winter League Coordinator.

Section 7.25. Annual Party. If the budget allows, the Region will provide a modest function for volunteers to thank them for their participation in our program. This will usually be held during or after each season.

Section 7.26. Under 19, Under 16 Rules. The Under 19 and Under 16 Divisions are subject to the rules adopted by Area 2N.

Section 7.27. Under 14 Rules.

1. Each player must play at least three quarters of each game.
2. In the event that the number of players on each team does not allow three-quarters play for each team member, no player may play the entire four quarters unless all other players have played at least three quarters.
3. All other AYSO and FIFA rules apply.

Section 7.28. Under 12 Rules.

1. Goalkeepers must play at least one quarter on the field (it is permissible for goalkeepers to play three quarters in goal if they play one quarter on the field).
2. Each player must play at least three quarters of each game.

3. In the event that the number of players on each team does not allow three-quarters play for each team member, no player may play the entire four quarters unless all other players have played at least three quarters.
4. All other AYSO and FIFA rules apply.

Section 7.29. Under 10 Rules.

1. Under 10 teams will play short-sided games. There will be a maximum twelve (12) players per team, with nine (9) on the field at any one time. This is subject to change based on the number of volunteers and player sign-ups.
2. Goalkeepers may not play more than two quarters as goalkeeper and must play at least one quarter on the field.
3. Each player must play at least three quarters of each game.
4. In the event that the number of players on each team does not allow three-quarters play for each team member, no player may play the entire four quarters unless all other players have played at least three quarters.
5. Goal kicks will be taken from the top of the penalty area, with all defenders at least 10 yards away.
6. Slide tackling in the immediate vicinity of an opponent and deliberately heading the ball shall be considered "dangerous play," the penalty for which is an indirect free kick awarded to the opposing team at the spot of the foul.
7. All other AYSO and FIFA rules apply.

Section 7.30. Under 8 Rules.

1. There will be separate divisions for boys and girls. The emphasis will be on teaching skill development and proper ball control techniques. With skills developed at an early age, strategy can be emphasized as the players grow older. No league standings will be kept.
2. Under 8 teams will play short-sided games. Each team will have a maximum of nine (9) players, with seven (7) on the field at any one time. This is subject to change based on the number of volunteers and player sign-ups.
3. Each player must play at least three quarters of each game.
4. In the event that the number of players on each team does not allow three-quarters play for each team member, no player may play the entire four quarters unless all other players have played at least three quarters.

5. No player shall play more than two (2) quarters as goalie. That player must also play at least one (1) quarter on the field.
6. The field, goals, and penalty area will be sized appropriately.
7. There will be no direct free kicks. All fouls will be awarded indirect kicks. Any fouls in the penalty area will also result in indirect kicks.
8. For throw-ins, one re-throw must be allowed if a foul throw occurs. Referees shall explain the fault before the re-throw.
9. Slide tackling in the immediate vicinity of an opponent and deliberately heading the ball shall be considered "dangerous play," the penalty for which is an indirect free kick awarded to the opposing team at the spot of the foul.
10. All other AYSO and FIFA rules apply.

Section 7.31. Under 6 Rules. Under 6 is one of the first experiences a child has with team sports. Emphasis is placed on skill development and the enjoyment of putting on a uniform and playing with teammates.

Basic skills are taught in a 20-minute session prior to the practice game. Because there are no practices during the week, these skills are taught on Saturdays prior to a short game of two 12-minute halves.

Scores are not kept in Under 6 games, so skill development, not competition, is the major focus. It is important that over-zealous parents don't impose expectations that are beyond the skill and maturity level of the child and his/her team. This division is strictly for fun.

Coaches act as referees for Under 6 games and all children on the team will play. A team will consist of six (6) players, of which five (5) will be on the field at any one time.

Section 7.32. Player Development Recognizing that one of the most important missions of San Carlos AYSO is to have all participants develop versatility as soccer players, with a thorough understanding of the game of soccer, all coaches shall teach all of the positions to all of their players, regardless of ability. Further, coaches of U6, U8, U10 and U12 teams are expected to play each player for a minimum number of games (minimum = two games or three halves or six quarters) in each of the Forward, Midfield, and Back lines. We encourage kids to experience the Goalkeeper position for a full understanding of the game. This player development guideline is strongly encouraged for U14 – the coach is encouraged to discuss the goals of individual players with the players vis-à-vis this guideline.

ARTICLE EIGHT

DISPUTE RESOLUTION

Section 8.01. General Policy. It is the policy of the Region to resolve all disputes involving persons involved in the Region in an amicable way, and, if disciplinary action is found to be necessary, to take only the minimum action necessary. All means available will be taken to avoid legal action, including emphasizing compromise rather than principles and avoiding personality conflicts.

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

It is the policy of the Region to avoid wiping out years of good memories of AYSO and good service to AYSO, and that suspension or removal procedures are to be used only as a last resort. Voluntary resignation is preferable to a suspension or removal procedure. It is the policy of the Region to avoid publicizing the suspension or removal proceedings beyond those persons who need to know, and to respect the privacy of the individuals involved. However, the Regional Commissioner or Regional Board should notify the Area Director, the Section Director, the National Support Center or members of the AYSO Legal Commission of the pending proceedings pursuant to the operating regulations, and must comply with the applicable regulations and laws requiring suspension, abuse and similar events.

Section 8.02. General Due Process Procedure.

If it is determined that it is necessary that a person involved in the Region needs to be disciplined or that his or her participation in the Region should be limited or terminated, then the Regional Commissioner or the Regional Board shall give notice in writing to such person of such intention. The notification by the Region to take action shall specify the action to be taken and the reasons therefore. Such notices shall further notify such person that he or she, upon request, will be given a reasonable opportunity to respond which 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. Such determination shall be final and binding on all concerned unless it is determined by the AD, or if he/she is not disinterested, the SD, that such determination is arbitrary and capricious or the procedure was not fair or the person or persons making such determination are found not to have been disinterested.

Section 8.03 Suspension. The Regional Commissioner or Regional Board may suspend a person involved in the Region from further involvement in the program on notice (by telephone, fax, writing or in person) if there is found to be an imminent danger to the program by his or her continuing involvement, or if a crime has been alleged to be committed by such participant. Such a suspension must be followed by a disciplinary hearing as described in Section 9.02, above. A suspension is considered to be temporary in nature, and such suspension may be removed or set aside by a majority of the Regional Board at any time.

Section 8.04. Removal. The Regional Commissioner or the Regional Board may remove a person (whether or not suspended) involved in the Region, including a Regional Board Member, from further involvement in the program. Such removal may only be made upon prior notice and after a determination is made that removal is appropriate, as the result of a disciplinary hearing described in Section 8.02, above. Such removal is only permitted when there is found to be (a) a violation of the National Regulations, Principles or philosophy of AYSO, or (b) conduct which disrupts the Region's or AYSO's activities or programs.

ARTICLE NINE

FINANCIAL AND BANKING MATTERS

Section 9.01. Budget; Financial Statement. The Regional Board shall adopt an annual Budget, which provides the basis for setting player registration fees. At the end of each season, the Regional Board shall cause to be prepared a statement of income received and amounts expended in connection with the program. Such statement shall be made available for review by the parent or guardian of each player and a copy shall be made available upon reasonable request. This season's budget and last season's Statement of Income and Expenses are attached hereto as Appendix B and Appendix C, respectively

Section 9.02. Books and Records. The Region shall maintain accurate books and records.

Section 9.03. Account Signatories. All checks drawn on the Region's bank account shall bear two signatures, one of which must either be the Regional Treasurer's or the Regional Commissioner's. Additional signatories must be authorized by Regional Board action.

Section 9.04. Transfer of Funds. All funds received by the Region, whether from fees, gift, or otherwise, must be deposited into the Region's checking account, from which all expenses and disbursements must be paid. All funds transferred in or out of the Region's savings account must be transferred from or to the Region's checking account.

ARTICLE TEN

CHANGES IN GUIDELINES; ACTION BY AD OR SD

Section 10.01. Approval of Guidelines. These Guidelines shall become effective when approved by the Regional Commissioner, the existing Regional Board, the Area Director, and the Section Director and then submitted to the National Support Center.

Section 10.02. Change in Guidelines. Once adopted, these Guidelines may only be amended by the Regional Board with a majority vote of the Regional Board Members, with the approval of the Regional Commissioner, and Area Director, and the Section Director. Amendments or changes to these Guidelines must be submitted to the Regional Board at the first or second yearly meeting but will not be voted upon until the second or third meeting. A simple majority will carry.

Section 10.03. Suspension or Removal of Regional Board Members. Notwithstanding anything else contained in these Guidelines to the contrary, the Area Director or Section Director may suspend or remove any member of the Regional Board if he/she determines that such member of the Regional Board has violated these Guidelines, the National Bylaws, the National Rules and Regulations, the Section Rules and Regulations, the policies and directives of the National Board of Directors, or the philosophy of AYSO.

ARTICLE ELEVEN

SOCCER ACCIDENT INSURANCE

Though soccer has a low injury rate and is generally considered a safe sport it is not risk free. Participants in any athletic activity may suffer injury. AYSO Incorporated has an accident reimbursement plan and liability plan that covers each registered player and registered volunteer for

injuries incurred while participating in scheduled games and practices. The Soccer Accident Insurance (SAI) pays only for those eligible expenses not covered by your public, group, or individual insurance.

The following steps should be taken if a boy or girl sustains an injury:

1. If a player is injured at practice or at a game, notify the coach and the referee (if present) immediately.
2. If the injured player needs medical attention, seek medical care immediately.
3. Coaches and referees will report any injury to the AYSO Regional Risk Management/Safety Director. Our Regional Risk Management/Safety Director will assist the parents or guardians with making an SAI claim.
4. All injuries must be reported to the National office within 90 days of the injury. It is imperative that all accidents be reported to our Regional Risk Management/Safety Director immediately.
5. In order to make an SAI claim, you must first make a claim for payment to your family's insurance carrier or to your employer's group medical plan.
6. Following any injury claim, a release form from the player's medical practitioner is required before the player may return to play.