



**REGIONAL GUIDELINES
AMERICAN YOUTH SOCCER ORGANIZATION (AYSO)
SECTION 6, AREA D, REGION 735
EVANSTON, ILLINOIS**

ARTICLE ONE

PURPOSE

The purpose of these Guidelines is to regulate the affairs of the Region. These Guidelines have been adopted pursuant to Section 1.04 of the National Bylaws of the American Youth Soccer Organization (AYSO) and are subject to such Bylaws, the Articles of Incorporation of AYSO, the AYSO's National Policy Statements, Section Rules and Regulations, Area Guidelines, and such additional policies as may be adopted from time to time by the AYSO National Board Of Directors (collectively the "National Regulations"). All National Regulations are available online at <http://soccer.org/Resources>. Copies of these documents will be made available by the Region upon request and are hereby incorporated by reference. To the extent that these Guidelines conflict with or contradict any National Guideline, the National Guidelines shall prevail.

ARTICLE TWO

MISSION

The mission of the Region is to operate a fair, fun and safe soccer program in which young people can develop a positive self-image, self-confidence, respect for all groups represented in the community and other positive character traits through their interest and participation in soccer based on our philosophy of:

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

Balanced Teams--At the start of each season we attempt to balance teams because it is more fun and fair when teams of equal ability play.

Open Registration--Our program is open to all children between the ages of 4½ and 18 years of age. Interest and enthusiasm are the only criteria for playing; no tryouts shall be required.

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

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

Cultural and Ethnic Diversity--Our program strives to achieve, and encourages participation, from all the cultural groups represented in the community. We believe we provide stronger and more complete role models for youth when our program's membership mirrors the diversity embodied in our community.

ARTICLE THREE

DUTIES AND RESPONSIBILITIES OF THE REGION

The duties and responsibilities of the Region shall be:

1. To run a quality youth soccer program in a safe, fun, fair and positive environment that complies with the letter and spirit of the National Regulations and the philosophies and objectives of AYSO;
2. To maintain good community relations and to 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;
5. To obtain and maintain safe playing facilities;
6. To obtain and be accountable for uniforms, goals and other necessary equipment, and to use such equipment in a safe manner;
7. To schedule practices and games;
8. To recruit and assign volunteers including coaches and referees, and train them through clinics, audio/visual programs and online materials;
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 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 Standard 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
13. To collect and disburse fees and moneys for the sound financial organization and operation of the Region, to keep and submit to the National Office, as required, accurate financial records to insure continuation of the tax exempt status of AYSO, to participate in the National Accounting Program and to pay the National Office prior to the start of the season the National portion of its registration fees and for its purchases;
 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 and Training Center of any potential or actual financial irregularities or losses or any threatened or actual claim or lawsuit against the region, its participants, or AYSO; of any threatened or actual claim against the Region;
 16. To implement AYSO National programs available to the Region, including referee and coach training at least once each season;
 17. To assist in and encourage the growth and development of AYSO programs both within and outside of the Region; and
 18. To participate in Area, Section and National events and programs;
 19. To cooperate in policies and procedures developed by the Regional 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 classes 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 Board of Directors ("Regional Board") who shall be registered with the National Office, as from time to time may be required.
 - b) Playing Members: All registered soccer players.
 - c) Contributing Members: Those persons to whom the Regional 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 to the region using the appropriate forms prescribed by AYSO and the application is accepted and entered into the AYSO business system by the region.

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 or access to any AYSO database 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. REGIONAL BOARD:

- a) The Regional Board, under the leadership of the regional commissioner, shall conduct the business and affairs of the region.
- b) The Regional Board shall be comprised as described in Article Six.
- c) The regional commissioner shall serve a three-year term. The other Regional Board Members shall serve a two-year term or, if a Board Member is appointed during the year, until the next annual meeting.
- d) A Board Member may serve multiple terms so long as he or she is nominated and appointed as indicated in these Guidelines.

2. MEETINGS:

- a) The Regional Board shall conduct an initial meeting in June or July of each year (“annual meeting”), and shall send notice of such annual meeting to all participants in the program. At the annual meeting, the Regional Board shall fix the time, date and location of each regular meeting of the Regional Board for the year.
- b) It shall be the policy of the Region to hold at least one regular meeting of the Regional Board in each month during the primary season and at least one every two months during the remainder of the year.
- c) The Regional Board shall provide for the taking of minutes of the proceedings at each meeting and make them available to the members of the region.
- d) All Regional Board meetings shall be open to all participating members unless the regional board determines that it is necessary to hold an executive session.

(1) 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.
- e) The regional commissioner or 1/3 of the board members may call a special meeting of the regional board on three days’ prior notice stating the

purposes of such meeting, which notice may be given in writing, by telephone or in person.

- f) A majority of the Voting Board Members, as described in Section 6, shall constitute a quorum for the purpose of holding either a regular or special meeting.

3. **VOTING; VETO POWERS**

- a) Unless otherwise specifically provided by these guidelines, all decisions of the Regional Board shall be made by a majority decision of the board members voting on any such matter; provided, however, that the regional commissioner may veto any such decision if the effect of such decision would be to violate any of the national operating regulations.
 - 1. Such veto may be reviewed by the area director (the "AD") on request by a 1/3 vote of the board members voting on such matter.
 - 2. By a 2/3 vote of the entire Regional Board, any other issue may be put to the participating members of the region, subject to fair and reasonable voting procedures to be adopted by the Regional Board.
- b) The Regional Board shall consist of Voting Board Members and Non-Voting Board Members, as set forth in Article 6. Only Voting Board Members may vote at Regional Board Meetings; except, however: (1) that Non-Voting Board Members may vote on such matters as are specifically set forth in these Guidelines and (2) that Voting Board Members may, by majority of those voting, permit Non-Voting Members who are present at the meeting to also vote.
- c) Notwithstanding the provisions of (a) and (b) directly above:
 - 1. no final action relating to registration shall be taken at any meeting at which the Registrar is not present (in person or by proxy);
 - 2. no final action relating to any game rules shall be taken at any meeting at which the Referee Administrator is not present (in person or by proxy);
 - 3. no final action relating to any unbudgeted expenditure in excess of One Hundred Dollars (\$100.00) shall be taken at any meeting at which the Treasurer is not present (in person or by proxy); and
 - 4. no final action relating to any matter concerning coaches shall be taken at any meeting at which the Chief Coach is not present (in person or by proxy).

4. **REGIONAL BOARD NOMINATION AND APPOINTMENT PROCEDURES**

- a) At least one month prior to the annual meeting, the regional commissioner shall appoint a Nominating Committee of not less than three Regional Board Members to recruit and recommend Regional Board Members for the upcoming year.

- b) Regional Board Members need not be parents of players in the region.
- c) At the annual meeting, the Nominating Committee shall present to the outgoing Regional Board a slate of candidates it deems worthy of consideration. By majority vote of the outgoing board members present and voting, the final list of board nominees shall be presented to the regional commissioner for appointment. .
- d) 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 Committee 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.
- e) An emergent or unplanned vacancy on the Regional Board, except that of regional commissioner, before the expiration of the term, may be filled by an interim candidate nominated by a majority vote of the then remaining Voting Board Members.
- f) The person filling such vacancy shall serve until the next annual meeting and until his/her successor has been duly appointed.
- g) Any Regional Board Member (except the regional commissioner) may be removed by a vote of 2/3 of the Board Members whenever it is judged to be in the best interests of the Region or AYSO. The regional commissioner may be suspended by the area director or the section director and suspended or removed by the National Board of Directors in accordance with Sections 3.07 and 7.03 of the National Bylaws.

5. **REGIONAL COMMISSIONER NOMINATION AND APPOINTMENT PROCEDURES**

- a) 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 Board shall constitute a Nominating Committee.
- b) Such Nominating Committee may be the same Nominating Committee appointed pursuant to the preceding paragraph.
- c) The Nominating Committee shall submit its recommendations of one or more candidates for the position of regional commissioner to the entire Regional Board. The Regional Board shall, by a majority of those voting, nominate a regional commissioner and forward such nomination to the region's area director as directed by National Bylaw Section 7.03.
- d) A nominee for regional commissioner is subject to approval of the area director, section 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 approve or disapprove a nominee for a term of three years or for a shorter period as it sees fit.

- e) In the event of a vacancy in the position of regional commissioner other than at the expiration of the regular term, the Regional Board, including (if available) the outgoing regional commissioner, shall recommend an interim regional commissioner and submit such recommendation to the area director. The interim successor shall remain in office until the completion of the election procedures described in this paragraph.
 - f) Only the National Board in accordance with Sections 3.07 and 7.03 of the National Bylaws may remove the regional commissioner.
6. **VOLUNTARY SERVICE**

- a) 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 Board Member, staff member, or regional volunteer from being reimbursed for his or her out-of-pocket expenses.

ARTICLE SIX

OFFICERS

1. The Regional Board shall, at a minimum, consist of the regional commissioner, the regional treasurer, the regional risk management/safety director, the regional coach administrator, the regional referee administrator, the registrar and the regional child and volunteer protection advocate (“Mandatory Board Members”).
2. In addition to the Mandatory Board Members, the Regional Board may create, designate, appoint, or elect such other board positions as it deems advisable, including, but not limited to, one or more assistant regional commissioners, a regional secretary, a regional coach trainer, a regional director of referee instruction, a regional director of referee assessment, age division coordinators, a director of playing fields, a team parent coordinator, a director of public relations, a statistician/scheduler, a director of purchasing, a director of volunteer recruitment and development, a regional auditor, and such other positions as the Regional Board may from time to time deem desirable, up to a maximum of twenty-four board members. In addition, there may be such members-at-large as the Regional Board shall create.
3. All members of a Regional Board and members-at-large 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.

4. Voting Board Members consist of the following board members: the regional commissioner, all assistant regional commissioners, the regional risk management/safety director, the regional coach administrator, the regional referee administrator, the registrar, the treasurer, and the regional child and volunteer protection advocate. Voting Board Members are entitled to vote on all voting matters. Only Voting Board Members shall be counted in determining whether a quorum exists at any board meeting.
5. Non-Voting Board Members constitute all other board positions. Any Non-Voting Board Member may vote at any board meeting he or she attends with the approval of a majority of the Voting Board Members present at the meeting. Any Non-Voting Board Member may also vote with respect to any matter for which a vote of the entire Regional Board is expressly required pursuant to the Regional Guidelines.
6. General position descriptions for many of the board positions may be found and downloaded from the AYSO Web site, at <http://soccer.org/Resources/Forms/JobDescriptions> or may be obtained by calling the Supply Center to order the complete list. The Regional Board shall maintain a position description for each board position in the Region that is tailored to the Region. Every Board Member should have a copy of their position description, and current copies should be kept in the region for succession planning purposes.
7. **Mandatory Board Member Descriptions:** A brief and general overview of the duties and responsibilities of the seven mandatory 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) **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.
 - c) **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.
 - d) **Regional Coach Administrator:** The AYSO volunteer position of regional coach administrator is intended to administer a quality coaching program within the region.
 - e) **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

- f) **Regional Registrar:** The AYSO volunteer position of regional registrar is responsible for planning and implementation of the annual registration of all players and volunteers
 - g) **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.
8. **Other Board Position Descriptions:** The following additional officers need not, but may, at the discretion of the Regional Board, be Board Members:
- a) **Division Coordinators:** The Age Division Coordinators shall be responsible for the operation of their respective divisions, including the division of the players into balanced teams (in conjunction with the Registrar and such others as may be designated by the Board) and the arrangement and schedule of practice and games for such division.
 - b) **Fields Coordinator:** The Fields Coordinator shall be responsible for obtaining and seeing to the maintenance of the playing fields.
 - c) **Publicity Coordinator:** The Publicity Coordinator shall be responsible for the dissemination of information concerning Regional activities, the preparation of a Regional Newsletter and relations between the Region and the community
 - d) **Equipment Coordinator:** The Equipment Coordinator shall be responsible for purchasing, inventorying and distributing field and game equipment.
 - e) **Uniform Coordinator:** The Uniform Coordinator shall be responsible for purchasing and distributing uniforms to all players in the Region.
 - f) **Scheduler:** The Scheduler shall be responsible for creating game schedules for all teams participating in the Region.
 - g) **Scholarship Coordinator:** The Scholarship Coordinator shall be responsible for coordinating scholarship programs and the soccer-related needs of scholarship players.
 - h) **Volunteer Coordinator:** The Volunteer coordinator shall be responsible for compiling and keeping an up-to-date list of the names, addresses and phone numbers of all volunteers and coordinating the efforts of those volunteers in conjunction with other Officers.
 - i) **Regional Director of Coach Instruction:** The Regional Director of Coach Instruction implements, monitors and maintains the AYSO Coach Training Program at the Regional level. The Regional components are the annual orientation of all coaches and assistant coaches, the Region's Coaching Certification and Licensing Programs, and all AYSO training and clinics for coaching staffs up to and including the Youth Coach Course. The Regional Director of Coach Instruction obtains the course

guides from AYSO National Support Center or area staff, sets up orientations, clinics and training, and obtains qualified instructors to teach. The Regional Director of Coach Instruction works together with the Area Director of Coach Instruction to meet the ongoing training needs of the Region's coaches and assistant coaches.

- j) **Regional Director of Referee Instruction:** The Regional Director of Referee Instruction shall implement, monitor, and maintain the AYSO Referee Training Program at the Regional level. The Regional components are the Regional Referee Course and the Assistant Referee Training Course. The Regional Director of Referee Instruction obtains the course guides from AYSO National Support Center or area staff; sets up orientations, clinics and training; and obtains qualified instructors to teach. The Regional Director of Referee Instruction works together with the Area Director of Referee Instruction to meet the ongoing training needs of the local referees, assistant referees and youth referees.
- k) **Regional Director of Referee Assessment:** The Regional Director of Referee Assessment shall implement, monitor, and maintain the AYSO Assessment Program at the Regional level. The main Regional component of such program includes arranging with the assistance of the Area Director of Referee Assessment for the assessments of Regional referees seeking improvement and upgrade to a higher certification level. The Regional Director of Referee Assessment shall also establish an ongoing Observer-Friend Program to provide for mentoring of new referees by experienced referees.
- l) **VIP Program Coordinator:** The VIP Program Coordinator, if any, shall serve as a liaison between the regional commissioner and the parents or guardians of children eligible to play in the Region or Area VIP program for special children with physical or mental disabilities or challenges. The VIP Program Coordinator's responsibilities shall include the supervision of the division of the VIP players into balanced teams, and the arranging and scheduling of practices and games for such VIP play.

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 Board. 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 regional commissioner and

the parent or guardian of the player. The post-team formation transfer of players is strongly discouraged and should only be approved in highly exceptional circumstance.

2. Registration Fees; Refunds

The registration fee for each player participant shall be fixed annually by the Regional Board. The Regional 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. Requests for refunds for any players who wish to withdraw from the program must be made in writing, with a signed and stamped return envelope enclosed with any such request. All such requests are subject to the following restrictions and qualifications. Any player who withdraws from the program prior to July 15 is entitled to a full refund.. Any play who withdraws from the program after July 15 but prior to the commencement of the fall season is entitled to a 50% refund. Players who withdraw after the start of the fall season are not entitled to any refund.

3. Eligibility

All boys and girls between the ages of 4½ and 18, based on their age as of July 31, shall be eligible to register for the program, subject to field availability and availability of volunteer support and subject to rules as may from time to time be established by the Board. Only those children who are eligible and registered with the Region may participate in any practices or games.

4. Length of Season and Cancellation of Games

The season shall be of such duration as determined by the Board. Inclement weather or poor field conditions may necessitate cancellation of games from time to time. Any such cancellation will be made at the discretion of the RC, the Safety Director or other designated Board Member as early as practicable before game time. Once the game begins, only the referee in charge may suspend or cancel the game.

5. Attendance; Participation

The policy of the Region is for each player to play an equal amount of time in each game. Accordingly, except as provided below, no team's player shall play four quarters in any game unless all players on that team have played at least three quarters in that game. Moreover, it is the policy of the Region to encourage each coach (a) to have different players play in the first quarter of each game and (b) in Divisions U-12 through U-06, to rotate players among the various field positions. Each participant is strongly urged to attend every practice and game. Any participant may have his or her playing time limited to one half of any game if the coach determines that such action is appropriate for disciplinary reasons.

6. Protests

No protest of games shall be permitted. However, coaches are encouraged to file with the Referee Administrator a written report, within 48 hours after a game, of any misapplication of the basic rules by a referee, excluding judgment calls. If, after investigation by the Referee Administrator, it is found that a rule was misapplied, such referee shall be so informed in order to assure that no further misapplication occurs.

7. Conduct During Games

- a) 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.
- b) 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.
- c) Coaches are expected to be positive role models and set the best possible example for the participants. Excessive coaching from the sidelines shall not be permitted, and the function of the coach is to provide positive instruction and encouragement to the players. 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).
- d) 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.
- e) 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.
- f) 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.
- g) 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 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 Board upon thorough review of the incident following the procedures outlined in Article 9 (Dispute Resolution).

8. Refreshments at Games

It shall be the responsibility of each team to supply its own refreshments. It is suggested that the best kind of refreshment is cool water.

9. 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.

10. Facilities

It shall be the responsibility of both teams for the first game each day to set up all non-permanent 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 regional commissioner and/or the director of playing 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.

10. Sponsors

The Region encourages local businesses and individuals to support its program. Suitable recognition shall be given to them. 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.

11. Equipment

The Region shall 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, shorts, socks, appropriate footwear and shin guards. Uniform shirt and shorts must be worn over any additional clothing worn by any player. Socks must be worn over shin guards. Hooded sweatshirts or jackets are not permitted, as these create a safety hazard due to possible inadvertent pulling of the hood from behind.

Players may not wear jewelry of any kind (including chains, watches, body jewelry and earrings), 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. A restraining strap may be worn. 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 Board shall adopt an annual budget which provides the basis for setting player registration fees. At the end of each season, the Regional Board shall cause to be prepared a statement of income received and amounts expended in connection with the program. Such statement shall be made available for review by the parent or guardian of each player and a copy shall be made available upon reasonable request. This 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, at least one of which must either be the regional treasurer's or the regional commissioner's. Additional signatories must be authorized by Regional Board action. Two signatories from the same household shall not be allowed. There must be at least three signatories on all regional bank accounts. 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. Cash Handling Procedures

The regional treasurer in cooperation with other Regional Board and staff members shall establish internal control procedures to safeguard against the misuse or loss of regional assets, especially in regard to cash receipts and cash disbursements. Such internal control procedures shall include the following:

- a. Funds withdrawn for “cash box change” must be deposited back into the regional bank account on the same day, or the first banking day thereafter.
- b. All registration fees collected in cash and checks must be reconciled to the bank deposit slip and the AYSO registration forms.
- c. Arrangements should be made to have the cash received deposited into the regional bank account on the same day such cash is received, or the first banking day thereafter.
- d. When handling a significant amount of cash monies, at least two regional volunteers should be present.

5. Receipt Procedures

The regional treasurer in cooperation with other Regional Board and staff members shall establish internal control procedures to safeguard against the misuse or loss of regional assets, especially in regard to receipts for monies received. Such internal control procedures shall include the following:

- a. A cash receipt book must be used to record all payments received on behalf of the region in cash. The original cash receipt for each transaction must be given to the payer, and the copy kept in the cash receipt book. All cash receipts must be signed or initialed by the volunteer completing the cash receipt form.
- b. The cash receipt book must be reconciled to the bank deposit slip.
- c. A volunteer accepting payment for registration fees should note upon an available portion of the player registration form: (a) the amount of the payment received; (b) whether such payment was made in cash or by check; (c) the check number (if paid by check); (d) the date such payment was received if different from the date of the parent or guardian’s signature on the player registration form; (e) the names of any other family member players for whom the payment was received; and (f) the initials of the volunteer receiving such payment.

6. Immediate Accounting to Regional Treasurer

The regional treasurer in cooperation with other Regional Board and staff members shall establish internal control procedures to safeguard against the misuse or loss of regional assets, especially in regard to the immediate accounting to the regional treasurer for monies received, checks written upon the regional bank account, invoices received for accounts payable by the region, and requests for reimbursement to regional volunteers for out-of-pocket expenses incurred on behalf of the region. Such internal control procedures shall include the following:

- a. No one should sign a regional check in blank or which contains any item to be filled in later.
- b. No one should sign a regional check without verifying the expense by examining the invoice or request for reimbursement.
- c. No requests for reimbursement to regional volunteers shall be honored without a written request signed by such volunteer, itemizing the out-of-pocket expenses incurred, and with supporting receipts or other documentation attached.
- d. All bills and invoices received for payment by the region must be forwarded to the regional treasurer for payment, if not already paid, within five (5) days of the receipt.
- e. The regional treasurer must be notified of any checks written on the regional bank account without his or her knowledge within 48 hours of the issuance or delivery of such check for payment of any regional expense.
- f. All bank withdrawal transactions and regional checks shall be noted with the appropriate National Accounting Program (NAP) code denoting the purpose for such transaction

7. Immediate Deposit Procedures

The regional treasurer in cooperation with other Regional Board and staff members shall establish internal control procedures to safeguard against the misuse or loss of regional assets, especially in regard to the immediate deposit of monies received. Such internal control procedures shall include the following:

- a. All fees collected on behalf of the region for registration, sponsorships, fundraising, and donations or for any other purposes shall be deposited immediately after being reconciled with the appropriate cash receipt book, registration form, and/or bank deposit slips.
- b. Under no circumstances may any person accept on behalf of the region any post-dated check or agree to hold any check for deposit on a later day.

8. Monthly Bank Reconciliations

All region accounts shall be reconciled by the regional treasurer, and verified by another board member who is not authorized to sign on the accounts. The reconciled statement(s) and copy of bank statement must be presented to each board member at their regularly scheduled meeting.

9. Credit/Debit Card Transactions

If credit/debit cards are accepted, for payment of registration fees, all required accounting shall be performed and submitted on the first banking day after each credit/debit card transaction.

10. Audits

The Region shall endeavor to have a regional auditor. Additionally, the region at all times shall cooperate with, and respond to, inquiries by the area auditor and section auditor.

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 Board should notify the area director, the section 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 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 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 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. 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 Board may appoint a disinterested hearing board or committee of neutral persons to consider such response. After such opportunity to respond has been given, the regional commissioner, Regional Board, hearing board or committee shall make its determination and announce it in writing to all persons concerned.

3. Suspension

The regional commissioner or Regional 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 Board at any time.

4. Removal

The regional commissioner or the Regional 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 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 director, or, if he/she is not disinterested, the section 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 director, section 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 Board, the Area Director and the Section Director and upon submission to the National Office.

2. Change in Guidelines

Once adopted, these Guidelines may only be amended by the Regional Board by a two-thirds vote of the Board Members, with the approval of the Regional Commissioner, the Area Director and the Section Director.

Adopted on July 11, 2007 by the AYSO Evanston Regional Board of Directors.

Stephen Favakeh
Regional Commissioner

Harvey Becker
Regional Treasurer

Kathy Rocklin
Regional Registrar

Terry Carter
Regional Risk Management/Safety
Director

Stephen Siegel
Coach Administrator

David Nichols
Regional Child & Volunteer
Protection Advocate

Martin Melhaus
Regional Referee Administrator

Steven Levine
Assistant Regional Director