

AYSO REGIONAL GUIDELINES

Region 9-I-102

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ARTICLE ONE

PURPOSE

The purpose of these Guidelines is to regulate the affairs of Region 9-I-102. These Guidelines have been adopted pursuant to Section 1.04 of the National Bylaws of the American Youth Soccer Organization (AYSO) and are subject to such Bylaws, the Articles of Incorporation of AYSO, the AYSO National and Section Rules & Regulations, the Area Guidelines and the Policies adopted from time to time by the AYSO National Board of Directors (collectively, the national Regulations), copies of which (except for the Articles of Incorporation) will be made available by the region on request and are hereby incorporated by reference. To the extent that these Guidelines conflict with or are in contradiction to any of them, the National Regulations shall prevail over these Guidelines.

ARTICLE TWO

MISSION

To develop and deliver quality youth soccer programs where everyone builds positive character through participation in a fun, family environment based on the AYSO philosophies:

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

Balanced Teams - At the start of each primary season we form teams as evenly balanced as possible because it is more fun where teams of equal ability play.

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

Open Registration - Our program is open to all children from 5 through 18 years of age who want to register and play soccer in our program. Interest and enthusiasm are the only criteria for playing.

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

ARTICLE THREE

DUTIES AND RESPONSIBILITIES OF THE REGION

The duties and responsibilities of the region shall be:

- (a) To run a quality youth soccer program in a safe, fun, fair, positive environment that complies in letter and spirit with the philosophy, objectives and all National Regulations of AYSO;

- (b) To offer a quality youth soccer program to all youth from 5 through 18 years of age in Idaho Falls, Ammon, Ucon, and Iona, Idaho;
- (c) To maintain good community relations and become involved in youth development and other community activities;
- (d) To register with the National Support Center (NSC) AYSO players, coaches, referees, and where appropriate, administrators prior to the commencement of the season;
- (e) To assign players and coaches to assure proper balance of teams within any one age division within the region;
- (f) To obtain and maintain safe playing facilities and schedule games;
- (g) To obtain and be accountable for balls, goals and other necessary equipment;
- (h) To recruit and assign volunteer coaches and referees, train them through clinics and audio/visual programs and recognized all volunteers for their efforts;
- (i) To hold meetings and disseminate information periodically to the participants, their families and the community concerning the region and its program;
- (j) To make available to the participants and their families of the region these Regional Guidelines and the attachments hereto as well as the financial statements of the region at least once a year;
- (k) To collect and disburse fees and other moneys for the sound financial organization and operation of the region, to keep and submit to the National Support Center (NSC), as required, accurate financial records to insure continuation of the tax exempt status of AYSO, to participate in the National Accounting Program and to pay the National Support Center prior to the start of the season the National portion of its registration fees and for its purchases;
- (l) To comply with the Soccer Accident Insurance (SAI) plan and to submit insurance claims according to current procedures;
- (m) To notify the National Support Center of any threatened or actual claim against the region;
- (n) To implement AYSO National programs available to the region, including referee and coach training, and the Character Counts! program, at least once a season;
- (o) To assist in and encourage the growth and development of AYSO programs both within and outside of the region;
- (p) To participate in Area I, Section 9 and National events and programs;
- (q) To require each coach, referee and other volunteer to complete a volunteer application form and to verify all information on such forms by checking references and making other appropriate inquiries before permitting the coach or volunteer to participate; and

- (r) To implement the National Coaching Certification Program by designating and training trainers and then providing the National Youth Sports Coaching Association (NYSCA) certification program to each coach in the region.

ARTICLE FOUR

MEMBERSHIP IN THE REGION

There shall be three kinds of members in the region:

Participating Members: those persons serving the region in a coaching, refereeing or administrative capacity, including the members (board members) of the regional board of directors (regional board) who shall, in the case of coaches and referees, be registered with the AYSO National Support Center on the appropriate forms prescribed by AYSO.

Playing Members: all registered soccer players.

Contributing Members: those persons who the regional board grants membership to recognize a contribution of value to the region or to express its gratitude.

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

ARTICLE FIVE

MANAGEMENT OF THE REGION

1. The Regional Board shall conduct the business and affairs of the region.
2. Unless otherwise specifically provided by these Guidelines, all decisions of the Regional Board shall be made by a majority decision of the Board Members voting on any such matter; provided, however, that the Regional Commissioner (RC) may veto any such decision if the effect of such decision would be to violate any of the National Regulations. Such veto may be reviewed by the area director (AD) on request by a 2/3 vote of the Board Members voting on such matter. By a 2/3 vote of the entire Regional Board, any other issue may be put to the participating members of the region, subject to voting procedures to be adopted by the Regional Board.
3. The Regional Board shall fix, at the same meeting each year (Annual Meeting), the time, date and place of each regular meeting of the Board. In addition, the RC, the Assistant RC or 1/3 of the Board Members may call a special meeting of the Regional Board on three days' prior notice stating the purposes of such meeting, which notice may be given in writing, by telephone or in person. A majority of the Board Members shall constitute a quorum for the purpose of holding either a regular or special meeting. It shall be the policy of the region to hold at least one Board meeting in each month during the soccer season and at least one every three months in the off season. All Regional Board meetings shall be open to all participating members unless the Regional Board determines that it is necessary to hold an executive session. The Board shall take minutes of the proceedings at each meeting and make them available to the members of the region.

4. Board Members are nominated by any member of the current board and must be approved by a vote of the current board. New Board Members can be nominated and confirmed to fill vacant positions at any time. The term of office for Board members is 2 years. Board members may serve as many terms as they wish but must be reconfirmed by vote at the end of each term. Regional Board Members need not be parents of participants in the region.
5. The term of the RC shall be three years. Not less than six months before the expiration of such term, or in the event of a vacancy in the position because of resignation or removal, the Board shall constitute a Nominating Commission, which may be the same Nominating Commission appointed pursuant to Section 5.4 above, to recommend a new RC. Such recommendation shall be submitted to the Board and with its approval shall be forwarded to the AD in accordance with the Bylaws of AYSO. The RC may serve up to 3 terms so long as he or she is recommended by the Nominating Commission and obtains the necessary approvals. It is our general policy that the RC shall have normally served at least one year on the regional board (preferably as Assistant RC) before serving as RC. Because of potential conflict of interest, the RC should refrain from coaching or holding any other position in the Region.
6. No Board Member or any other participant in the region shall receive monetary or other compensation for his/her services to the region, nor may he/she use his/her position to benefit him/her directly or indirectly in any other way, such as a supplier of equipment or camp programs to the region.
8. Any vacancy on the Regional Board may be filled by a majority vote of the then remaining Board Members, though less than a quorum, and the person filling such vacancy shall serve until the Annual Meeting and until his/her successor has been duly appointed.
9. Any Board Member (except the RC) may be removed in accordance with Section 9.4 Article Nine, Section Four of these Guidelines.

ARTICLE SIX

OFFICERS

The Regional Board shall consist of the Regional Commissioner, the Treasurer, the Risk Management/Safety Director, the Coach Administrator, the Referee Administrator, Age Division Directors, and such other positions as the Regional Board shall from time to time deem desirable, including without limitation one or more assistant RCs, a Registrar, a Secretary, a Director of Fields, a Publicity Director, a Sponsor Coordinator, an Equipment Director and a Director of Special Events. In addition, there shall be such members-at-large as the Board shall create. The following are the job descriptions for the above positions.

Regional Commissioner

The RC shall have the responsibility and the authority to manage the day-to-day business of the region within the framework of the National Regulations and these Guidelines. The RC shall administer all of the regional activities as described in Article Three and, in addition, shall supervise the Treasurer by periodically reviewing the region's canceled checks and bank statements, reviewing each month the National Accounting Program financial report and periodically reviewing internal financial control procedures.

The RC may only be suspended by the AD or the Section Director (SD) and suspended or removed only by the National Board of Directors pursuant to Section 3.07 of the National Bylaws.

Assistant RCs

Each Assistant RC shall assist the RC in fulfilling his/her duties and, in his/her absence, shall perform the duties of the RC and will normally succeed the RC when he/she leaves office.

The 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, at each Board Meeting and otherwise on request of the RC or the Board, provide a detailed financial report showing the funds collected and their source, the amount disbursed and their purpose and the period ending cash balance in all regional bank accounts, and shall be responsible for timely filing with the National Support Center the Regional Information Form (RIF), the annual budget, and such other information as may be required or requested from time to time by the National Support Center and for complying with the National Accounting Program. The Treasurer shall promptly, upon receipt, pay to the National Support Center the National portion of the registration fees of the region before the start of each season. The Treasurer shall develop and implement written internal control procedures for the protection of the region's assets.

Division Directors

The Division Directors shall be responsible for the operation of their respective divisions, such as recruiting coaches and the division of the players into balanced teams.

The Risk Management/Safety Director

The Risk Management/Safety Director shall be responsible for administering the Soccer Accident Insurance (SAI) plan and liability insurance program for the region, obtaining liability insurance certificates for all facilities used by the region, handling all reports of accidents and/or SAI claims for such programs, ensuring the safety of all participants in the region by inspecting all field equipment, goal posts and fields to ensure they are in safe condition, and making safety information available, such as the AYSO blood borne policy. The Risk Management/Safety Director should also ensure that all goal posts are properly anchored and do not have goal net hooks.

The Coach Administrator

The Coach Administrator shall be responsible for the training and supervision of all coaches in the region. He/she shall require that each coach complete a volunteer application form and verify the information contained therein by checking references and making other appropriate inquiries. He/she shall arrange for and/or give clinics and training programs where needed and disseminate information when appropriate to assist the local coaches. In addition, the Coach Administrator shall appoint a Coach Instructor to assist in giving clinics and in providing teaching programs. He/she shall coordinate his/her efforts with the RC and the area coach administrator. The Coach Administrator will also normally serve as the NYSCA Training Coordinator who is

responsible for the training and certification by NYSCA of all coaches in the region in accordance with the AYSO Coaching Certification Program.

The Referee Administrator

The Referee Administrator shall be responsible for the recruiting, training and supervising of all referees in the region. He/she shall require that each referee complete a volunteer application form and verify the information contained therein by checking references and making other appropriate inquiries. He/she shall arrange for clinics and training programs at least annually, and shall coordinate his/her efforts with the RC and the area referee administrator. In addition, the Referee Administrator should appoint a Referee Instructor (to assist in maintaining the referee training program component of the AYSO National Referee Program) and a Referee Assessor (to assist in administering the certification component of the AYSO National Referee Program).

The Registrar

The Registrar 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 Support Center prior to the start of the season, the distribution of the other copies of such forms as required, the collection of the registration fees and the turning over of such fees to the treasurer.

The 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 all general correspondence and notices for the region. The Secretary shall ensure that these Regional Guidelines are reviewed annually and copies are made available to all its members.

The Field Director

The Field Director shall be responsible for obtaining and maintaining the playing fields. He/she shall ensure that goal posts are installed at each field and properly secured at all times. He/she shall also ensure that the fields are properly lined. He/she shall coordinate with the City of Idaho Falls, the Bonneville and Idaho Falls School Districts and the other soccer organizations in the area to ensure that fields are available and equitably used by all soccer players.

The Publicity Director

The Publicity Director shall be responsible for the dissemination of information concerning regional activities, the preparation of a regional newsletter and the relations between the region and the community. He/she shall be responsible for advertising registration and other special events.

The Sponsor Coordinator

The Sponsor Coordinator shall be responsible for the obtaining of sponsors for regional events and the proper acknowledgment of such support.

The Equipment Director

The Equipment Director shall be responsible for the purchasing and coordinating player awards, uniforms and equipment for the region. He/she shall be responsible for maintaining the storage facility for this and other equipment.

ARTICLE SEVEN

INFORMATION ABOUT THE PROGRAM

1. Team Assignments

Team assignments shall be made by the Division Directors. Retention of players on any team shall be limited to the head coach's child(ren). Except for the foregoing, there shall be no automatic retention of players from the previous season. Every attempt shall be made to balance the skill level of teams within each division. Once teams are formed, no transfer of any player from one team to another may be made without the approval of the coaches of both teams involved, the RC and the parent or guardian of the player.

2. Registration Fees/Refunds

The registration fee for each player participant shall be established for each season by the Board and documented in the Board Meeting Minutes. The registration fee shall then be published in the registration announcement sent to all members. 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/her family. Any such fee shall be refunded in the case of any participant who withdraws prior to that player participating in any practice or game, less a one dollar administrative fee and the cost of the national portion of the registration fee, if not refunded to the region by the NSC.

3. Eligibility

All boys and girls from the ages of 5 through 18, based on their age as of August 1 of the year in which the season begins, shall be eligible to register for the program, subject to field availability and volunteer support and such rules as may be issued by the Regional Board.

4. Length of Season and Cancellation of Games

The season shall be of such duration as determined by the Regional Board, and as set forth in the Regional Calendar. Inclement weather or poor field conditions may necessitate from time to time the canceling of games. Any such cancellation will be made at the field by the agreement of both coaches and the referee. Games should not be played if unsafe conditions exist. Once the game begins, only the referee in charge may suspend or cancel the game.

5. Attendance/Participation

Every player participant shall be entitled to play at least one-half of every game. Moreover, it is the policy of the region to encourage each coach to (a) play each player at least three quarters of every game, wherever possible, (b) alternate those players who start play in the first quarter of each game, (c) alternate those players who sit out half of the game, and (d) in Divisions 4 through 6 rotate goalkeepers so no child plays more than two quarters in the goal. Each participant is strongly urged to attend every practice. Any participant who misses practices

regularly may have his/her playing time in games limited to two quarters (but not less than two quarters).

6. 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 of the basic rules by a referee, excluding judgment calls, and, if, after investigation by the 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.

7. Conduct during Games

The highest standards of conduct and good sportsmanship must be maintained at all times. Abusive or foul language is forbidden. Coaches are expected to be positive and set the best possible example for the participants. Excessive coaching from the sidelines shall not be permitted, and the function of the coach should be to provide encouragement and a positive direction. The coach may enter the field of play only with the consent of the referee and may coach only within 10 yards in each direction from the half-way line of the field (in no event in either of the penalty areas or from behind the goals). Spectators at games must remain three yards from the sideline and between the penalty areas, and their vocal efforts should be limited to positive compliments to the participants. Under no circumstances should they attempt to coach or address remarks derogatory to players or the referee. The use of alcohol or tobacco products in the vicinity of the playing field during practices or games is strictly forbidden. At the end of the game, the players on each team shall line up and shake hands with the players of the opposing team and thank the referee and linesmen. Discipline shall be up to the referee at each game, and the referee shall have the power and authority to discipline and eject players and coaches (as well as including spectators, in the case of outside interference) from the playing area if their conduct violates these Guidelines or otherwise interferes with the course of play. No appeal of disciplinary action taken by a referee shall be allowed.

A player who is sent off (red card) or who receives his/her third caution in a season will not be allowed to play in the next regularly scheduled game. A player ejected on more than one occasion in a season must meet, along with his/her parents and coach, with the RC and Referee Administrator and Head Coach before the player is allowed to play in future games. A coach who is cautioned (yellow card) or ejected may be subject to additional disciplinary action at the discretion of the Regional Board upon thorough review of the incident following the procedures outlined in Article 9 (Dispute Resolution).

8. Refreshments at Games

It shall be the responsibility of each team to supply its own refreshments.

9. Parental Participation

Each parent who has a player in the region shall be strongly encouraged to volunteer his or her services in some way. The region shall not reduce or eliminate the player fee based upon voluntary work done by a participant's parents or guardians and shall not charge an additional fee to those parents of players who do not volunteer their services or who do not donate funds to the program. No fee distinction may be made based on parental participation in activities such as fundraising (e.g. sale of candies.)

10. Sponsors

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

11. Equipment

Each player is expected to provide his/her own official AYSO Region 102 reversible game shirt, appropriate shorts, socks, footwear and shin guards. No player may participate in a game without an official AYSO Region 102 game shirt, socks, shorts, appropriate footwear and shinguards. For inclement weather a heavy shirt or jacket may be worn under the player's game shirt and sweat pants may be worn as approved by the coach and referee. Players may not wear chains, watches, earrings, bandannas or other ornamentation or anything else that is likely to cause risk of injury to him/herself or to the other players during games. The referee shall have the authority to permit knee braces and soft casts if the player furnishes the referee with a letter from a doctor permitting such player to participate and, in the case of soft casts, the referee determines the soft case to be safe. Hard casts, splints, helmets and hard padding are not permitted. Medical information bracelets should not be removed, but must be padded and taped to the player's skin. Prescription eyeglasses may be worn, but must remain firmly on the wearer's head or restrained by a strap. Non prescription glasses and sunglasses are not permitted. All participants must wear the official uniforms provided at all times and dress in them in a neat, clean manner. The use of shin guards is required at all practices and games.

ARTICLE EIGHT

FINANCIAL, BANKING AND RELATED MATTERS

1. Budget; Financial Statement

The regional board shall adopt a 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 to the parent or guardian of each player. Current budget and financial Statement of Income and Expenses are available upon request.

2. Account Signatories

All checks drawn on the region's bank account shall bear two signatures, one of which must either be the treasurer's or the RC's. Additional signatories must be authorized by regional board action. Two signatories from the same household shall not be allowed.

3. Transfer of Funds

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

ARTICLE NINE

DISPUTE RESOLUTION

1. General Policy

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

2. Procedure

If it is determined that it is necessary that a person involved in the region needs to be disciplined or his or her participation in the region limited or terminated, then the RC or the Regional Board shall give notice in writing to such person of the intention of the Region to take action, specifying the action to be taken and the reasons therefor and giving such person a reasonable opportunity to explain why such action should not be taken. Such opportunity to respond may be in person at a hearing, by telephone or in writing. The RC or Regional Board may appoint a disinterested committee to consider such discipline. After such opportunity has been given, the RC, Regional Board or Committee shall make its determination and announce it in writing to all persons concerned and such determination shall be final and binding on all concerned unless it is determined by the AD, or, if he/she is not disinterested, the SD, that such determination is arbitrary and capricious or the procedure was not fair or the person or persons making such determination are found not to have been disinterested.

3. Suspension

The RC or Regional Board may suspend a person involved in the region from further involvement in the program on notice (by telephone, fax or writing or in person) if there is found to be an imminent danger to the program by his or her continuing involvement or if a crime has been alleged to be committed by such participant. Such a suspension must be followed by a disciplinary hearing described in Section 9.2 Paragraph Two.

4. Removal

The RC or the Regional Board may remove a person (whether or not suspended) involved in the Region, including a regional Board Member, from further involvement in the program on notice and after a determination is made that removal is appropriate, as the result of a disciplinary hearing described in Section 9.2 Paragraph Two, if 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 TEN

CHANGES IN GUIDELINES

1. Approval of Guidelines

These Guidelines shall become effective after being approved by the RC and the existing Regional Board, the AD and the SD upon their submission to the National Support Center.

2. Change in Guidelines

Once adopted, these Guidelines may only be amended by the Regional Board by a 2/3 vote of the Board Members, with the approval of the RC, the AD and the SD.