

REGION 9 GUIDELINES

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REGION 9 GUIDELINES

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ARTICLE ONE

PURPOSE

These Regional Guidelines have been adopted by the American Youth Soccer Organization (AYSO) Region 9 pursuant to the authority granted in AYSO National Bylaw Section 1.03 (a) (6) to provide guidance to the region in its organization and operation.

These Regional Guidelines are subject to AYSO's Articles of Incorporation, National Bylaws, National Policy Statements, National Rules and Regulations, Section Ten Rules and Regulations, and Area 10E guidelines (AYSO's "operating regulations"). All operating regulations are available on-line at *www.soccer.org*, and copies of these documents will be made available by the region upon request and are hereby incorporated by reference as a part of these Regional Guidelines. These Regional Guidelines are meant to enhance and to conform with the operating regulations. To the extent that there may be any contradiction or conflict among these documents, the operating regulations shall prevail.

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

ARTICLE TWO

MISSION

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

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

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

Open Registration – Our program is open to all children between 4 1/2 and 18 years of age who want to register and play soccer. Interest and enthusiasm are the only criteria for playing.

Positive Coaching – Kids win when they are built up, not when they are torn down! We train and encourage our coaches to make the extra effort to understand and offer positive help to our players, rather than negative criticism.

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



ARTICLE THREE

DUTIES AND RESPONSIBILITIES OF THE REGION

The duties and responsibilities of the region shall be, to the extent permitted by its size and available resources:

1. To operate and offer a quality youth soccer program to all youth from 4 1/2 through 18 years of age in a safe, fun, fair, positive environment that complies in letter and spirit with the Bylaws, policies, rules, regulations, and philosophies of AYSO;
2. To maintain good community relations and become involved in youth development and other community activities;
3. To register in the AYSO online registration system or with the National Support & Training Center (“NSTC”) all participating players, coaches, referees, administrators, and other volunteers prior to the commencement of the membership year or, if registered during the membership year, within 30 days following such registration;
4. To assign players and coaches to assure proper balance of teams within each age division within the region or within a reasonable part thereof;
5. To obtain and maintain safe playing facilities;
6. To obtain and be accountable for uniforms, balls, goals and other equipment and to use such equipment in a safe manner;
7. To schedule practices and games;
8. To recruit and assign volunteer coaches and referees, and train them through clinics and audio/visual programs;
9. To disseminate information to the participants, their families and the community concerning the region and its programs;
10. To recognize volunteer efforts;
11. To hold periodic meetings of the Regional Executive Board and disseminate to the participants, their families and the community appropriate information concerning the operation of the region by the board;
12. To comply with AYSO policies and procedures relating to financial matters; including:
 - a) to publish for the region and for the files at the NSTC, and make available to the participants and their families at least annually, financial statements of the region and guidelines for the operation of the region approved by the area director and section



- director, or in the absence of such guidelines operate the region in accordance with the Regional Guidelines as are in effect from time to time;
- b) to collect and disburse fees and other monies ensuring the sound financial organization and operation of the region, to keep and submit to the NSTC, as required, accurate financial records to insure continuation of the tax exempt status of AYSO;
 - c) to participate in the National Accounting Program; and,
 - d) to pay the NSTC the national player fee and all amounts due with respect to the region's purchases from the NSTC within the payment guidelines established by the national treasurer.
13. To elect or appoint, at a minimum, a Regional Commissioner, Treasurer, Safety Director, Coach Administrator, Referee Administrator, Registrar and Child and Volunteer Protection Advocate;
 14. To comply with the Soccer Accident Insurance (SAI) plan and to submit insurance claims according to current procedures;
 15. To notify the National Support & Training Center immediately of any threatened or actual claim or lawsuit against the region, its participants, or AYSO;
 16. To implement AYSO's national programs available to the region at least once a season;
 17. To cooperate with neighboring regions, and area, section and development personnel, to promote growth, development and cooperation throughout AYSO;
 18. To participate in Area 10E, Section 10 and national events and programs; and
 19. To cooperate in policies and procedures developed by the board or the National Support & Training Center with respect to requiring each coach, referee, and other designated volunteers to complete a volunteer form, and with respect to verifying the information obtained, before permitting the coach, referee or such volunteer to participate.



ARTICLE FOUR

MEMBERSHIP IN THE REGION

1. There shall be three kinds of members in the region:
 - a) Participating Members: those persons serving the region in a coaching, refereeing or administrative capacity, including the members of the Regional Executive and General boards (“board members”).
 - b) Playing Members: all registered soccer players (“players”).
 - c) Contributing Members: those other persons to whom the Regional Executive Board grants membership to recognize a contribution of value to the region or to express its gratitude.
2. No one will be considered a participating member or a playing member unless and until an application is submitted using the appropriate forms prescribed by AYSO.
3. The names, addresses and telephone number of all members of the region, as well as the information contained in the AYSO Executive Member Directory or any AYSO database, are private and confidential. Such information and mailing lists may not be disclosed or distributed to anyone, including any vendor or sponsor, without the prior written approval of the national executive director.

ARTICLE FIVE

MANAGEMENT OF THE REGION

1. The Regional Commissioner, with the support and assistance of the Regional Executive Board, shall conduct the business and affairs of the region.
2. Unless otherwise specifically provided by these guidelines, all decisions of the Regional Executive Board shall be made by a majority decision of the board members voting on any such matter; provided, however, that the regional commissioner may veto any such decision if the effect of such decision would be to violate any of the national operating regulations. Such veto may be reviewed by the Area 10E Director (the “AD”) on request by a 1/3 vote of the board members voting on such matter. By a 2/3 vote of the entire Regional Executive Board, any other issue may be put to the participating members of the region, subject to fair and reasonable voting procedures to be adopted by the Regional Executive Board.



3. Upon the creation of the region the Regional Commissioner shall appoint the initial Regional Executive Board to serve until the next scheduled board meeting, at which time nominations and voting for board positions will take place.
4. The Regional Executive Board shall fix, at its initial meeting each year (“annual meeting”), the time, date and place of each regular meeting of the Regional Executive Board and send notice of such annual meeting to all participants in the program. In addition, the Regional Commissioner, the regional secretary or 1/3 of the board members may call a special meeting of the Regional Executive 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 Regional Executive 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 primary season and at least one every two months during the remainder of the year. The Regional Executive Board shall provide for the taking of minutes of the proceedings at each meeting and make them available to the members of the region. All Regional Executive Board meetings shall be open to all participating members unless the Regional Executive Board determines that it is necessary to hold an executive session. An “executive session” is permitted only to review personnel matters, disciplinary matters, or legal matters, and should not be used where a vote upon any issue involving the affairs of the region is taken.
5. At least one month prior to the annual meeting, the Regional Commissioner shall appoint a nominating commission consisting of Executive Board members and a reasonable number of persons who are not members of the Executive Board, but not less than three in number. The nominating commission shall publicize to the participating members of the region the Regional Executive Board positions to be voted upon. Regional Executive Board members need not be parents of players in the region. The nominating commission shall recruit and recommend board members for the next twelve months and accept other names of persons to be considered by the Regional Executive Board for such positions. At the annual meeting, the board members shall be appointed by the Regional Commissioner on the recommendation of the nominating commission and with the approval of a majority of the outgoing Regional Executive Board (if any), to hold office for twelve months. The Regional Commissioner may choose not to appoint an individual to a board position, even though recommended and approved, if the Regional Commissioner deems there is sufficient reason not to make the appointment. In such case, the Regional Commissioner shall ask the nominating commission to recommend additional candidates for approval and appointment. This inclusive and democratic process should be followed any time there are board positions to be filled, with the only exception being the appointment of the inaugural Regional Executive Board (see paragraph 3).



6. At least three months, and preferably six months, before the expiration of the Regional Commissioner's term, or whenever there is a vacancy in the Regional Commissioner position due to death, resignation or removal, the Regional Executive Board shall constitute a nominating commission. Such nominating commission may be the same nominating commission appointed pursuant to the preceding paragraph. The nominating commission shall submit its recommendations of one or more candidates for the position of regional commissioner to the Regional Executive Board. The Regional Executive Board shall, by a majority vote, nominate a regional commissioner and forward such nomination to the Area 10E Director as directed by National Bylaw Section 7.03. In the absence of a Regional Executive Board, or in the absence of a nomination by a majority of the Regional Executive Board, the Regional Commissioner will be nominated by the Area 10E Director. A nominee for Regional Commissioner is subject to approval of the Area 10E Director, Section 10 Director and National Board of Directors and is effective only upon approval of the National Board of Directors. The National Board of Directors has full discretion to disapprove a nominee or approve a nominee for a term of three years or for a shorter period as it sees fit.
7. In the event of a vacancy in the position of Regional Commissioner other than at the expiration of the regular term, the Regional Executive Board, including (if available) the outgoing Regional Commissioner, shall recommend an interim Regional Commissioner and submit such recommendation to the Area 10E Director. The interim successor shall remain in office until the completion of the election procedures in paragraph 6.
8. The Regional Commissioner shall serve a term of three years, subject to the terms of approval set forth by the National Board of Directors (see paragraph 6). The Regional Commissioner may serve multiple terms so long as he or she is nominated and appointed as indicated above.
9. It is the general policy of the region that the Regional Commissioner will have normally served at least one year on the Regional Executive Board before serving as Regional Commissioner.
10. 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 Executive Board. The Regional Commissioner shall act in all ways to avoid the appearance of a conflict of interest.
11. No board member or any other participant in the region shall receive monetary or other compensation for his/her services to the region, nor may he/she use his/her position to benefit him/her directly or indirectly in any other way, such as a supplier of equipment or camp programs to the region. Nothing in this paragraph prohibits any Regional Executive Board or staff member, or regional volunteer, from being reimbursed for his or her out-of-pocket expenses incurred for work on behalf of the region with the approval of the Regional Executive Board.



12. Any vacancy on the Regional Executive Board may be filled by appointment by the Regional Commissioner, and the person filling such vacancy shall serve until the next annual meeting and until his/her successor has been duly appointed.
13. Any Executive Board member (except the Regional Commissioner) may be removed in accordance with Article Nine, paragraph 4, of these guidelines. The Regional Commissioner may be suspended by the Area 10E Director or the Section 10 Director and suspended or removed only by the National Board of Directors in accordance with Sections 3.07 and 7.03 of the National Bylaws.

ARTICLE SIX

OFFICERS

1. The Regional Executive Board shall, at a minimum, consist of the Regional Commissioner, one or more Assistant Commissioners, the Regional Treasurer, the Regional Registrar, the Regional Safety Director, the Regional Coach Administrator, the Regional Referee Administrator, the Regional Child and Volunteer Protection Advocate, the Regional Secretary, the Regional Director of Volunteers, and the Regional Director of Fields. The Regional Commissioner may designate other positions to serve on the Regional Executive Board, with the approval of a majority of the afore-mentioned board members. The Regional Commissioner, or members of the Regional Executive Board with the Regional Commissioner's approval, may create, designate, or appoint members of the General Board in non-voting positions including a regional coach trainer, a regional director of referee instruction, a regional director of referee assessment, age division directors, a director of public relations, a statistician/scheduler, a director of purchasing, a regional auditor, and such other positions as the Regional Commissioner or Regional Executive Board may from time to time deem desirable. In addition, there may be such members-at-large as the board shall create. All members of the Regional Executive and General Boards understand and agree that they are fiduciaries of, and owe a duty of loyalty to AYSO, and agree to be bound by its Bylaws, Policies, Rules and Regulations.
2. Position descriptions for all positions may be found and downloaded from the AYSO Web site, www.soccer.org, or may be obtained by calling the Supply Center to order the complete list. For specific position description requests, please call the Certification Associate at the National Support & Training Center. Every volunteer should have a copy of their position description, and current copies should be kept in the region for succession planning purposes.
3. A brief and general overview of the duties and responsibilities of the eleven mandatory Executive Board positions follows.



- a) **Regional Commissioner:** The AYSO volunteer position of Regional Commissioner is intended to have the responsibility and the authority to manage the day-to-day business of the region, within the framework of the AYSO operating regulations.
- b) **Assistant Regional Commissioner(s):** The AYSO volunteer position of Assistant Regional Commissioner shall assist the RC in fulfilling his/her duties and, in his/her absence, shall perform the duties of the RC.
- c) **Regional Treasurer:** The AYSO volunteer position of regional treasurer is intended to have custody of all funds and securities, evidence of indebtedness and other valuable documents, and shall deposit funds and securities in the name and to the credit of the region in a bank or depository.
- d) **Regional Registrar:** The AYSO volunteer position of regional registrar is intended to plan and implement the annual registration of all players and volunteers.
- e) **Regional Safety Director:** The AYSO volunteer position of regional risk management/safety director is intended to be responsible for all aspects of the region's safety and oversee the equipment, nets, fields, and clean-up for fields of the region.
- f) **Regional Coach Administrator:** The AYSO volunteer position of regional coach administrator is intended to administer a quality coaching program within the region.
- g) **Regional Referee Administrator:** The AYSO volunteer position of regional referee administrator is intended to implement, monitor, and maintain the AYSO National Referee Program including program delivery, staff development, communication, and coordination at the regional level.
- h) **Regional Child and Volunteer Protection Advocate (CVPA):** The AYSO volunteer position of regional child and volunteer protection advocate is intended to oversee the child and volunteer protection program in the region in accordance with the AYSO Safe Haven program.
- i) **Regional secretary:** The AYSO volunteer position of Regional Secretary shall take minutes at all meetings of the Regional Boards. The Secretary shall ensure that these Guidelines are made available to all participating members.
- j) **Regional Director of Volunteers:** The AYSO volunteer position of Regional Director of Volunteers is responsible for recruiting new volunteers both from within and outside the region in order to enhance the quality of the program. This position may include visiting local community service organizations or other organized groups to share the vision of AYSO in our community and promote volunteerism.
- k) **Regional Director of Fields:** The AYSO volunteer position of Regional Director of Fields shall be responsible for directing field preparation and maintenance activities including equipment procurement and servicing. This activity includes all activities with regards to setup and maintenance of fields and related areas such as parking etc.



ARTICLE SEVEN

INFORMATION ABOUT THE PROGRAM

1. **Team Assignments**

Teams shall be formed as set forth in the National Rules and Regulations, Articles II and III. Team assignments of players shall be made by those persons delegated such task by the Regional Executive Board: the Registrar, the Regional Coach Administrator and his/her staff, and the Division Directors. Retention of players on any team shall be limited to the head coach's child(ren). Otherwise there shall be no automatic retention of players on any specific team or with any specific coach from the previous season. Every attempt shall be made to balance the skill level of teams within each division. Once teams are formed, no transfer of any player from one team to another may be made without the approval of the coaches of both teams involved, the age division director (if any), the appropriate Assistant Regional Commissioner, and the parent or guardian of the player. In the case where teams are involved in inter-regional play, no transfer of any player from one team to another after such teams are formed may be made without the additional approval of the Area 10E Director and, if affecting section play, the Section 10 Director. Player movement up or down from the age appropriate division will not be allowed except for players whose birth dates place them in the U14 division and the player is a freshman in high school who anticipates playing on the high school soccer team. In order for this player to meet CIF guidelines, he/she may be moved up to the U16 division.

2. **Registration Fees; Refunds**

The registration fee for each player participant shall be fixed annually by the Regional Executive Board. The fee for the current year is set forth in Appendix D to these guidelines. The Regional Executive Board may by specific grant or scholarship, or by regional policy, waive such registration in whole or in part with respect to any participant if such fee would create a hardship for such participant or his or her family. Any player who withdraws from the program prior to the start of season play shall be entitled to a refund of such registration fee. In exceptional circumstances, the cost of the uniform (if it cannot be reused) or other specific non-recoverable costs may be deducted from the refund. No refunds will be made after season play has started unless so determined by the Regional Commissioner.

3. **Eligibility**

All boys and girls, between the ages of 4 ½ and 18, based on their age as of July 31 of the year in which the membership year begins shall be eligible to register for the program, subject to field availability, volunteer support, AYSO operating regulations, and such rules as may be issued by the Regional Executive Board. It is the duty of the region to assure that only eligible players are permitted to register and play.



4. Length of Season and Cancellation of Games

The length of any playing season during the year shall be of such duration as determined by the Regional Executive Board, typically beginning in early September and ending in late November, and as set forth in the regional calendar attached to these guidelines. U16 and U19 teams may be subject to a slightly different calendar, subject to Area 10E and CIF guidelines and restrictions. Certain teams in the competitive Divisions (U10, U12, U14) may continue play into December, January and February for Area 10E and Section 10 Playoffs. Inclement weather or poor field conditions may necessitate from time to time the postponing or canceling of games. Any such postponement or cancellation will be made at the discretion of the Regional Commissioner or the Regional Safety Director as early as practical before game time. Once the game begins, only the referee in charge of the particular soccer field may suspend or cancel the game, except that the Regional Commissioner, Regional Safety Director or designate may suspend or cancel games due to inclement weather or other conditions that may warrant such action.

5. Attendance; Participation

Every player in the U12 and younger Divisions shall be entitled to play at least three quarters of every game. Every player in the U14, U16 and U19 Divisions shall be entitled to play at least 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, whenever possible, and (b) to allow different players to start the first quarter of each game. Parents must be aware however that late arrival for a game is disruptive to the team and must be avoided. Therefore, while a player arriving during the first quarter will play the above numbered quarters, any player arriving during the second or third quarter may result in the player participating in only one quarter.

6. Practices

Practice will not exceed 1 hour, twice a week, for Divisions U19, U16, U14, U12 and U10. For Divisions U8 and U7 practice will not exceed 1 hour, once a week. Division U6 does not have regularly-scheduled practices: these teams will combine practice and games on Saturday. U6 Coaches may, at their discretion, choose to get their team together once during the week for informal recreational purposes. Each player is strongly urged to attend every team practice. It is the responsibility of the parents/guardian to make sure that their child attends practice. If a player is going to miss practice the coach or the team parent should be notified as soon as possible. Any participant who misses practices regularly may have his/her playing time in games limited to half (but not less than half). Practices must be held at AYSO approved sites and at times scheduled for that team. Practices at alternate sites is discouraged. All practice participants must be registered with AYSO either as a player or trained volunteer.



7. Protests

No protest of games shall be permitted. However, coaches are encouraged to file with the Regional 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 about or criticizing any judgment call of a referee or assistant referee. If, after investigation by the Regional Referee Administrator, it is found that a law, rule, or regulation was misapplied, such referee shall be so informed in order to ensure that no further misapplication occurs.

8. Conduct during Games

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

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

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

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

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

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



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

9. Refreshments at Games

It shall be the responsibility of each team to supply its own refreshments. It is suggested that the best kind of refreshment is cool water. It is the responsibility of the coach and team parent participants to assure the absence of any drug, stimulant or other harmful substances in any refreshment given to any player.

10. Parental Participation

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

11. Facilities

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



12. Sponsors

The region encourages local businesses and individuals to support its program. Suitable recognition shall be given to them. Each team in the Region is required to have a Team Sponsor. The dollar amounts for Team Sponsorship shall be set by the Regional Executive Board, and may vary from Division to Division. Additional contributions are strongly encouraged to be made to the region rather than to a particular team. All such contributions are considered charitable contributions and are deductible for U.S. tax purposes, subject to the applicable limitations in the Internal Revenue Code. It is the responsibility of any sponsor to comply with the Internal Revenue Code and AYSO will give no opinion on whether a particular donation is or is not deductible.

12. Equipment

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

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

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

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



ARTICLE EIGHT

FINANCIAL, BANKING AND RELATED MATTERS

1. Budget; Financial Statement

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

2. Account Signatories

All checks drawn on any bank account maintained by the region shall bear two signatures, one of which must either be the Regional Treasurer's or the Regional Commissioner's. Additional signatories must be authorized by Regional Executive Board action. Two signatories from the same household shall not be allowed. There must be at least three signatories on all regional bank accounts, one of whom must be the Area 10E Director. Regional debit and/or credit card accounts are expressly forbidden.

3. Transfer of Funds

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

4. Compliance with the National Accounting Program

The Regional Treasurer in cooperation with other Regional Executive Board and staff members shall ensure that all cash handling procedures, receipt procedures, accounting procedures, bank reconciliation procedures, deposit procedures, credit/debit card transaction procedures, and audit procedures are in strict accordance with the National Accounting Program, as modified from time to time.



ARTICLE NINE

DISPUTE RESOLUTION

1. General Policy

It is the policy of the region to resolve all disputes involving persons involved in the region in an amicable way, if possible. Compromise should be emphasized whenever possible, and personality conflicts should be avoided. If disciplinary action is found to be necessary, it is the region's policy to take only the minimum action necessary. All means available should be taken to avoid legal action.

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

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

It is the policy of the region to avoid publicizing the suspension or removal proceedings beyond those persons who need to know, and to respect the privacy of the individuals involved. However, the Regional Commissioner or Regional Executive Board should notify the Area 10E Director, the Section 10 Director, the National Support & Training Center or members of the AYSO Legal Commission of the pending proceedings pursuant to the operating regulations, and must comply with all applicable regulations and laws requiring suspension for abuse and similar events.

2. General Due Process Procedures

Disputes involving day-to-day activities of the region should first be addressed and resolved, if possible, by the appropriate board member in charge of the activity and/or then by the entire Regional Executive Board, if necessary. Disputes arising out of game conduct should first be addressed and resolved, if possible, by the Regional Referee Administrator and/or then by a disinterested review board appointed by the Regional Commissioner and/or then by the entire Regional Executive Board, if necessary.

If it is determined that it is necessary that a person involved in the region needs to be disciplined, or that his or her participation in the region should be limited or terminated, then the Regional Commissioner or the Regional Executive Board shall give notice to such person of such intention, initially by telephone, FAX, in writing via email or in person. Notice should always be followed by a written confirmation delivered via certified mail. Such notice shall specify the action to be taken and the reasons therefore. Such notice shall further notify such person that he or she, upon request, will be given a reasonable opportunity to explain why such action should not be taken. Such opportunity to respond may be in person at a hearing, by telephone or in writing. The Regional



Commissioner or Regional Executive 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 Executive Board, hearing board or committee shall make its determination and announce it in writing to all persons concerned.

3. Suspension

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

4. Removal

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

5. Hearing Procedures

Any disciplinary hearing shall be held at a neutral location. The hearing procedures shall be communicated to and understood by all parties prior to the commencement of such hearing. All interested parties are to be informed of the date, time, and location of such hearing.

A person who has a direct interest in the outcome of the matter shall not participate in any stage of the procedure. A person has a direct interest in the outcome of the matter if that person's conduct is in any way called into question by the events, or if that person is a witness to the events, has a familial relationship with any person involved in the matter, has a financial interest in the outcome, or whose judgment, for any reason, cannot be unbiased and neutral. In the event the Regional Commissioner has a direct interest in the outcome of the matter, any authority herein to be exercised by the Regional Commissioner shall be referred to the Area 10E Director.



A committee or hearing board of disinterested persons shall conduct the hearing as quickly and as fairly as possible, but may structure the proceedings as circumstances may require to keep them as positive as possible as well. The committee or hearing board may ask such questions and request such documents or other evidence as may be necessary to obtain all pertinent facts, but should refrain from being overbearing with such examinations and requests. It is strongly recommended that players and other minors not be asked to participate as witnesses or to offer “testimonials” either in person or in writing unless it is absolutely necessary in order to determine any pertinent fact of the matter. The proceedings should be kept as confidential as may be necessary to protect all parties. The committee or hearing board shall listen to the facts of the situation from all interested parties. Each “side” may be permitted or requested to make their presentations outside the presence of the other if necessary to prevent undue acrimony or harm to the participants. Parties do not have the right to involve attorneys or to cross-examine other parties or witnesses, although either may be permitted within the discretion of the committee or hearing board if it believes that such participation will be helpful and positive.

At the conclusion of the hearing, the committee or hearing board shall adjourn to a private session where the decision will be reached. Under no circumstances shall the committee or hearing board deliberate in the presence of the parties involved in the dispute. The committee or hearing board will then decide the issues raised pursuant to AYSO operating regulations and these regional guidelines based on the evidence submitted, and by a majority vote determine the appropriate action to be taken. Such action may include that no action should be taken against the individual accused, or that a warning or caution be given, that a written reprimand be given, that further education or probation be required, or that such person should be suspended or removed from involvement in regional activities. Where the hearing board recommends removal or where otherwise determined appropriate, the individual in question should be given an opportunity to resign voluntarily. All interested parties shall promptly be notified of such resignation or, in the absence of a resignation, of the hearing board’s decision.

6. Review

Any determination made in accordance with this Article shall be final and binding on all concerned unless it is determined by the Area 10E Director, or, if he/she is not disinterested, the Section 10 Director, that such determination was arbitrary and capricious, or that the procedure was not fair, or that the person or persons making such determination are found not to have been disinterested. Any interested party dissatisfied with the decision or action taken by the committee or hearing board may request a review of such decision by the Area 10E Director, Section 10 Director or National Board of Directors, as may be appropriate pursuant to the operating regulations relating to dispute resolution and due process. There shall only be one review of each matter.



ARTICLE TEN

CHANGES IN GUIDELINES

1. Approval of Guidelines

These guidelines shall become effective after being approved by the Regional Commissioner and the existing Regional Executive Board, the Area 10E Director and the Section 10 Director, and then submitted to the National Support & Training Center.

2. Change in Guidelines

Once adopted, these Guidelines may only be amended by the Regional Executive Board by a 2/3 vote of the Regional Executive Board members, with the approval of the Regional Commissioner, the Area 10E Director and the Section 10 Director, and then submitted to the National Support & Training Center.



APPENDICES

APPENDIX A	List of the members of the Regional Executive Board
APPENDIX B	2007 Budget
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APPENDIX H	Child Protection Policy



APPENDIX A

List of the members of the Regional Executive Board

Executive Board 2007

Title	Name	E-Mail
Regional Commissioner	Brigette Brazier	RC@aysoregion9.org
Assistant Commissioner Operations	Steve Ferry	AsstRC_Ops@aysoregion9.org
Assistant Commissioner Non-Competitive	Lily de los Rios	AsstRC_NonCom@aysoregion9.org
Assistant Commissioner Competitive	Therese Eyer mann	AsstRC_Comp@aysoregion9.org
Assistant Commissioner Upper Div	Mary Hobert	AsstRC_Upper@aysoregion9.org
Child & Volunteer Protection Advocate	Joe Tischler	CVPA@aysoregion9.org
Coach Administrator	Thomas Becker	CoachAdmin@aysoregion9.org
Dream of Fields	Wayne Lorch	Dream@aysoregion9.org
Fields Director	Doug Overton	Fields@aysoregion9.org
Referee Administrator	Chuck Huffer	RefAdmin@aysoregion9.org
Registrar	Mike Gregory	Registrar@aysoregion9.org
Safety Director	Steve Ferry	Safety@aysoregion9.org
Secretary	Leslie Escoto	Secretary@aysoregion9.org
Treasurer	Scott Barshay	Treasurer@aysoregion9.org
Volunteers Director	Marcy Watkins	Volunteers@aysoregion9.org
Immediate Past RC	Lars Lee	PastRC@aysoregion9.org



APPENDIX B
2007 Budget



APPENDIX C
2006 Statement of Income and Expenses



APPENDIX D
Registration Fee Schedule

Registration Fees for 2007 are \$125 per child (**NO MANDATORY FUNDRAISER**); cash or checks accepted.

There are no multi-child family discounts.

Partial or full scholarships are available upon request, upon approval of the Regional Commissioner or Regional Treasurer and upon satisfactory demonstration of need.



APPENDIX E

Regional Calendar

Date	Event	Time
1/3/2007	Area 10E Allstar Coaches Meeting, Moorpark	7:00 PM
1/6/2007	Area 10E Allstar Playoffs, location tba	
1/7/2007	Area 10E Allstar Playoffs, location tba	
1/13/2007	Area 10E Allstar Playoffs, location tba	
1/13/2007	Premier League week #1	
1/14/2007	Area 10E Allstar Playoffs, location tba	
1/18/2007	CRPD Board Meeting	7:30 PM
1/20/2007	Area 10E Allstar Playoffs, location tba	
1/20/2007	Premier League week #2	
1/21/2007	Area 10E Allstar Playoffs, location tba	
1/27/2007	Premier League week #3	
2/3/2007	Premier League week #4	
2/10/2007	Premier League week #5	
2/15/2007	CRPD Board Meeting	7:30 PM
2/17/2007	Premier League week #6	
2/24/2007	Premier League week #7	
3/3/2007	Premier League week #8	
3/10/2007	Pot O' Gold (girls)	
3/11/2007	Pot O' Gold (girls)	
3/15/2007	CRPD Board Meeting	7:30 PM
3/17/2007	Pot O' Gold (boys)	
3/18/2007	Pot O' Gold (boys)	
3/24/2007	Pot O' Gold (rain date)	
3/25/2007	Pot O' Gold (rain date)	
3/30/2007	Registration set-up, Aspen Elementary	7:00 PM
3/31/2007	Registration #1, Aspen Elementary	9:00 AM
4/1/2007	CVD Signs installation	12:00 PM
4/11/2007	Region 9 Board Meeting, Training Ctr	7:00 PM
4/19/2007	CRPD Board Meeting; MOU Signing	7:30 PM
4/21/2007	Section 10 Strategy Meeting, Valencia	
4/22/2007	Section 10 Strategy Meeting, Valencia	
4/27/2007	Registration set-up, Aspen Elementary	7:00 PM
4/28/2007	Registration #2, Aspen Elementary	9:00 AM
5/9/2007	Region 9 Board Meeting, Training Ctr	7:00 PM
5/10/2007	Tri-Section Meeting, Long Beach	
5/11/2007	Tri-Section Meeting, Long Beach	
5/12/2007	Tri-Section Meeting, Long Beach	
5/13/2007	Tri-Section Meeting, Long Beach	
5/17/2007	CRPD Board Meeting	7:30 PM
5/25/2007	Nat'l Annual General Meeting, New Orleans	
5/26/2007	Nat'l Annual General Meeting, New Orleans	
5/27/2007	Nat'l Annual General Meeting, New Orleans	
5/28/2007	Nat'l Annual General Meeting, New Orleans	
6/2/2007	Patriots Cup, N.P. (Area Tournament)	



6/3/2007	Patriots Cup, N.P. (Area Tournament)	
6/13/2007	Region 9 Board Meeting, Training Ctr	7:00 PM
6/21/2007	CRPD Board Meeting	7:30 PM
7/4/2007	Region 9 Board Pot Luck/Fireworks, Training Ctr	6:00 PM
7/11/2007	Region 9 Board Meeting, Training Ctr	7:00 PM
7/16-20/2007	UK Int'l / Region 9 Soccer Camp, Acorn Acres T.O.	9:00 AM
7/17/2007	Coaches Meeting/Team Distribution (time, location tba)	
7/19/2007	CRPD Board Meeting	7:30 PM
7/21/2007	UK Int'l/Region 9 Striker/Keeper Clinic, Acorn Acres	8:00 AM
7/22/2007	Team Practice Lottery (tentative; time & location tba)	
8/1/2007	Team Practices begin (tentative)	
8/4/2007	U6-U12 Coaches Clinics, Conejo Creek South	8:00 AM
8/6-10/2007	UK Int'l/Region 9 Soccer Camp, Conejo Creek South	9:00 AM
8/8/2007	Region 9 Board Meeting, Training Ctr	7:00 PM
8/11/2007	Intermediate Coach Clinic, Conejo Creek South	8:00 AM
8/13/2007	Referee Classes U8, Basic; Goebel Ctr	5:30 PM
8/14/2007	Referee Classes U8, Basic; Goebel Ctr	5:30 PM
8/15/2007	Referee Classes Basic; Goebel Ctr	5:30 PM
8/16/2007	CRPD Board Meeting	7:30 PM
8/18/2007	Conejo Creek Prep/Cleanup Day	8:00 AM
8/18/2007	Referee Classes U8, Basic; Conejo Creek	8:00 AM
8/20-24/2007	UK Int'l/Region 9 Soccer Camp, Conejo Creek	9:00 AM
8/24/2007	Referee Classes, U8 & Basic, Goebel Ctr	5:30 PM
8/25/2007	UK Int'l/Region 9 Striker/Keeper Clinic, Conejo Creek	8:00 AM
8/25/2007	U6-U12 Coaching Clinic, Conejo Creek	8:00 AM
8/25/2007	Conejo Creek Prep/Cleanup Day	8:00 AM
8/25/2007	Referee Classes, U8 & Basic, Goebel Ctr	8:00 AM
8/25/2007	Referee Classes, Basic Field Training, Conejo Creek	2:00 PM
8/28/2007	Referee Classes, U8 & Basic, Goebel Ctr	5:30 PM
8/29/2007	Referee Classes, U8 & Basic, Goebel Ctr	5:30 PM
8/30/2007	Referee Classes, Basic, Goebel Ctr	5:30 PM
9/1/2007	Referee Classes, U8 & Basic, Conejo Creek	8:00 AM
9/8/2007	Opening Day	
9/12/2007	Region 9 Board Meeting, Training Ctr	7:00 PM
9/15/2007	Picture Day (tentative)	
9/20/2007	CRPD Board Meeting	7:30 PM
9/22/2007	No scheduled games for Region 9	
9/29/2007	Picture Day (tentative)	12:00 PM
10/10/2007	Region 9 Board Meeting, Training Ctr	7:00 PM
10/18/2007	CRPD Board Meeting	7:30 PM
11/14/2007	Region 9 Board Meeting, Training Ctr.	7:00 PM
11/15/2007	CRPD Board Meeting	7:30 PM
11/17/2007	Last Day of Regular Season	12:00 PM
12/8/2007	Area 10E U10 League Playoffs, location tba	
12/9/2007	Area 10E U10 League Playoffs, location tba	
12/12/2007	Region 9 Board Meeting, Training Ctr.	12:00 PM
12/15/2007	Area 10E U12/14 League Playoffs, location tba	12:00 PM
12/16/2007	Area 10E U12/14 League Playoffs, location tba	12:00 PM





APPENDIX F

Blood-Borne Disease Policy and other safety policies

The possibility of contracting a blood-borne disease such as AIDS or Hepatitis-B through athletic activity is minimal at best, according to the American Red Cross, Centers for Disease Control, and the Occupational Safety and Health Administration. However, minimal does not mean non-existent. And when dealing with young players, you also have to deal with parents who may not know the minimal risk. For safety and for peace of mind, know the risks and the precautions to minimize them further.

How minimal?

When people talk about blood-borne diseases, AIDS immediately comes to mind, especially when talking about athletic activities. According to the disease experts listed above, the risk of contracting AIDS through casual contact or athletic activity is almost non-existent. These sources say the AIDS virus is very weak and does not survive well outside the body. It is easily killed by many common disinfectants. They further say the virus cannot be spread through everyday activities such as eating in restaurants, swimming in public pools, shaking hands, hugging or other casual contact; it cannot be spread by sharing meals or bathrooms; and not one case of AIDS is known to have been transmitted in a school, day care or foster care setting. There is no documented case of an athlete being infected with AIDS by another athlete as a result of athletic competition. However, in an editorial in the American Journal of Sports Medicine, Dr. Robert E. Leach, M.D. warns that as the number of infected athletes increases, so does the risk of infection through athletic activity.

Precautions

While the risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood-borne infectious diseases can be transmitted. For example, Hepatitis B can be present in the blood as well as in other bodily fluids.

AYSO Guidelines for Dealing with Blood

- Any player or official who is bleeding must leave the field immediately to receive medical treatment, and may not return until the bleeding is stopped and the wound is covered.
- If there is blood on the uniform or clothing, the individual may not return until that portion of the uniform or clothing is replaced or the blood has been neutralized with a disinfectant solution. The best solution is 1 part bleach to 100 parts water (1 teaspoon bleach to 2 cups of water). The solution should be used within 24 hours.
- If there is blood on the body, the individual may not return until all blood has been removed from skin surfaces and the contaminated skin has been disinfected. The best solution is 1 part bleach to 100 parts water (1 teaspoon bleach to 2 cups of water). The solution should be used within 24 hours.
- Players, coaches or volunteers with a bleeding or oozing skin condition should refrain from all physical contact with others until the condition heals.



CLEANING UP A BLOOD SPILL

If a blood spill occurs-

- Clean up the spill immediately or as soon as possible after the spill occurs
- Use disposable gloves and other personal protective equipment while cleaning spills
- Wipe up the spill with paper towels or other absorbent material
- After the area has been wiped up, flood the area with a solution of ¼ cup of liquid chlorine bleach to 1 gallon of fresh water, and allow it to stand for at least 20 minutes.
- Dispose of the contaminated material used to clean up the spill in a labeled biohazard container. (AYSO NOTE: If a biohazard container is not readily available, best efforts should be used to eliminate the possibility that others might come in contact with such materials.)

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Physical Surroundings May Present Hazards

- Goalpost, crossbar and nets
- Structures near practice or game fields—walls, fences, etc.
- Sprinkler heads
- Seating—player/coach area and spectator area
- Foreign objects on field—broken glass, debris, etc.

Injury Prevention

- Be safety conscious. Take the time to inspect players, game equipment and the field itself.
- Take immediate proactive corrective measures.
- Inform others—players, coaches, referees, safety director, league representatives.
- Move to a safer location if necessary and possible.
- Modify the activity and/or rules.
 - Cancel activity if unsafe conditions cannot be corrected.



APPENDIX G
Volunteer Application Form



AYSO ID# _____

PLEASE FILL IN ALL OF THE REQUESTED INFORMATION AND SIGN WHERE INDICATED.

First Name		Middle Name		Last Name			Suffix	
Maiden Name (If married within the past 7 yrs.)			Social Security #		Birth Date	Section	Area	Region #
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Driver License #		State	Expires	State ID#		State	Expires
Street Address							Apt. #	
City			State	Zip Code		Area Code	Home Phone	
E-mail					Area Code		Cell Phone	

Previous address if lived at current address less than 5 years:				RACE / ETHNICITY (Select One) <input type="checkbox"/> White or Caucasian <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Other _____				
Street Address			Apt. #	City			State	Zip Code
Employer				For AYSO Regional Use Only Current U.S. Driver License / State I.D. Verified By _____				
Area Code	Work Number		Extension					Area Code

I'M VOLUNTEERING FOR . . .

Coach Asst. Coach Team Parent Sponsor Picture Day Various Board Jobs
 Referee Field Setup Registration Scheduling Communications Other _____

IF ON THE BOARD, PLEASE INDICATE POSITION

RC CVPA Coach Admin Ref Admin Safety Director Treasurer Other _____

I want to coach my child(ren) and am including their name(s) and school(s):

Do you have past AYSO experience? Yes No
 If yes, what region/city? _____

PROFESSIONAL REFERENCE (Employment, school, church, or other organization)

Organization Name			Relationship/Affiliation				
First Name		MI	Last Name		Area Code	Number	Extension
Street			City		State	Zip Code	

PERSONAL REFERENCE (Non-relative, known at least 1 year and must be different from Professional Reference)

First Name		MI	Last Name		Area Code	Number	Extension
Street			City		State	Zip Code	

PRIOR VOLUNTEER REFERENCE (From your prior youth related experience, if any)

Organization Name			Your Position in Organization			Dates of Your Activity			
Reference First Name		MI	Reference Last Name			His/Her Position in Organization			
Street		City	State	Zip Code	Area Code	Number	Extension		

DISCLOSURE: All applicants must answer the following two questions. Failure to answer honestly will disqualify the applicant from service as a volunteer in the American Youth Soccer Organization ("AYSO"). AYSO acceptance of an applicant will be based on existing AYSO Safe Haven policies available from the regional Child & Volunteer Protection Advocate or on-line at <http://soccer.org/Programs/SafeHaven/Background+Checking+Policy.htm>

- Have you ever been convicted of a crime? YES NO
 - Have you ever been subject to any court order involving any sexual, physical or verbal abuse including but not limited to any domestic violence or civil harassment injunction or protective order: YES NO
- If yes, describe each in full. Also indicate date(s) of crime(s) and in which city, county and state each took place. (Attach a separate sheet if needed.)

I HAVE READ THE ABOVE DISCLOSURE STATEMENT, AND THE WAIVER, CONSENT AND RELEASE OF LIABILITY, THE DISCLAIMER, ASSUMPTION OF RISK AND WAIVER AND ACKNOWLEDGEMENT AND CONSENT AGREEMENTS PRINTED ON THE REVERSE SIDE OF THIS FORM, FULLY UNDERSTAND THE TERMS OF EACH, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY MY SIGNING THIS FORM AND AGREEING TO THESE TERMS, AND I SIGN THIS FORM AND AGREE TO THESE TERMS FREELY AND VOLUNTARILY AND WITHOUT INDUCEMENT OF ANY KIND. FURTHERMORE, I AGREE TO INFORM AYSO IN A TIMELY MANNER IF ANYTHING ON THIS FORM OR ITS ATTACHMENTS CHANGES.

(continued on reverse)

Signature: _____ Date: _____

Please mail to me AYSO's official magazine:	
<i>Soccer Now</i> <input type="checkbox"/> YES <input type="checkbox"/> NO	
Please send me other mailings <input type="checkbox"/> YES <input type="checkbox"/> NO	

WAIVER, CONSENT AND RELEASE OF LIABILITIES: I hereby consent to the investigation and verification of all information given in this application, including searches of law enforcement and public records (including driving records and criminal background checks), contact with former employers and reference interviews. I hereby release and agree to hold harmless AYSO and its officers, employees and volunteers and any person or organization that provides information for or to AYSO concerning my background or any attempt to verify the information provided in this application. I declare that all of the information given by me in this application is true and complete to the best of my knowledge, and I understand that any misrepresentation or omission may be cause for suspension or dismissal from my volunteer status with AYSO. I understand that I have the right to receive a copy of any background check report secured by AYSO. If I have checked the adjacent box, please send me a copy of my background report. YES

If accepted as an AYSO volunteer, I hereby agree to abide by the AYSO Bylaws, rules, regulations, policies and philosophies, and all decisions and directions of the Regional Board of Directors, area and section staff, and the National Board of Directors, and I understand that I may be removed as an AYSO volunteer at any time with or without cause.

DISCLAIMER, ASSUMPTION OF RISK AND WAIVER: For myself, and on behalf of my heirs, assigns and next of kin, I acknowledge that participation in soccer necessarily involves travel, participation on adverse field conditions, contact with considerable force, and risk of severe, permanent physical injury including bruises, scrapes, strained, sprained or torn muscles, tendons or ligaments, broken bones, dislocation of joints, concussion, brain damage, nerve and spinal cord injury, paralysis and death. For myself, and on behalf of my heirs, assigns and next of kin, I willingly and voluntarily accept and assume all such risks of participation.

In consideration of accepting this application and permitting my voluntary participation in AYSO programs, for myself and on behalf of my heirs, assigns and next of kin, I hereby release, discharge and agree to hold harmless AYSO, its players, employees, volunteers, officials, sponsors and other representatives and any and all owners, lessors, lessees or other persons or entities allowing, permitting or authorizing the use of facilities by AYSO and the agents, employees, officers and directors of said person or entities from any and all claims, demands, costs, expenses and compensation arising out of or in any way related to any injury or other damage that may result to me or to members of my family or my household or individuals I invite or for whom I am otherwise responsible while participating in or present at any AYSO-sponsored event, including any physical or other injury caused by the negligence of any person or entity described above. I further acknowledge that AYSO is primarily administered by volunteers rather than paid professionals.

I agree the terms and conditions hereof shall apply to all of my volunteer participation in AYSO, regardless of the year or season in which such participation takes place, unless superseded by a new volunteer application.

I further acknowledge and accept that this Disclaimer, Assumption of Risk and Waiver is intended to be as broad and inclusive as permitted by the laws of the state in which participation takes place and agree that if any portion of this Disclaimer, Assumption of Risk and Waiver is deemed to be invalid, the remainder will continue in full legal force and effect.

ACKNOWLEDGEMENT AND CONSENT: I understand the terms of the Soccer Accident Insurance Plan are set forth in a pamphlet available from the safety director of my region or on-line at <http://soccer.org/Resources/Forms/Insurance+Forms.htm> and either I have read and understand the terms or I will do so before I volunteer. For both internal and external use, I acknowledge that AYSO may compile and use addresses and soccer photographs of me consistent with the AYSO Privacy Policy set forth at <http://soccer.org/AdminManagement/Legal/Privacy+Policy.htm>. I consent to such uses and hereby waive all rights to compensation.

(PLEASE SIGN AND DATE ON THE REVERSE SIDE)



APPENDIX H

CHILD PROTECTION POLICY

1. Administration

A. Region 9 is committed to the protection of all its children from all forms of abuse and neglect while participating in the program, and it promotes the awareness and prevention of child abuse in the community at large.

B. Region 9 shall have a Child Protection Advocate, who shall be responsible for overseeing the child protection program in accordance with AYSO guidelines. He or she shall be a member of the regional board and will act as the main resource on child protection issues and shall be the region's liaison with the Coordinator of Child Protection Advocacy at the AYSO Education Department.

C. Region 9 requires all volunteers to complete, date and sign the appropriate volunteer application form and its authorization to AYSO to perform applicant screening. All volunteers shall be screened at a level appropriate to the level of risk.

D. Region 9 shall have the right to revoke the participation of any individual who lies or knowingly misrepresents information on the application form, or who violates the principles of these child protection policies. AYSO shall have the right to revoke both the registration and certification of any volunteer who falsifies information, is found guilty of child abuse, or fails to fill in and return the volunteer application form.

E. The complaint, grievance, and appeal process shall be as described in Article 9 of the regional guidelines, with the addition of appeal to AYSO if it is the screening agency. The names and identities of the claimant and the defendant shall be protected at all times during the proceedings. The claimant need not be present to give evidence at any ensuing hearing, thus avoiding victimizing the child a second time.

F. A volunteer accused of abuse will be asked to resign voluntarily. If the volunteer refuses, the board will move to suspend the volunteer until the matter has been resolved. Regardless of civil or criminal guilt for the alleged child abuse, the continued presence of the volunteer in the program will damage the reputation of the region, even during the investigation and pretrial phase.

G. A volunteer accused of child abuse but subsequently cleared may apply for reinstatement in the region. However, reinstatement is not a right, and reinstated volunteers are not guaranteed to return to their former positions.



2. **Training**

- A. All coaches, referees, other volunteers who work directly with children, and the child protection advocate shall be trained before working with children. Head coaches must be certified; assistant coaches and referees should be certified.
- B. Only official AYSO materials and courses (or those approved by AYSO) may be used to train and certify these key volunteers.
- C. Properly signed rosters of attendees will be sent to AYSO Education to validate each attendee's training, and certification, and to insure that the coaches and referees are registered with AYSO.
- D. Courses and clinics shall be taught by AYSO certified and registered teachers and instructors, or be under the supervision of AYSO trained instructors. Only official AYSO programs, procedures, and policies will be taught.
- E. Other volunteers will be trained before they do their jobs, including child protection training as appropriate. Whenever possible, "on the job training" will be avoided.
- F. Volunteers shall be subject to ongoing evaluation, and additional training may be required to maintain good standing within the region and the organization.

3. **Supervision**

- A. The coach administrator and referee administrator shall cooperate with the child protection advocate to ensure the safety of the region's players.
- B. The coach administrator and the child protection advocate annually shall meet with the head coach of each team, either jointly or separately, to review child protection and supervision responsibilities.
- C. The coach administrator shall observe and review the performance of coaches to see that it conforms to the standards set by this child protection policy.
- D. The head coach of each team shall be responsible for assuring that at least two responsible adults (one of whom may be the coach) are with his or her team at all times (See #6 for supervision ratio). The head coach is also responsible for informing assistant coaches and team parent about child protection issues, supervision ratios, and reporting procedures.
- E. Once the head coach has assumed charge of the children on his or her team, he or she remains responsible until a duly designated adult has taken charge of each child after practice or a game. No child shall be left unsupervised after a game or practice. Parents who are unreasonably late or consistently tardy should be reported to the child protection



advocate for action. Each coach may establish a standing policy of where children may be picked up by late parents.

F. The supervision ratio shall be 1:8 or less; that is, one adult for every eight or fewer children, with the stipulation that there be two adults present at all times.

G. The referee administrator and the child protection advocate annually shall meet with the referees, either jointly or separately, to review child protection and supervision responsibilities.

H. The referee administrator shall observe and review the performance of the referees to see that it conforms to the standards set by this child protection policy.

I. The game referee is responsible for providing a “child safe” atmosphere for the match, and has both the duty and authority to take any reasonable action to make it so. The referee is to report to the referee administrator and child protection advocate any cases of questionable conduct toward children by any coach, player, parent, sibling, or spectator before, during, or after the match.

J. For the protection of both the children and the volunteer, AYSO and Region 9 strongly recommend that no volunteer permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

K. Volunteers shall not have AYSO activities away from the practice or playing fields without prior notification to the RC, the child protection advocate, and the parents. Such notification shall be in writing, stating the nature of the activity, the names of the children involved, and the names of the adult supervisors.

4. Conduct

A. Region 9 advocates and expects exemplary behavior by all its participants, and it will hold a strict line on conduct as laid out in these policies, regardless of whether misconduct is committed by coaches, referees, players, siblings, parents, or spectators.

B. Demeaning verbalizations are not permitted, especially those abusive statements that deal with race, ethnicity, religion, nationality, gender, age, or sex.

C. In addition to verbal abuse, physical, emotional, sexual, and ethical abuses are prohibited, as is neglect of a child. Examples of potentially abusive behaviors include but are not limited to striking, hitting, slapping, pushing, kicking, shaking, biting, yelling, threatening, insulting, mocking, demeaning, indecent gesturing, wanton gesticulation, ogling, suggestive posturing, inappropriate touching, lewd remarks, indecent exposure, unwanted physical contact, suggestions to cheat or to harm another, or unreasonable pressure to play when sick or injured.

D. Some forms of touching are acceptable as long as they are respectful and appropriate:



- *Touching should be in response to the need of the child, not the need of the adult.
- *Touching should be with the child's permission.
- *Resistance to touching must be respected.
- *Touching should never include the breast, buttocks, or groin.
- *Touching should be done in the open, not in private.
- *Touching should have a brief, limited duration.
- *Touching is age and developmentally dependent; what's appropriate changes over time.