

# A.Y.S.O.

## Region 14 West Torrance Operational Guidelines

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# A.Y.S.O.

## Mission Statement

To develop and deliver quality youth soccer programs, which promote a fun, family environment based on the AYSO philosophies.

Everyone Plays,  
Balanced Teams,  
Open Registration,  
Positive Coaching,  
and,  
Good Sportsmanship.

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**AMERICAN YOUTH SOCCER ORGANIZATION**  
**West Torrance Section 1/Area F/Region 14**  
**Operational Guidelines**

## **ARTICLE I. PHILOSOPHY, PURPOSE, DUTIES, AND RESPONSIBILITIES**

### ***Section 1.01. Philosophy***

The philosophy of the American Youth Soccer Organization (AYSO and/or National), Section 1, Area F, and Region 14 West Torrance, California (Region), is to educate and develop young people by encouraging their interest and participation in soccer. Region 14 encourages and follows AYSO's philosophies of "Everyone Plays", "Balanced Teams", "Open Registration", "Positive Coaching", and "Good Sportsmanship".

### ***Section 1.02. Purpose***

This guideline's purpose is regulation of Region 14's affairs. The guidelines have been adopted by the Region pursuant to Section 1.04 of the National Bylaws of AYSO and are subject to those Bylaws, AYSO's Articles of Incorporation, AYSO National Rules and Regulations, and policies adopted by AYSO National Board of Directors and Regulations, copies (excepting Articles of Incorporation) are attached and incorporated by reference. Region 14 guidelines are superseded by the AYSO National, Section, and Area documents.

### ***Section 1.03. Region Duties and Responsibilities***

- A. Comply in spirit and letter with AYSO bylaws, rules and regulations, and objectives.
- B. Maintain good community relations; with the primary objective of youth development.
- C. Collect and disburse fees and other moneys for the financial operation of the Region. The Region is required to keep and file accurate financial records insuring continuation of AYSO's tax exempt status.
- D. Timely submission of membership fees and remittances of Regional purchases to National.
- E. Publish the Region's guidelines for AYSO files and Region's operation, including Regional Executive Board selection.
- F. Register and train players, coaches, referees, and other Regional officials.
- G. Submit Volunteer Application Forms for review and approval to AYSO National.
  - 1. To be filled-out completely by all volunteers (Executive Board Members, Head and assistant coaches, referees, team parents, etc.).
  - 2. Refusal to complete a form or disapproval from AYSO National disqualifies applicant from participation.
- H. Assign coaches and players assuring proper team balance within divisions.
- I. Locate and secure proper playing facilities.
- J. Secure uniforms, goals, and other necessary equipment.
- K. Schedule games.

- L. Assign referees.
- M. Work to insure each player has a successful enjoyable experience, promote sportsmanship, build character and physical fitness through soccer.
- N. Comply with AYSO's Soccer Accident Insurance plan (SAI) and properly submit claims.
- O. Release publicity about the Region.
- P. Appoint a treasurer and safety director, at a minimum.
- Q. Duties and responsibilities not listed here.

## **ARTICLE II. MEMBERS**

### ***Section 2.01. Categories of Members***

- A. Executive Members - also known as Regional Board members.
  - 1. Elected officers
    - a. RC
    - b. Treasurer
    - c. Auditor
  - 2. Child Protection Advocate
    - a. Appointed by RC
    - b. Approved by Board
  - 3. Staff appointed by Regional Commissioner
- B. Participating Members - Officially registered players, coaches, assistant coaches, team parents, and referees.
- C. Contributing Members - Parents, sponsors, etc.

### ***Section 2.02. Voting***

- A. At Executive Member (Board) Meetings, only Board members have the voting rights.
  - 1. Each Board member is entitled to cast one vote, no matter how many positions held.
  - 2. Board membership is not transferable.
- B. Only Board members (the electorate) are eligible to vote at Regional elections.

### ***Section 2.03. Termination of Executive Membership***

A board member may be expelled for conduct deemed not in the best interest of the Region. (see Section 4.01).

## **ARTICLE III. ELECTED OFFICERS AND STAFF MEMBERS**

The Board consists of Regional Commissioner, Treasurer, Auditor, Safety Director, Secretary, Regional Coach Administrator, Regional Referee Administer, and other positions the Board requires. Expanded job descriptions for these positions and all volunteer positions can be found in the Volunteer Position Description Manuel.

### ***Section 3.01. Regional Commissioner***

- A. Subject to approval of the Section and Area Directors, and appointment by the AYSO Board.
- B. May be suspended by the Area Director or the Section Director and/or removed by the AYSO National Board.
- C. Responsible and authorized to administer Regional business within the AYSO National Bylaws, Rules and Regulations, Section 1, Area F, and Region 14 Guidelines.
- D. Maintain a close liaison and coordinate all extra-Regional activities with the Area Director.
- E. Regulate all Regional activities including, but not limited to:
  - 1. Registration of players, coaches, referees, and Board members.
  - 2. Assign coaches and players to assure proper team balance within divisions.
  - 3. Locate and secure proper playing facilities.
  - 4. Secure uniforms, goals, and other necessary equipment.
  - 5. Arrange league, post-season, and exhibition games.
  - 6. Assign referees.
  - 7. Provide SAI information and forms to parents and coaches.
  - 8. Dissemination of publicity.
  - 9. Judge and rule on appeals and disputes.
  - 10. Financial
    - a. Make emergency or routine purchases, incur debts, or otherwise obligate the Region up to \$1500 without prior Board approval.
    - b. The maximum amount to be consistent with the Region's total financial plan and is affected by actual income.
    - c. Preside over all budget and financial meetings.
  - 11. Request estimated annual budget from appropriate Board members.
  - 12. Files a current Regional Information Form, projected annual budget, quarterly financial reports, and other such information required/requested from AYSO.

### ***Section 3.015. Assistant Regional Commissioner***

- A. Appointed by the RC and requires Board and Area Director Approval.
- B. Assists the RC in Regional business within AYSO National Bylaws, Rules and Regulations, and Section 1, Area F, and these Guidelines.
- C. Assumes the RC's duties when necessary.
- D. Duties and responsibilities not listed here.

### **Section 3.02. Treasurer**

- A. To account for all funds, securities, evidence of indebtedness, and other valuable documents.
- B. Deposit funds and securities in the Region's name and in the designated bank or depository.
- C. Keep books and an accurate account of moneys received and paid out.
  - 1. Shall prepare monthly report for presentation and distribution at Board meetings.
  - 2. Render an annual report of the Region's funds, receipts, and disbursements for auditing.
  - 3. Verify receipts match issued checks.
  - 4. Is one of three Board members to sign checks from the checking account and withdrawal forms from the savings accounts and said forms require any of the following two signatures:
    - a. RC
    - b. Treasurer
    - c. One other appointed by the RC
- D. Assists in preparation of yearly budget for Board approval by June 1.
- E. Maintains one Regional checking and as many savings accounts as needed.
- F. Deposit all funds (fees, gifts, etc.) received into the Region's checking account.
  - 1. All expenses and disbursements are paid from checking account.
  - 2. Funds transferred in to or out of the Region's savings accounts must be transferred from or to the Region's checking account.
- G. Duties and responsibilities not listed here.

### **Section 3.03. Auditor**

- A. Responsible for a complete annual audit of the previous year's books.
- B. Files a certification of audit on or before May 31st each year.
  - 1. Presented to Board.
  - 2. Shall be made available to general membership upon request to the RC.
- C. Additional audits
  - 1. Performed when a new treasurer is elected.
  - 2. When requested by Board.
- D. Duties and responsibilities not listed here.

### **Section 3.04. Safety Director**

- A. Inform Region's staff and parents about safety concerns.
- B. Promote preventative programs.
  - 1. Conduct safety clinics and first-aid courses for coaches and referees.
  - 2. Establish a routine check of playing fields to remedy unsafe conditions.
    - a. Protruding sprinkler heads.
    - b. Holes that need filling.
    - c. Broken glass on fields.
    - d. Unleashed dogs dashing off and on fields.
    - e. Bicycles near edge of field.
    - f. Other safety hazards.

3. Alert coaches and referees to hazardous conditions which can cause injuries.
  4. Instruct coaches to carry player registration forms with them at all times. (See Attachment 1A, Section F and West Torrance Summer Soccer Guidelines, Section 12)
  5. Supply officials with list of nearest medical facilities and phone numbers.
  6. Insure all equipment is in good condition and maintained properly.
- C. SAI claim forms and information.
1. Distribute SAI claim forms and SAI information to the entire membership.
  2. Verify all parents and volunteers receive copies of SAI brochure.
  3. Explain and provide SAI claim forms to all coaches and referees prior to season's start.
  4. Maintain copies of all forms and correspondence for reference and to hand over to next safety director.
  5. Keep the supply of SAI claim forms.
  6. Provide information to parents about properly filing a SAI claim form.
  7. Be available and knowledgeable to answer questions from coaches, referees, and parents.
    - a. Refer to the SAI brochure for exclusions so coaches, referees, and parents are aware of this important information.
    - b. Make sure information given out is correct.
  8. Supply coaches, referees, and parents with Participation Release Form for players returning to play after long medical absence.
- D. Submit pertinent information to AYSO National Support Center promptly after any report of injury or reimbursement request and provide additional information as required.
- E. Notify RC of all reported accidents and unsafe conditions.
- F. Inform coaches and parents of AYSO's recommendations on heading the ball.
1. Teach proper heading techniques at appropriate age. (see AYSO's Youth Coaching Manual, page 62)
  2. Do not encourage an unwilling player to head the ball.
  3. Limit the amount of times a child heads the ball during practices.
- G. Duties and responsibilities not listed here.

### ***Section 3.05. Regional Coach Administrator***

- A. Insure there are enough coaches by working with RC, registrar, and division coordinators.
- B. Participate in team formation as needed
- C. Coordinate a pre- season coaches meeting where issues of sportsmanship, safety, new laws, and specific regional issues are presented.
- D. Conduct a Youth Coach Course for all new coaches.
- E. Assist Area Coach Administrator in conducting Intermediate Coach Course for coaches with 1-3 years experience as needed and publicize the course.
- F. Support the Section Coach Administrator in conducting an Advanced Coach Course for coaches with 4-5 years experience as needed and publicize the course.

- G. Provide Volunteer Registration Forms on all coaches and their assistants to AYSO's National Office and request a printout of registered coaches for reference.
- H. Provide in-season training opportunities (clinics, social events, etc.)
- I. Contribute coaching articles in regional newsletter.
- J. Assist RC in handling coaching related issues.
- K. Participate in player ratings and post-season team formation.
- L. Coordinate post-season meeting of coaches.
  - 1. Recognize contributions to the program.
  - 2. Gather information for following year.
    - a. Who is returning
    - b. Names of potential new coaches.
- M. Attend Section Annual General Meeting and other Section and Area meetings as required throughout the year.
- N. Disseminate appropriate information to coaches.
- O. Duties and responsibilities not listed here.

### ***Section 3.06. Regional Referee Administrator***

- A. Insures all referees are properly registered with AYSO.
- B. Prepares an annual regional referee administration work plan and budget.
  - 1. Including goals and objectives for upcoming year.
  - 2. Submitted to RC and Area Referee Administrator.
- C. May appoint Director of Referee Instruction, Director of Referee Assessment, and Coordinator of Recruiting with RC's approval.
- D. Recruit, register, train, help, reward, retain, educate, and supervise all referees in the Region.
  - 1. Adult referees.
  - 2. Youth referees known as PROs (Player Referee Organization).
- E. Distribute Federation Internationale de Football Association (FIFA) Laws of Soccer, AYSO National, Section, Area, and Regional Rules and Regulations and their application.
- F. Supports and encourages the development of camaraderie, mutual support, esprit de corps, and uniformity of interpretation and application of the laws among referees.
  - 1. Provides sufficient opportunities for social interaction.
  - 2. Promotes referee welfare throughout the region.
- G. Advises the RC and board on matters pertaining to refereeing.
- H. Completes the Referee Administrator Program Annual Report (RAPAR), supplied by the Section or Area referee staff.
- I. Coordinate activities and information with the RC, Section and Area Referee Administrators, and AYSO National Referee Commission.
- J. Duties and responsibilities not listed here.

### ***Section 3.07. Registrar***

- A. Responsible for registering Regional members on appropriate AYSO Registration Forms.

- B. Submitting all registration forms to AYSO National.
- C. Distributing copies of registration forms as required.
- D. Collecting registration fees and submits to Treasurer for deposit.
- E. Issue receipts for cash payments only.
- F. Duties and responsibilities not listed here.

### ***Section 3.08. Secretary***

- A. Take minutes at Board and general meetings.
- B. Distribute Regional general correspondence and notices.
- C. Duties and responsibilities not listed here.

### ***Section 3.09. Child and Volunteer Protection Advocate***

- A. Support the Regional Commissioner in the promotion and implementation of the AYSO Safe Haven program, including the three main elements of volunteer protection.
- B. Be familiar with the Child Protection Act of 1993, the Volunteer Protection Act of 1997, the Good Samaritan Laws of the State of California, and the state's provisions for the reporting of child abuse and neglect.
- C. Work with the registrar to see that all volunteers complete, date, and sign the AYSO volunteer application form and its authorization to perform applicant screening, and be the screening liaison with the AYSO National Support and Training Center.
- D. Be aware of AYSO's definitions of level of risk, inform prospective volunteers that they are screened at a level appropriate to the level of risk, and maintain a copy of AYSO's screening policy.
- E. Enforce AYSO protocols to protect privacy and privileged information.
- F. Present to the Regional Board a motion to accept the list of coaches, referees, and other volunteers each season at a board meeting.
- G. Insure that the region keeps on hand the written job descriptions for each volunteer filling a regional position.
- H. Serve as a resource and/or a facilitator to the region's members on the requirements for good faith reporting of abuse and molestation to law enforcement agencies and child welfare agencies.
- I. Assist with the ongoing evaluation of volunteers.
- J. Cooperate with the Regional Board to ensure the safety of the region's players.
- K. With the Coach Administrator, meet prior to each season with the head coach of each team, either individually or in a group, to review child protection and supervision responsibilities.
- L. With the Referee Administrator, meet prior to each season with the referees, either individually or in a group, to review child protection and supervision responsibilities.
- M. See that the region's supervision ratio is enforced.
- N. Promote the region's standards of behavior and conduct as laid out in the child and volunteer protection policies, procedures and guidelines of AYSO Safe Haven program.

### **Section 3.10. Web Page Coordinator**

- A. Responsible in developing and maintaining Region 14's web page.
- B. With the RC, approve any web pages that have any connection to Region 14.
  - 1. Anyone who is interested in developing a web page must first be approved.
  - 2. The web page must be viewed by the Web Page Coordinator and RC before it can go live.
  - 3. The web page must have a link to Region 14's web page.

### **Section 3.11. Terms of Office**

- A. Elected Officers - from April 1st to the following March 31st.
- B. Staff - from date of appointment to the following March 31st.

### **Section 3.12. Nominations and Nominating Committee**

- A. Nomination Committee appointed by the RC.
  - 1. Formed to obtain and collect qualified nominations for the Regional Board Members.
  - 2. Organized by October 1st.
  - 3. Requests nominations by placing a notice in the Regional newsletter, The Kicker.
- B. Additional nominations can be made by the electorate if the nominee consents to nomination.
- C. Publicizes the date of the election and slate of nominees two weeks prior to the election in The Kicker (see Section 3.11).
- D. Prepares ballots for the election.
  - 1. List all candidates' names.
  - 2. Provide space for write-in candidates.
- E. Duties and responsibilities not listed here.

### **Section 3.13. Elections**

- A. Vote by secret ballot at a meeting on or before November 30th.
- B. Quorum of the electorate is required for election. (Quorum is a simple majority of 50% + 1 (i.e. 7 out of 13 and 8 out of 14 are simple quorums; but not 7 out of 14) of Board members present.)
- C. Subsequent to the election, the nominated RC must be approved by the Section and Area Directors, and AYSO National Board of Directors.
- D. Voting shall comply with Regional Guidelines (see Section 2.02 of these Guidelines).
- E. Current eligible voter list will be available for verification at the voting site.
- F. Proxy and cumulative voting is not allowed.
- G. Absentee balloting allowed if in written form, signed, and received by the Tally Committee prior to the election.

### **Section 3.135. Tally Committee and Vote Tallying**

- A. Tally Committee consists of a maximum of three individuals appointed by the RC.
  - 1. Collects and tallies the votes and declares the winners.
  - 2. Certifies a quorum of the electorate voted.
  - 3. Duties and responsibilities not listed here.

### **Section 3.14. Board Vacancies**

- A. Vacant positions to be filled in accordance with the provisions of Section 3.09(B).
- B. Resignations or terminations of Elected Officers are replaced by a 2/3 majority vote of the full board at the next scheduled Board Meeting.

## **ARTICLE IV. OPERATION OF THE REGION**

### **Section 4.01. Management of Region**

- A. Board decisions require a simple quorum of the Board members unless elsewhere specified.
- B. RC may veto Board decision.
  - 1. If the decision violates AYSO National Bylaws, Rules and Regulations, policies and directives, Section and Area Rules and Regulations, or Regional guidelines.
  - 2. Board may request Area Director's review of vetoed decision by a 2/3 vote of the Board.
- C. Special Board meetings
  - 1. RC, secretary or 1/3 of Board members may call for special meeting.
  - 2. Telephone or written notice.
    - a. Must be given 3 days prior to meeting.
    - b. Notice shall state the meeting's purpose.
- D. Board members, if unable to attend, may authorize another person to act for them by written proxy containing the following:
  - 1. Member Signature.
  - 2. Name of proxy.
  - 3. Starting and ending date.
  - 4. Revocable, in writing, at anytime by member issuing proxy.
  - 5. Prior to opening of the meeting, must be delivered to, accepted, kept, and filed by the Secretary, with notice given to the RC.
- E. Board Meetings
  - 1. Monthly during the regular season (at a minimum).
  - 2. Bi-monthly during off-season (at a minimum).
- F. Compensation for services
  - 1. No Executive Member or any other participant in the Region shall receive compensation for completing their duties as a member of the Region.
  - 2. Region 14 intends that individual do not benefit financially merely from their participation with AYSO. (The procedures below are for supplies or services from a member of Region 14)

3. Expenditures must have at least one non-member competitive bid prior to Board approval.
  4. Consideration for acceptance of a bid may include factors other than price; i.e. timeliness, availability, quality of product, etc.
- G. Robert's Rules of Order prevails during meetings when consistent with these Guidelines.

### **Section 4.02. Budget**

- A. Budget adoption requires both a simple quorum of the Board present and voting for passage.
- B. Budget Meetings are open. (see Section 2.01)

### **Section 4.03. Disciplinary Action**

- A. See Attachment 1A, Section 1, 4, and 5 for acts warranting disciplinary action.
- B. Board members are responsible to initiate disciplinary action upon receipt of complaint.
- C. Such disciplinary action can be appealed to the Area Director.

### **Section 4.04. Registration Fees, Procedures, and Refunds**

- A. Registration Fees shall be paid for each registered player; amounts determined by the Board.
- B. Suggested pre- registration methods
  1. Mail forms to previous season's players.
  2. Post banners and posters in stores, schools, parks, etc., within Region 14 boundaries.
  3. Distribute fliers throughout West Torrance area schools upon approval by Torrance Unified School District.
  4. Advertising (Newspaper, i.e.)
- C. Registration package may contain:
  1. Instructions where to send/take registration form and fee.
  2. Player information sheet listing other activities in which player may be involved.
- D. Registration information is confidential
  1. Used only for registration and team selection.
  2. Health information may be released if approved by player's parent/guardian.
- E. Registration fee for current season may be waived, in full or in part.
  1. Request must be in writing.
  2. At the RC's and Treasurer's discretion if a financial hardship for player or family.
- F. Registration fee refund.
  1. Before a player is placed on a team (draft day): \$15.00 fee is charged.
  2. After a player is placed on a team: \$30.00 fee is charged.
  3. After the season begins: no refund is given.

### **Section 4.05. Team Selection and Related Procedures**

- A. See Attachment 1B "West Torrance Region 14 Soccer Draft Guidelines" for draft procedures.
- B. Head coaches assume responsibility for one team only unless approved by the RC.
- C. Team selection held as soon as possible after player evaluations.
  - 1. Every effort will be made to equally balance the teams.
  - 2. Numbers of players on a team
    - a. Under 19 and Under 16 - maximum of 22.
    - b. Under 14 - minimum of 12; maximum of 14.
    - c. Under 12 - minimum of 12; maximum of 13.
    - d. Under 10 - minimum of 10; maximum of 11.
    - e. Under 8 - maximum of 9.
    - f. Under 6 - maximum of 7.
    - g. Number of players on a team may be changed by the RC and/or Area Director.
- D. Every effort shall be made to evaluate and rate each player.
- E. Ratings and selection order are confidential and private; used solely for balancing teams.
- F. Teams are drafted according to players' ratings. Adjustments to teams may be made for Head coach's children and siblings (excluding cousins) living in the same household who are in the same division. Region 14 does not honor requests to move children from team to team to accommodate requests such as 'car pooling,' 'being with friends,' 'school chums,' or to be with a specific coach.
- G. Head coaches, and staff personnel necessary and actively participating in team formation.
- H. Player Registration and Information Forms are given to Head coaches at team selection meeting.
- I. Placement of players after team selection.
  - 1. No later than mid-point of regular season.
  - 2. Addition should not affect team balance.
  - 3. Division Coordinator and RC must approve placement.
- J. Team names
  - 1. Shall bear no resemblance to a religion or nationality.
  - 2. Returning Head Coaches have first choice and is based on their seniority in Region 14
  - 3. Subject to approval by RC and Coach Administrator.

### **Section 4.06. Game Scheduling**

- A. Division Coordinators and Referee Administrator will coordinate scheduling efforts prior to preparing summer and fall soccer seasons.
- B. RC and Referee Administrator must approve game schedule prior to distribution to coaches.
- C. The following tie breaking system will be utilized.
  - 1. Head to head for the season.
  - 2. Least amount of goals allowed for the season.

3. Play a game at a mutually-agreeable date, time and location.

#### **Section 4.07. Coach Selection**

- A. Prospective Head or assistant coaches must file an AYSO Volunteer Application each year.
  1. Forms are available from and submitted to the Child & Volunteer Protection Advocate.
  2. Anyone who refuses to complete the application shall not coach in Region 14.
  3. Submission of application does not imply approval.
  4. Head and assistant coach applicants are reviewed by a special Review Board consisting of:
    - a. RC.
    - b. Coach Administrator.
    - c. Referee Administrator.
    - d. Two others appointed by the RC.
- B. Previous disciplinary action will be a factor in approval of application.
- C. Approved coaches must comply with, follow, and practice
  1. AYSO National Rules and Regulations, Section, Area, and Region 14 guidelines.
  2. The AYSO philosophy of coaching: Positive, Instructive, and Encouraging (PIE Method).
- D. All Coaches
  1. All coaches and assistant coaches must attend and complete the AYSO Safe Haven Clinic (a one time requirement).
  2. Attend and complete the AYSO Coaching Course appropriate for the age level coached. Region 14 requests that its coaches to take an age appropriate AYSO Coaching Course, if it is available.

#### **Section 4.08. Referee Selection**

- A. All active referees must file an AYSO Referee Application each year.
  1. Forms are available from and submitted to the Child Protection Advocate.
  2. Anyone who refuses to complete the application shall not referee in Region 14.
  3. Submission of application does not imply approval.
  4. Referee applicants are reviewed by a special Review Board consisting of:
    - a. RC.
    - b. Referee Administrator
    - c. Coach Administrator
    - d. Two others appointed by the RC.
- B. Administer the laws of the game published by FIFA as modified by AYSO and Region 14.
- C. All Referees
  1. Attend and complete the AYSO Referee Course appropriate for the badge level they hold.

2. Attend and complete the AYSO Referee Certification course separately from the AYSO Referee Course.

### **Section 4.09. Tournament and Traveling Team Guidelines**

- A. RC, Assistant RC, Referee Administrator, Coach Administrator, and Tournament Director make up the Region 14 Tournament Committee.
- B. There will be one Tournament season.
  1. November 1st thru July 31st.
  2. No traveling team may enter a tournament during Area F playoffs.
  3. All traveling teams are required to enter a minimum of 6 tournaments including the following.
    - a. Region 16 Thanksgiving Tournament
    - b. Region 14 Christmas Tournament
    - c. Founders Area F Tournament
    - d. Region 15 Armed Forces Day Tournament
- C. Coach Selection:
  1. All U- 10 thru U- 19 coaches will receive Tournament/Traveling Team Coach Applications.
  2. Coaches interested in applying must be certified at the level of their division and submit completed application to RCA or RC.
  3. Process for selecting the Tournament/Traveling Team Coach consists of two parts.
    - a. Coaches within their division will participate in secret vote.
    - b. Tournament Committee will look over vote and any info that can be helpful and make final decision.
  4. Each Team coach will submit a list of its top 3-4 players to be considered by Tournament/ Traveling Team Coach.
  5. Select Coach should view one to two games of each team in his/her division and fill out evaluation sheet before determination of selecting players for traveling team. Submit the form to RC before the deadline.
    - a. In divisions of five or less teams, no more than four players from a team.
    - b. In divisions of six or more teams, no more than three players from a team.
  6. Preference given to Certified Coach
    - a. Either by Area F and/or Youth, Intermediate or Advanced Coaching clinics.
    - b. Certified Coaches within a division have priority in that division.
  7. Exhibit the highest standards of conduct demonstrating AYSO philosophy.
  8. Coaches may not remove players once they are asked to join and practice with the team.
  9. Submission of request does not guarantee approval regardless of circumstances.
  10. Previous caution (yellow card) and/or send-off (red card) may result in application denial.

11. Failure to comply results in immediate suspension of current and/or future coach activities.
- D. Player Selection
1. Appointed Tournament/Traveling Team Coach will submit list of players to be approved.
  2. Traveling teams will be notified no sooner than November 1.
- E. General Player Information
1. No tryouts allowed.
  2. Players cannot be forced to participate.
  3. Must be registered AYSO players and played at least  $\frac{3}{4}$  the season.
  4. Referee input
    - a. Previous game card comments reviewed.
    - b. Players who received a send-off (red card) or more than three cautions (yellow cards) may be disqualified.
    - c. Automatic disqualification for violent conduct.
  5. All players asked to participate and attend practice are considered part of the team.
  6. No guest (non-Region 14) players without RC's approval.
- F. General
1. Tournament/Traveling Teams are responsible for all fees.
  2. Budgets shall be submitted prior to issuance of payment for tournament fees.
    - a. Listing of tournaments and fees.
    - b. Breakdown of funds collected (parents, donations, fundraisers, etc.)
  3. Money collected through fund-raising and/or parental support must be deposited in the Regional checking account and then tournament fees are paid from the Region's account.
  4. Uniforms
    - a. Region 14 select uniforms shall be purchased by the coach and players.
    - b. Select coaches will meet with the RC to choose a uniform which shall be standard for the Region.
  5. Coaches, parents, and players must behave with the highest standards.
  6. Participating teams must pay for lighted-field expenses.
  7. Tournament/Traveling Team practices must not interfere with Regional Team practices.
  8. Referees for Tournament/Traveling games.
    - a. Teams are encouraged to have at least three players whose parents/guardians are active adult referees assuring return of tournament's referee deposit.
    - b. Region is not responsible for supplying referees.
    - c. Referee Administrator will supply a list of qualified referees.
    - d. Referee Administrator must approve referees recruited for each team.

## **Section 4.095. Under 8 and Under 6 Short-Sided Games' Guidelines**

- A. Game Times
  - 1. Two 20 minute halves.
  - 2. Short (1-2 minutes) time stoppage at half-way point (quarter) during each half for substituting players only.
    - a. Not for coaching session or team huddle.
    - b. Non-substituted players shall remain on field during quarter break.
    - c. Parents may go to sideline to assist player during quarter break.
  - 3. Half-time break is 5-10 minutes.
- B. Players
  - 1. Shall play three-quarters.
  - 2. May remove themselves from the game with notice given to referee.
  - 3. Play goalkeeper for not more than half of game (two quarters).
  - 4. Maximum number of players on field during game
    - a. Under 8 - 7 (including goalkeeper).
    - b. Under 6 - 5 (no goalkeeper used).
    - c. May be modified with RC approval.
  - 5. Games cards are to be filled-out to verify players' game time.
- C. Special FIFA and AYSO National Law changes, and Regional regulations
  - 1. No league standing and game scores will be recorded.
  - 2. All rule infractions are explained by the referee.
    - a. No offside.
    - b. No penalty kicks.
    - c. No free kicks by attacking team within the defending team's goal area.
    - d. Cautions (yellow cards) and send-offs (red cards) will not be issued unless extreme circumstances warrant action.
    - e. Throw-in chances
      - i. If player commits a foul on initial throw-in, a second throw-in is permitted
      - ii. If subsequent throw-in results in a foul, the other team gets the throw-in.
      - iii. All players are allowed a maximum of two throw-ins each time no matter how many chances he had in the past.
- D. Coaches and Spectators
  - 1. Not allowed on field at any time without referee's permission.
  - 2. Stay between goal area lines and at least three yards from touch line.
  - 3. No one is allowed behind the goal line during the game.
  - 4. Spectators encourage players, but not coach them.
  - 5. Coaches shall use positive, instructive, and encouraging directions.
  - 6. No one is allowed to run the length of the field except for players and referees.

### **Section 4.096. Under 10 Short-Sided Games' Guidelines (Exceptions from standard AYSO and FIFA Laws)**

- A. Game Times
  - 1. Two 25 minute halves
  - 2. Short (under 1 minute) time stoppage at half-way point (quarter) during each half for substituting players only.
    - a. Not for coaching session or team huddle.
    - b. Non-substituted players shall remain on field during quarter break.
  - 3. Half-time break is 5 minutes.
- B. Players
  - 1. Shall play three quarters of game.
  - 2. Number of players on field during game.
    - a. Maximum of 9 (including goalkeeper).
    - b. Minimum of 6 (including goalkeeper)
    - c. May be modified with RC approval.

### **Section 4.097 Commissioner's Cup**

The Commissioner's Cup is a post-season tournament held in U10 and U12 boys and girls divisions. The following guidelines apply to this tournament. All exceptions to these guidelines require written permission from the RC and Coach Administrator who may also wish to solicit approval from the Board.

- A. The tournament shall include all teams in a division.
- B. The tournament shall be single elimination.
- C. Initial placement of the teams shall be done randomly, without consideration for regular season results. It is recommended that team selection occur on draft day, but selection must occur at least one month prior to the end of the regular season.
- D. If necessary, byes shall occur in the earliest round of the tournament.
- E. First and second place finishers in the tournament shall received individual medals.
- F. The tournament must be kept separate from the regular season results and area playoffs. Tournament results may not be used to determine which teams advance to area playoffs or to resolve ties in regular season standing.
- G. Game guidelines of Section 4.096 apply during all tournament games in U10. {Note: this addresses game length, minimum playing time, minimum and maximum number of players, etc.}
- H. No game may end in a tie. The following overtime rules shall apply.
  - 1. Two full 5-minute overtime periods will be played. A coin flip will determine kick off and direction on the field. Over time periods are not sudden victory. Substitutions may be made at the overtime period break.
  - 2. The three-quarter rule, paragraph 4.096, subsection B1, does not apply in overtime.
  - 3. If the score remains tied at the completion of the two overtime periods, a shoot-out will be conducted.
    - a. The referee will select the goal to be used.

- b. The team winning the coin toss has the choice of whether to take the first or second shot.
- c. Only those players on the field at the end of the overtime may shoot.
- d. If at the end of the game, one team has more players than the other team, the team with more players must reduce its numbers to be the same as the opponent.
- e. Each team shall alternately take five penalty kicks at the same goal. A different player shall take each kick. The team scoring the most goals shall be declared the winner. The kicks shall stop if one team has scored more goals than the other team can possibly score, even if a team has not completed its five kicks.
- f. If still tied, each team shall attempt one additional kick in the same alternating order using the remaining players. Individual rounds continue until the tie is broken after an equal number of kicks for each team. Once all eligible players have made one attempt, each player becomes eligible for additional attempt. The team breaking the tie shall be declared the winner.

#### ***Section 4.10. Review Board***

- A. Established by the RC to settle unresolved disputes regarding rules and regulations, violations, game disputes, and other problems.
- B. Challenges to matters of judgment are not allowed.
- C. Review Board Members
  - 1. Regional Referee Administrator
  - 2. Regional Coach Administrator
  - 3. Division Coordinator of the division where violation occurred (optional)
  - 4. Or any other designee approved by RC
- D. Requests for Review Board Action
  - 1. Written report submitted to RC within 24 hours of incident.
  - 2. RC has initial responsibility to solve the problem.
  - 3. Review Board handles cases not resolved by the RC.
  - 4. Meets within 72 hours from receipt of report to RC.
  - 5. Voting by the Review Board is confidential.
- E. Review Board members may disqualify themselves if they feel there is a conflict of interest and RC will appoint a replacement member.
- F. The Review Board verbally instructs the Division Coordinator concerned to notify the parties involved of the decision within 24 hours of said decision.
- G. Review Board decisions are final and judgments shall be followed.

#### ***Section 4.11. Regional Division Awards***

- A. Overall division winner and finalist will receive awards.
- B. Head Coach and a maximum of two assistant coaches of the Regional division play-off teams will receive awards and sponsors may receive awards.
- C. Certificates of recognition may be awarded to Head Coaches, assistant coaches, team representatives, referees, staff members and sponsors.

## **Section 4.12 Area Playoffs**

The area playoff is a post-season competition between teams from all regions of Area 1F. The following guidelines apply to teams from region 14 participating in this competition. All exceptions to these guidelines require written permission from the RC and Coach Administrator who may also wish to solicit approval from the Board.

- A. The playoff will include teams from U10, U12 and U14 divisions.
- B. The playoff will include teams from boys and girls divisions.
- C. Players shall play a minimum of three quarters in U10 games.
- D. The playoff shall include the top teams in a division, as determined below.
  - 1. Order of finish in the regular season shall be used to select teams.
  - 2. Only games between region 14 teams shall be used to determine division standings. For divisions that play inter-region games, these games will not be considered in determining the final division standings.
  - 3. The results of the Commissioners Cup shall not be used to select teams for area playoff.
  - 4. The number of teams in each division from each region shall be determined by the regional commissioners at least one month prior to the end of the regular season.

## **ARTICLE V. MISCELLANEOUS PROCEDURES, DUTIES, AND RESPONSIBILITIES**

### **Section 5.01. Review of Guidelines**

In January, the RC may appoint a committee to review and amend these guidelines to have ready for submission to Area Director prior to April 1st.

### **Section 5.02. Lighted Field Usage**

- A. Only the RC or their designee shall:
  - 1. Authorize use of lighted fields for practice and games.
  - 2. Coordinate usage.
  - 3. Acquire city permits required for use.
- B. Requests for usage should be made at least two weeks in advance of anticipated use.
- C. Only teams having necessary permits or the RC's written approval may use lighted fields.
- D. Light usage is not permitted after 8:00PM unless allowed by field permit.
- E. Failure to comply with the rules may result in forfeiture of lighted field usage by offending team for the remaining season.

## **ATTACHMENT 1A. Region 14 Guidelines for Players, Coaches, Parents, Referees, and Spectators**

It is our Region's purpose to insure each player has a successful and enjoyable experience. Players are encouraged to discover their individual worth physically and mentally by functioning together as a team. Sportsmanship and citizenship are taught and encouraged. Character is built and fitness attained by soccer activities. Every effort is made to balance teams and allow every interested child to participate. These guidelines provide policies and procedures for AYSO's West Torrance Region 14 soccer league.

All participants are subject to Federation Internationale de Football Association (FIFA) laws with AYSO National modifications, AYSO National Rules and Regulations and Policies, and Section 1, Area F, and Region 14 Rules. Disciplinary actions are set forth in those rules.

FIFA's Laws of the Game leave interpretation and application up to the referees. The character of the game depends upon the willing cooperation of the players, compliance with the laws, and accepting the referee's decisions. Remember, soccer is a game and is meant to be enjoyed by all.

### ***Section 1. General***

- A. All participants have the responsibility to uphold the Region's Guidelines. Failure to do so may result in disciplinary action by the Executive Regional Board. Discipline may result in suspension from Regional activities.
- B. Two adults shall be present during all practices and games. (at least one of the same gender as the group)

### ***Section 2. Conduct and Sportsmanship***

- A. AYSO's primary purpose is to provide safe fun for the players. To enhance player's fun, the Regional parents and officials are responsible to encourage good sportsmanship through their words and actions.
- B. Coaches must set good examples of sportsmanship during practices and games.
  1. AYSO recommends using positive instruction, encouragement, and constructive coaching.
  2. No verbal questioning or disagreeing with referees' actions and decisions.
- C. Parents can set good examples of sportsmanship by
  1. Encouraging their children to attend all practices,
  2. Cheering for them at games,
  3. Helping the coach manage the team by volunteering for the team volunteer jobs.
  4. By not verbally questioning or disagreeing with referees' actions and decisions.
  5. Parents are not allowed to coach their children during the games; that's the coaches' job.
    - a. Coaching is telling players what to do.
    - b. Encouraging your child means cheering them on.

D. Referees

1. Primary responsibility to ensure players' safety.
2. Second most important responsibility is to maximize the fun and enjoyment of the players, coaches, and spectators. Referees can enhance fun by:
  - a. Encouraging good sportsmanship,
  - b. Instructing players and coaches on the soccer laws,
  - c. Applying the "spirit of the game" when appropriate in decision making,
  - d. Sensitive to parents' concerns and needs
  - e. Being prepared and knowledgeable.

**Section 3. Sportsmanship Award Program**

Region 14 has a Sportsmanship Award program. U16 through U8 (girls and boys) participate in the program. Referees evaluate and award points that are entered on the back of the teams' game cards. The categories are:

- A. Players Conduct
- B. Coaches Conduct
- C. Spectators Conduct
- D. Uniform Appearance
- E. Courtesy Towards Referee

Each category gets a rating of 0-3 for a maximum total of 15 points. The Region presents an award to the winning team in each boys and girls division.

Zero total points are given when two or more cautions (yellow cards) or one or more send-offs (red card) are issued to players, coaches, or spectators on that team.

**Section 4. Conduct Contrary to AYSO Philosophy or Region 14 Rules**

Any of the below listed violations are subject to disciplinary actions (see Section 5).

- A. Using or encouraging use of racial slurs, foul, abusive, or threatening language.
- B. Physically (gestures) or verbally disagreeing with the officials' decisions.
- C. Verbally or physically assaulting anyone.
- D. Fighting or attempting to fight with anyone.
- E. Smoking cigars, cigarettes, pipes, etc.
  1. Section 1, Area F, and Region 14 prohibit smoking in the area of any playing field.
  2. Torrance Unified School district prohibits smoking on school campuses.
- F. Noise-makers (whistles, horns, drums, money cans, etc.) before, during, or after any game.
- G. Not playing a player the required number of quarters as defined in Section 7.

## **Section 5. Disciplinary Action**

- A. All participants are subject to FIFA Laws with AYSO National modifications, and AYSO National, Section 1, Area F, and Region 14 Rules and Regulations and policies.
  - 1. Cautions (yellow cards) and Send-offs (red cards)
    - a. If a player, coach, or spectator is sent-off from the field, verbally or by red card, they will be suspended from the remainder of that game and the subsequent game (including play-offs) as a minimum punishment.
    - b. If a coach or spectator receives a second caution, verbally or by yellow card, during a single season (including regular season, Commissioner's Cup and area play-offs) they will be suspended from that team's subsequent game. Player yellow cards do not accrue.
    - c. The referee controls the area from the time of their arrival to their departure.
    - d. When any person is ordered sent-off (red card) from the field, the referee has the option to not restart the game until that person is completely out sight and hearing distance of the referee. This also applies to the next subsequent game.
  - 2. Any person who directly, indirectly, physically, or verbally assaults an official or referee, or fights or attempts to fight anyone, will be banished for the rest of the season and may be subject to permanent expulsion from further AYSO participation.
  - 3. Persistent interference with the game by a player, coach, or spectator may be cause for game termination and/or suspension of that person from future participation.
  - 4. Any player, coach, or spectator sent from the field (verbally or by red card) for violent conduct shall not in any way participate in post season play.
- B. All temporary and/or permanent suspensions and expulsions are determined by a Region Review Board convened by the RC. (See Regional Guidelines, Section E)

## **Section 6. Team Management**

- A. If a player regularly misses practices between regularly scheduled league games or is disrupting influence at practices.
  - 1. The Head coach will inform the Division Coordinator for possible disciplinary action and such action can include the suspension of the player from scheduled games.
  - 2. Illness is a valid excuse when the coach has prior notification from the parent.
- B. The coach may ask parents to help with duties
  - 1. Making telephone calls.
  - 2. Assisting the coach at practice.
  - 3. Providing refreshments.
  - 4. Supporting other Regional activities

- C. The coach is responsible to make sure all players have adult supervision until picked-up from practices, games, etc.
- D. Coaches must have each team members' Registration Form (white copy) in his possession at all practices and games.
  - 1. Contains important emergency information and is the official treatment consent form.
  - 2. Referee will verify the forms are in the coaches' possession at games; if the forms are not there, the player(s) shall not play.
  - 3. Suggestion: Give the assistant coach a set of Registration Forms; the signature must be original, not a copy of the signature. Cover the signature area and then photocopy. Have the parents sign the copies in the appropriate area.
- E. Division Coordinator must have RC and Coach Administrator's approval to be a Head Coach within their own division.

### ***Section 7. During Games and Practices***

- A. Only players registered in AYSO Region 14 are allowed to take part in any Region game, practice, or player evaluation.
- B. Team line-up cards.
  - 1. Must be completed prior to game start.
  - 2. Players listed in numerical order to aid referees.
  - 3. Absence is marked and reason given.
- C. According to FIFA Law VI with AYSO National modifications and these guidelines, players shall not wear dangerous items (to themselves or others) during all practices and games.
  - 1. Earrings must be removed. (If recently pierced, holes won't close during game)
  - 2. Metallic or partially metallic headbands, bobby pins, clips, barrettes are not allowed; must be removed.
  - 3. All necklaces and bracelets must be removed.
  - 4. Medical ID and religious items must be taped down if worn.
  - 5. Soft casts and splints are not allowed.
  - 6. Retainers should be removed.
  - 7. Mouth guards recommended for players with braces.
  - 8. Any item referee deems a possible danger must be removed.
- D. Blood
  - 1. The referee and one assistant referee should together inspect the player's condition
    - a. Prior to the player's temporary removal.
    - b. After the condition has been corrected and before the player re-enters the field.
  - 2. Bleeding players shall immediately be removed from the field
    - a. Until the blood is cleaned off and wound covered.
    - b. If part of the uniform is bloody, that part of the uniform must be changed.

- E. Per FIFA Law IV with AYSO National modifications, each player must be dressed in the following to play in AYSO games.
  - 1. Region 14 issued shirt, shorts, and socks.
  - 2. Shin guards, professionally made and covering from below knee to ankle. (Shin guards completely covered by socks)
  - 3. Alterations and/or additions (patches, letters, names, advertisements, etc.) are not permitted on uniforms.
- F. Spectators are allowed between the 18-yard lines, and at least three yards from sidelines (touchlines) while game is in progress; no one is allowed behind the goal lines.
- G. Coaching during game
  - 1. Is to be positive, instructive, encouraging, and with constructive coaching.
  - 2. One head coach and one assistant coach only; if there is more than one assistant coach, only one assistant coach allowed during game.
  - 3. In coaches box (area 10 yards on either side of half line).
- H. FIFA Law III with AYSO National modifications requires substitute players to remain seated near half line while not playing.
- I. Alcoholic beverages are not allowed on school property.
  - 1. Violations can result in loss of school fields.
  - 2. Anyone with alcoholic beverages will be asked to leave (see Section 5 of these Guidelines).
- J. Parents are responsible to make sure children do not damage school property or litter; leave fields in clean condition after games.
- K. FIFA Law V with AYSO National modifications do not allow parents or coaches on the field during play or substitution breaks (quarter) without permission of center referee.
- L. Player Substitution
  - 1. Quarter break is for substitution of players and not for coaching session or team huddle.
  - 2. U19 and U16 players suited-up at game time shall play at least two quarters unless injured or a written waiver presented to the RC and noted on game card.
  - 3. All players U14- U6, suited-up at game time shall play at least three quarters unless injured or a written waiver presented to the RC and noted on game card.
  - 4. Players being substituted for must report to the designated referee.
  - 5. Any player may change places with goalkeeper when game is stopped (ball out of play, penalty kick, etc.), if the center referee is notified. If the referee is not notified and switch takes place, the referee cautions (yellow cards) both players (FIFA Law III) at next game stoppage.
  - 6. Per FIFA Law III, coaches may substitute for injured players at the time of the injury.
    - a. The injured player receives credit for that quarter as time played if they leave the field, not the substitute.
    - b. If the injured player is not substituted, they may re-enter the game when the referee gives permission to do so.

- c. The referee and/or coach determine if the player is physically unable to play.

## **Section 8. Uniforms and Equipment**

- A. Uniforms
  1. The Region will provide player uniforms.
  2. Sweatshirts or jackets may be worn UNDER uniform shirt during cold weather.
  3. Bicycle shorts may be worn under uniform shorts if they match uniform shorts' color.
  4. Region 14 follows National Rules and Regulations with concerns of uniforms.
- B. Equipment (uniforms, corner flags, cones, nets, etc.) provided by Region 14 is to be returned to the Division Coordinator one week following the last game.

## **Section 9. Inclement Weather**

- A. General soccer game policy
  1. Will be played unless it is raining heavily at game time.
  2. Shall not be played if such play will seriously damage fields.
- B. If the weather is unsafe (lightning, severe winds, etc.) or the fields are or will become unplayable, the RC will cancel the games at least one hour prior to scheduled starting time.
- C. Only the scheduled referee or RC can cancel games in progress or cancel a scheduled game at the field.
- D. Players should report to fields even if the weather is BAD and no calls have been received to cancel the game.
- E. Under no circumstances shall teams practice or play games during lightening storms; leave the field immediately!!

## **Section 10. Injuries**

- A. Injuries sustained during an AYSO function to an officially registered participant while performing his official duties that requires a doctor's care.
  1. Must be reported to the Head coach, who in turns reports it to the RC and Safety Director within 24 hours of the injury.
  2. The Accident Reimbursement Form must be completed by the injured player's parents and submitted to the Safety Director within 48 hours of the injury.
  3. Failure to do so may result in ineligibility under the AYSO National Soccer Accident Insurance plan (SAI).
- B. Parents/Guardians must notify the Head coach if player has a Prepaid Health Plan or Health Maintenance Organization (HMO) so the proper medical facility is used in case of injury.
- C. Members with HMO, prepaid health plans, Medi-Cal, MediCare, etc., will be reimbursed only for the out-of-pocket fees incurred when using the designated facility and physician.

- D. There is a \$100 deductible of out-of-pocket charges incurred for each injury and is not reimbursed. (effective June 30, 1993)
- E. Players filing a claim with the Safety Director are required to supply a written doctor's release to the Safety Director prior to playing.

We hope everyone enjoys a safe and successful soccer season!

## **ATTACHMENT 1B. Region 14 Soccer Draft Guidelines**

The following Draft Guidelines are mandatory instructions for all Division Coordinators and Head Coaches. There may be certain situations where the draft guidelines will need adjustment to allow for individual circumstances relevant to each age division. All exceptions to these guidelines require written permission from the RC and Coach Administrator who may also wish to solicit approval from the Board.

### ***Section 1. Before the Draft***

The Coordinators of each division shall meet with their coaches at least 48 hours prior to the draft to review the draft guidelines and answer any questions. The region's method of evaluating new players (to Region 14) in divisions U-8 through U-19 will be arranged prior to the evaluations. Coordinators should get the previous year's ratings of players from the RC. These ratings should be discussed prior to the draft. Should any coach have difficulty coaching a particular player or if there's a parental conflict, the coach must make the Coordinator aware of the problem prior to the draft. All information regarding players is confidential and for the Coordinators and coaches' use, solely for the purpose of conducting the draft. Any misuse of such information as determined by the Board may result in the dismissal of that person from their responsibility as volunteers to the Region.

### ***Section 2. Player Evaluations***

- A. The Coordinator will pick-up the new registrants who completed the registration process that day.
- B. Balls and cones will be available at the field for the evaluations.
- C. Coordinators and evaluators should be on the field and ready to conduct the evaluations at least 10 minutes prior to their scheduled time. Evaluators should be prepared with pencil/pen, clipboard, rating sheets, note pad, chair, and anything else needed to make themselves comfortable and able to evaluate the players.
- D. Coordinators should get additional volunteers as needed to assist in controlling the flow of players through the evaluation process.
- E. Players and parents should be kept from distracting and interfering with the evaluations. Ratings are confidential.
- F. The evaluators will use Region 14's rating system. Consistency in rating is important during player evaluations. Evaluators and Coordinators will evaluate several skills such as field skills, dribbling, passing, kicking, and speed.
- G. There shall not be any discussion regarding players and/or player ratings during the evaluation process. If you are unsure who a player is, ask the Coordinator.

### ***Section 3. The Draft and Team Placement***

The draft should take place no later than 24 hours after the evaluations. If this is not possible, inform the RC or Coach Administrator in advance and request their assistance. The Coordinator shall inform the RC of the time and place of their draft. The RC or a designee must be present during the draft.

- A. The Coordinator is the RC's designated leader and facilitator of the draft.

- B. The Coordinator will total the points given each player and record on region-supplied index cards. Region 14 performs a double blind draft, so the player's name is recorded only on the bottom side of the card. The top side contains only the following information: player rating, indication of coach's child, indication of sibling in same division, and an indication of all-star (select team) status for the previous year.
- C. The scores for the lower-age players in each division shall be adjusted to account for the age difference between players graduating from the lower division. In U10, for example, the score of 8 year olds will be decreased, while the score for 9 year olds will remain unchanged. This accounts Coordinators are to record this reduced score on the draft cards. The amount of adjustment will be determined by the regional coordinator.
- D. Coordinators shall use different color cards for each half-year group of players. In U10, for example, use yellow cards for 8 year olds, green cards for 8.5 year olds, blue cards for 9 year olds and red cards for 9.5 year olds. Use the AYSO cutoff date of July 31 to determine whole-year and January 31 to determine half-year boundaries. (This age information will be used later to age-balance the teams.)
- E. New players (to Region 14) unable to participate in the evaluations will be given a score of 50.
- F. The Coordinator will order the index cards, putting the highest rated player on the top through the lowest rated player on the bottom, mixing all the color cards together.
- G. Prior to the draft, the Coordinator shall determine the number of teams to be stocked with players. It is recommended that there be an even number of teams in a division to avoid bye weeks. It is also recommended that teams be as small as possible to offer the players the maximum amount of playing time. Teams must be small enough to allow every player 3 quarters of playing time in each game. In U10, for example, play is 9v9, so 120 players could be distributed into 10 teams of 12 or 12 teams of 10. Choose the smaller team size if possible, to allow for additional players who may sign-up late.
- H. No one may touch the cards except the Division Coordinator!
- I. Starting from the left column (which represents team #1), lay down the cards, one at a time, across the top row from LEFT TO RIGHT until you reach the anticipated number of teams in the division. Do not show the bottom of the card containing the player's name. The bottom should remain hidden until the coaches are assigned to the teams.

***Example:***

|     | COLUMN |        |        |        |
|-----|--------|--------|--------|--------|
| ROW | Team 1 | Team 2 | Team 3 | Team 4 |
| 1   | 36     | 33     | 32     | 31     |

- J. Continuing from the top column, proceed laying down the next highest player in the card stack, to the next row, from RIGHT TO LEFT.

**Example:**

|     | COLUMN |        |        |        |
|-----|--------|--------|--------|--------|
| ROW | Team 1 | Team 2 | Team 3 | Team 4 |
| 1   | 36     | 33     | 32     | 31     |
| 2   | 20     | 22     | 26     | 28     |

- K. 7. Continue this "snake" process, weaving back and forth until all cards in the stack are laid down.

**Example:**

|     | COLUMN |        |        |        |
|-----|--------|--------|--------|--------|
| ROW | Team 1 | Team 2 | Team 3 | Team 4 |
| 1   | →      | →      | →      | ↓      |
| 2   | ↓      | ←      | ←      | ←      |
| 3   | →      | →      | →      | ↓      |
| 4   | ↓      | ←      | ←      | ←      |

- L. Depending on the number of teams, the first two or four rows represents the CORE of each team. The core of each team must be scrutinized, taking into consideration age, goalkeeper position, and all-star or select experience to achieve balancing of teams. Be sure to separate any two coach's children from the core at this time.
- M. At this point, the CORE cards of every team may no longer be moved for any reason except if a coach's child is in the core, as noted in #14 of this section.
- N. Placing all remaining cards in the same manner as above.
- O. Review the remaining players of each team, taking into consideration age and goalkeeper position to achieve balancing of teams. Lateral swaps along rows may be used as well as vertical swaps. Only the Coordinator may move cards.
- P. Balance each team in each of the half-year age groups by swapping players among the columns.
- Q. Group siblings on the same team by swapping players among the columns.
- R. Once all coaches and the Coordinator are satisfied that the teams are evenly balanced, the draft will continue. Should anyone object to the draft at this point, the RC shall immediately be notified.
- S. The team columns will be numbered from left to right: 1, 2, 3, etc. The coach with the most Region 14 coaching seniority will be the first to draw a team number out of a hat and take that team number. Each successive coach with the most experience will continue to draw until all the teams are assigned. The Coordinator must note each team number as they are assigned to coaches. No swapping of teams will be allowed.
- T. Once all coaches have been assigned a team, turn over the cards marked "coach's child" to reveal their names.
- U. If the child of a coach is in the CORE of a team other than the one assigned to that coach, then the entire core of those two teams shall be swapped in total. If the

child of a coach is not in the CORE, but their team contains the child of another coach, then the Coordinator will perform a lateral swap of those two players between the two teams.

- V. There shall be no other player swaps for any reason. It is not permissible to swap players to choose an assistant coach, to arrange for transportation, or to group friends, neighbors, cousins, classmates, etc. NO EXCEPTIONS.
- W. The Coordinator then collects each teams draft cards and distributes them along with the players' registration forms and player information sheet and the blank roster forms to each coach.
- X. Each coach must complete their respective team roster form in triplicate. The roster must be filled out in its entirety, in alphabetical order, and must contain the team number assigned to each coach in the draft. The coach retains one copy of the roster form.
- Y. The Coordinator collects from each coach two copies of the team roster along with the draft cards with the assigned team numbers in the order that each team was drafted. The Coordinator delivers one copy of the roster to the RC.
- Z. The coordinator gives uniforms, practice balls and field-use permits to each coach. Region 14 coaching seniority shall be used to determine the order in which coaches may chose their uniform color.
- AA. The Coordinator will arrange practice days and times with each coach, within the limits set by the Region for that division. Region 14 coaching seniority shall be used to determine the order in which coaches may choose practice times. Field preference is given to the field assigned to that division. Other Region 14 fields may be used only is space is available. The Coordinator will record this information on the provided form and return to the RC.

CONGRATULATIONS! You have just carried out the tried and true method that has been the mark of success for this Region for many years. We take great pride in living-up to the "Balanced Teams" and "Everyone Plays" philosophies. Please call your players and form your team as soon as possible. Recruit as many volunteers for the Region as you can. There are enough small tasks so every parent on your team can help with something. Always be positive and courteous. Your success as a coach will not be measured in wins and losses, but in your ability to help everyone participate in AYSO Soccer.

## **ATTACHMENT 1C. Region 14 Summer Soccer Coaches' Guidelines**

The AYSO philosophy is "Everyone Plays" on "Balanced Teams." Our summer philosophy is "Everyone Has Fun." The following special rules are in effect in addition to the standard AYSO National Rules and Regulations:

- A. Only players registered with Region 14 Summer Soccer may play in scheduled games. All players must play in the division in which they were drafted.
- B. The "official" game uniform consists of the issued shirt, any color shorts, soccer socks, shin guards, and shoes (preferably soccer cleats). Shin guards are worn under socks. Any player not wearing shin guards shall not play.
- C. All players present and in uniform must play at least 3/4 of the game. No player may play goalkeeper for more than 1/2 the game.
- D. No game results or standings are kept.
- E. Pee-Wee Division games consist of two 20- minute halves (running clock). The Lower and Upper division games have two 25 minute halves (running clock). The Senior division games have two 40 minute halves. Both teams should be ready to play 15 minutes prior to scheduled starting time. If the first game starts late, and a second game is scheduled, the referee of the first game will adjust the playing time so that the second game starts on time. Game cards will be given to the referee prior to game start.
- F. Both teams listed for the first game are responsible for field set- up (corner flags, goals, trash can liners, etc.). Both teams playing the last game of the day are responsible for field-clean up and putting away of goals, and flags. All trash in the vicinity of the fields must be disposed of.
- G. No players can be picked- up from the sidelines. (See Section L)
- H. If a team is playing short, then the opposing team shall not have more than two extra players on the field. (Example: if Team A has 8 players, then Team B must play with 10 or loan player(s) to Team B) Both coaches must insure both teams are balanced and that the score does not become lopsided. (no more than a 3 goal lead would be preferred.)
- I. Only one formal practice of two hours or less will be allowed prior to the first game. There will be no additional practices during the season.
- J. Two Adults shall be present during all practices and games.(at least one of the same gender as the group)
- K. Any player receiving a caution (yellow card) shall sit out for five minutes. The offending players' team will play-short handed (Section H does not apply during this time). The referee keeps track of time and will signal when the player may-re enter the field.
- L. Coaches must have the each team members' Registration Form copy in his possession at all practices and games. This form contains important emergency information and official treatment consent form. The referee will verify the forms are in the coaches' possession at games; if the forms are not there, the player(s) shall not play. {Suggestion: Give the assistant coach a set of Registration Forms. The signature must be an original and on the form, not a copy of the signature. Cover the signature area with something temporary and then photocopy. Don't

cover up the signature area after photocopying the forms. Have the parents sign the photocopies in the appropriate area. }

- M. According to FIFA Law VI with AYSO National modifications and these guidelines, players shall not wear dangerous items (to themselves or others) during all practices and games.
1. Earrings must be removed. (If recently pierced, holes won't close during game)
  2. Metallic or partially metallic headbands, bobby pins, clips, barrettes are not allowed; must be removed.
  3. All necklaces and bracelets must be removed.
  4. Medical ID and religious items must be taped down if worn.
  5. Soft casts and splints are not allowed.
  6. Retainers should be removed.
  7. Mouth guards recommended for players with braces.
  8. Any item referee deems a possible danger must be removed.
- N. Blood
1. The referee and one assistant referee should together inspect the player's condition
    - a. Prior to the player's temporary removal.
    - b. After the condition has been corrected and before the player-re enters the field.
  2. Bleeding players shall immediately be removed from the field:
    - a. Until the blood is cleaned off and wound covered.
    - b. If part of the uniform is bloody, that part of the uniform must be changed.
- O. Only the RC or their designee may modify these rules.

Coaches, KEEP ALL YOUR COMMENTS POSITIVE, CONSTRUCTIVE, AND ENCOURAGING. Some players are trying soccer for the first time and will decide whether or not to continue soccer based on their summer soccer experience. Keep it fun for players, parents, referees, and yourself! Remember, it's for the kids!!!