

REDLANDS AYSO
REGIONAL GUIDELINES

Revised October 2008

**Redlands AYSO
Regional Guidelines**

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Redlands AYSO Regional Guidelines

ARTICLE ONE Mission

The AYSO Mission is to develop and deliver quality youth soccer programs where everyone builds positive character through participation in a fun, fair, safe, family environment based on the AYSO philosophies:

Everyone plays – Our Region’s goal is for kids to play soccer – so we mandate that every player on every team must play at least half of every game.

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

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

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

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

These Guidelines of Redlands AYSO are in addition to those of the American Youth Soccer Organization, Incorporated (AYSO), AYSO Section One, or AYSO Area 1-N. Where there is a discrepancy between Redlands AYSO Regional Guidelines and those of Area 1-N, Section One, AYSO Inc., the later shall prevail.

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**ARTICLE TWO
APPOINTMENT AND ELECTION OF OFFICERS**

A Nominating Committee consisting of the Assistant Regional Commissioner - Administration, Assistant Regional Commissioner - Operations, Regional Referee Administrator, Regional Coach Administrator, Regional Registrar, Executive Secretary, and the two Divisional Commissioners who have served the longest on the Board shall meet to propose nominees for all board positions. The Chair of the Nominating Committee is empowered to fill vacancies on the Nominating Committee from current Board Members. Each current Board Member is expected to work closely with the Nominating Committee in finding a replacement if he/she chooses not to continue for another year on the Board. The Nominating Committee shall send a notice of the elections and request for nominations for the Regional Board officers to each family registered in the Redlands AYSO Region.

The Nominating Committee shall propose candidates for positions on the Regional Board. All Board positions shall be elected at the February General Board Meeting with the exception of the Regional Spring Select Program Director, Regional Cultural Exchange Director and Regional Tournament Coordinator who shall be elected at the October Board Meeting.

The Regional Board shall constitute a Nominating Commission at least three months, and preferably six months, before the expiration of such term, or whenever there is a vacancy in the Regional Commissioner position due to death, resignation or removal. Such Nominating Commission may be the same Nominating Commission appointed pursuant to the preceding paragraph. The Nominating Commission shall submit its recommendations of one or more candidates for the position of Regional Commissioner to the Regional Board. The Regional Board shall, by a majority vote, nominate a Regional Commissioner and forward such nomination to the Region's Area Director as directed by National Bylaw Section 7.03. In the absence of a Regional Board, or in the absence of a nomination by a majority of the Regional Board, the Regional Commissioner will be nominated by the Region's Area Director. Subject to the approval of the Area Director and the Section Director, the nominee for Regional Commissioner shall be appointed by the AYSO National Board of Directors for a term of three years unless a shorter term is specified in these guidelines.

Regional Board Members who are elected at the February General Meeting shall take office April 1st, to serve a term of one year. Regional Board members who are elected at the October General Board Meeting shall take office January 1st, to serve a term of one year. Regional Board Members may be re-elected indefinitely.

In the event a Regional Board Member resigns before his/her term of office expires, the Regional Commissioner is empowered to appoint a replacement to fill the vacancy, subject to approval of the Regional Board.

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.

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ARTICLE THREE Officers and Duties

The Regional Commissioner is appointed by the AYSO National Executive Board of Directors and is a voting Executive Member of the National Organization. The elected officers of the region shall be as follows and along with the Regional Commissioner, shall constitute the Regional Board:

Officers (see appendix A for organizational chart):

- Regional Commissioner
- Assistant Regional Commissioner - Administration
- Assistant Regional Commissioner - Operations
- Executive Secretary
- Regional Treasurer
- Regional Referee Administrator
- Regional Coach Administrator
- Regional Director of Safety
- Regional Director of Public Relations
- Regional Director of Special Events
- Regional Team Manager Coordinator
- Regional Equipment Manager
- Regional Field Manager
- Regional Sponsorship Coordinator
- Regional Registrar
- Divisional Commissioner U16-19 Boys
- Divisional Commissioner U14 Boys
- Divisional Commissioner U12 Boys
- Divisional Commissioner U10 Boys
- Divisional Commissioner U8 Boys
- Divisional Commissioner U6 Boys
- Divisional Commissioner U16-19 Girls
- Divisional Commissioner U14 Girls
- Divisional Commissioner U12 Girls
- Divisional Commissioner U10 Girls
- Divisional Commissioner U8 Girls
- Divisional Commissioner U6 Girls
- Regional Spring Select Program Director
- Regional VIP Program Coordinator
- Regional Cultural Exchange Director
- Regional Volunteer Coordinator
- Regional Tournament Coordinator
- Regional Child Volunteer Protection Advocate
- Regional Scheduler
- Regional Webmaster

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Regional Youth Player Representative - Boys
Regional Youth Player Representative - Girls

Regional Commissioner

The Regional Commissioner shall have the complete responsibility and authority to conduct the business of Redlands AYSO within the framework of the National Regulations and the Region guidelines. He/she may appoint any special committee (s), which the Regional Board deems necessary to carry out the function of the Region. He/she shall determine the cost of sponsoring teams and obtain the approval of the Regional Board at the monthly meeting in December.

The Regional Commissioner shall have jurisdiction over all committees and be responsible for ensuring that all decisions are in compliance with National and Regional Rules.

The Regional Commissioner shall have jurisdiction and final approval of all fundraising efforts. All fundraising efforts must be submitted to the Regional Commissioner in writing.

Assistant Regional Commissioner - Administration

The Assistant Regional Commissioner - Administration shall assume all duties of the Regional Commissioner in his/her absence. He/she shall be responsible for the preparation of the Region schedule of play for the Board's adoption. He/she shall be the Chairperson of the Awards Committee and shall be responsible for making arrangements for Awards, Assemblies or Presentations, working with the Divisional Commissioners. The Awards Committee will be responsible for purchase of all awards, within the budget guidelines.

Assistant Regional Commissioner - Operations

The Assistant Regional Commissioner - Operations shall assume all duties of the Regional Commissioner in the absence of both the Regional Commissioner and the Assistant Regional Commissioner - Administration. He/she shall assume, if so directed by the Regional Commissioner, all duties of the Assistant Regional Commissioner - Administration in his/her absence. He/she shall coordinate and direct the player evaluation procedures for the Region.

Executive Secretary

The Executive Secretary shall be responsible for preparing and supplying the minutes of board meetings to all members of the Regional Board after each Regional Board Meeting and to Redlands AYSO Members after General Meetings. He/she shall assist the Regional Commissioner and Assistant Regional Commissioners in handling correspondence. He/she shall maintain the general telephone number of Redlands AYSO and in so doing shall maintain a log of incoming calls which include date and time of calls, the person calling, and action taken. He/she shall provide all Board Members with an agenda prior to Board Meetings and to all Redlands AYSO members before the General Meeting.

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Regional Treasurer

The Regional Treasurer shall be responsible to keep an accurate account of all Regional finances. He/she shall be responsible for submitting an annual budget to the Regional Board at the monthly meeting in December. He/she shall insure payment of all bills as authorized in the budget approved by the Regional Board and that all deposits are made in a timely manner. He/she will reconcile the checking account(s) for the region and provide current financial statements, including detail of income and expense transactions at each scheduled board meeting. He/she will also submit coded income and expenses as requested by AYSO National Office.

Regional Referee Administrator

The Regional Referee Administrator shall be responsible for recruiting, training and supervising all referees in the Region. He/she shall arrange for clinics and training programs at least annually, and shall coordinate his/her efforts with the Regional Commissioner and the Area Referee Administrator. In addition, the Regional Referee Administrator shall appoint a Referee Instructor (to assist in Referee training) and a Referee Assessor (to assist in administering the certification component of the National Referee Program). He/she shall be responsible for coordinating Referees for weekly games and shall post Referee assignments in a central location for all games. He/she shall be responsible to see that Referees are provided uniforms and a current copy of all rules and regulations. He/she shall be responsible for providing training opportunities for certification and advancement.

Regional Coach Administrator

The Regional Coach Administrator shall be aware of the new Coaches needs and plan meetings and/or clinics as needed, assist Coaches in Regional matters and coordinate Regional Policy between Coaches. He/she shall assist Divisional Commissioners in the training of coaches and in obtaining player evaluation cards at the end of the season.

Regional Director of Safety

The Regional Director of Safety shall be responsible for administering the AYSO Accident Reimbursement Program and liability insurance program for the Region, handling all reports of accidents and/or ARP claims for such programs, ensuring the safety of all participants in the Region by inspecting all field equipment, goal posts and fields to ensure they are in safe condition, and making safety information available. He/she shall verify that the injured party has received a complete medical release prior to participating again in AYSO sanctioned activities.

Regional Director of Public Relations

The Regional Director of Public Relations shall be responsible for the dissemination of information concerning Regional activities and the preparation of a Regional newsletter. He/she shall be responsible for the reporting of results of all games to the local newspaper.

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Regional Director of Special Events

The Regional Director of Special Events shall see to it that all necessary materials; schedules, monies, etc. are distributed and collected as required. He/she shall, along with the Regional Commissioner, select a photography studio and make all arrangements for picture day. He/she shall assist the Regional Team Parent Coordinator. He/she shall, along with the Regional Commissioner, select projects for fundraising purposes. He/she shall turn over all monies from events to the Regional Treasurer.

Regional Team Manager Coordinator

The Regional Team Manager Coordinator shall coordinate and supervise Team Managers in distribution of game schedules and other material to coaches and players. At least one meeting of all Team Managers shall be held for planning purposes and/or problem resolution. He/she shall secure a Divisional Team Manager Coordinator for each boy's and girl's division to assist the Regional Team Manager Coordinator and the Regional Director of Special Events in disseminating information to and collecting money from each team.

Regional Equipment Manager

The Regional Equipment Manager shall recommend to the Regional Board the approximate number of new uniforms required, cost, and type to purchase and the approximate number and type of equipment needed, along, with a recommendation as to the cost. He/she shall see that all teams are adequately supplied with a complete set of uniforms and equipment. He/she shall be responsible for seeing that all defective equipment is returned to the supplier of the defective equipment for proper replacement, repair, or reimbursement. He/she shall be responsible, if required, for the collection of all uniforms, and all equipment within two weeks after the end of the season.

Regional Field Manager

The Regional Field Manager shall be responsible for having the goals available and lines on all playing fields properly marked and shall see that all fields are ready for play 1/2 hour before game time. He/she shall be responsible for storing all field equipment after the last scheduled game and shall be responsible for the general maintenance and appearance of the playing fields.

Regional Sponsorship Coordinator

The Regional Sponsorship Coordinator shall educate all coaches and team managers regarding the need for sponsors and how to obtain them. He/she shall work with the coaches and team managers to obtain sponsors, as necessary. He/she shall coordinate collection of sponsorship information and funds and convey this information to the scheduler and others in a timely manner. He/she shall coordinate all publicity regarding sponsors, all appropriate confirmation communication including donation letters and shall be responsible for including sponsorship information on the Redlands AYSO website.

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Regional Registrar

The Regional Registrar shall receive and accept all registrations, keeping a record of name, birth date, telephone number and payment (cash or check, amount and/or number of check). He/she shall turn over all money collected to the Regional Treasurer along with a complete accounting for the money in a timely manner. He/she shall assist the Regional Commissioner in notifying AYSO, Inc., Registration Department of all required player registration data including all player additions, deletions, and data corrections.

Divisional Commissioners

Each Divisional Commissioner shall be responsible for the general operations of the respective Divisions. This includes such duties as hearing complaints from coaches, parents, referees, and spectators. He/she shall post, on the field bulletin board, game schedules and current standing for competitive divisions. He/she shall be responsible for seeing that the Regional Commissioner receives correct information for team roster, and birth date verification. He/she shall assist the Regional Equipment Manager in the distributing and collecting uniforms and equipment from coaches and team parents. He/she shall be responsible for game record keeping. He/she shall collect player evaluations from each coach in his/her division by the end of the regular season.

Regional VIP Program Coordinator

The Regional VIP Program Coordinator shall serve as a liaison between the Regional Commissioner and the parents or guardians of children eligible to play in the Region's or Area's VIP program for 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.

Regional Spring Select Program Director

The Regional Spring Select Program Director shall be responsible for the general operation of the Spring Select Program. This includes such duties as hearing complaints from coaches, parents, referees, and spectators. He/she shall be responsible for submitting to the Director of the Spring Select League complete team rosters, including birth dates, team names, and team colors.

He/she shall assist in distribution, and subsequent collection, if so deemed by the Regional Board, of team uniforms and equipment. He/she shall be responsible for arranging for field setup on game days. He/she shall be responsible for game record keeping and seeing that the results of home games are forwarded to the Director of the Spring Select League within 24 hours of the game conclusion.

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He/she shall be responsible to see that each team has the necessary volunteers and that they are scheduled to perform appropriate tasks. He/she shall provide each Spring Select coach with maps for all game locations prior to the beginning of the season.

Regional Cultural Exchange Director

The Regional Cultural Exchange Director shall be responsible to oversee the cultural exchange activities including hosting, traveling, and general cultural exchange information. He/she shall be responsible for recommending to the Regional Board requests for hosting and traveling of teams within the Region and program finance reports. He/She will be responsible for following the Regional Cultural Exchange Guidelines and the Regional Commissioner's Manual Section 1110, Cultural Exchange latest revision.

Regional Volunteer Coordinator

The Regional Volunteer Coordinator shall coordinate and supervise volunteer activities including planning, coordinating & notification of snack bar schedule, field help schedule & special events volunteer needs. He/she shall create a database of volunteers to be used as needed. He/she shall plan and coordinate all volunteer recognition events. He/she shall participate in Team Manager meeting(s).

Regional Tournament Coordinator

The Regional Tournament Coordinator shall be responsible for establishing & coordinating an annual "Region 50" soccer tournament. He/she shall supervise all activities associated with the tournament process-such as budgeting, staffing, volunteers, fields, awards, registration, sponsorship, concessions, safety, equipment, etc. The Regional Tournament Coordinator shall report to the Regional Commissioner.

Regional Scheduler

The Regional Scheduler will develop and prepare all schedules needed by the Region including, but not limited to, games, photo days, equipment turn-in, and assisting the Referee Administrator with coordination of information.

Regional Webmaster

The Regional Webmaster shall coordinate and maintain the Region's Internet website in a timely manner.

Regional Youth Player Representative

The Regional Youth Player Representative must be a registered AYSO player within the Region and shall attend meetings of the Regional Board to provide viewpoint and insights of the players on matters being discussed or voted upon by the board. A Regional Youth Player Representative

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and alternative will be selected. Whenever possible, the Regional Youth Player Representative shall not be related to an adult Board member.

ARTICLE FOUR Coaches

The Board shall have jurisdiction and final approval of coach selections. Coaches shall conduct themselves and their teams in a sportsmanlike manner at all time. He/She shall attend at least one coaching clinic each year. All head coaches in competitive divisions must have completed the Youth, Intermediate, or Advanced Coaches clinic appropriate to the level of division they are coaching or be approved by a Regional Coach Administrator. In addition, all coaches shall complete an AYSO approved volunteer protection program. Each coach will be responsible for the organization of his or her team, the training of the players on that team, the care of the team equipment and uniforms. Each coach will be responsible to assist in any fund raising programs sanctioned by the Regional Board and to assure that publicity forms are completed and submitted after each game. Coaches shall recruit at least one assistant coach, one Team Manager and two referees/assistant referees for their team.

Game lineup cards shall be prepared by the Coaches prior to the game, **listing the full names of all players in uniform number order**. Immediately prior to the game, the Coach shall note on the lineup card any of his players absent or legally suspended.

ARTICLE FIVE Meetings

The presence of eleven (11) Regional Board Members at a meeting shall constitute a quorum. Regional Board Meetings are open to the General Membership and shall be held monthly and additionally as necessary, at a designated date agreed upon by the Regional Board. At Regional Board meetings each Board Member, except the Regional Commissioner, shall have one vote. The Regional Commissioner shall vote only in the event of a tie.

General Meetings shall be held in February and October. A special General Meeting may be called by the Regional Commissioner or upon written request of a majority of the voting members. At General Meetings each Redlands AYSO Member, except the Regional Commissioner, shall have one vote. The Regional Commissioner shall have a vote only in the event of a tie vote. Redlands AYSO members shall be:

1. Regional Board Members
2. Head Coaches (one per team). The Head Coach may delegate this vote to an alternate representative of the team. Written delegations of voting rights must be

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presented to the Executive Secretary, at or before the meeting for which the delegation is authorized.

3. One parent or guardian representing each family that contains one or more duly registered Redlands AYSO players. This vote may not be delegated.
4. One person representing a family that does not contain a duly registered Redlands AYSO player, but who is a currently registered volunteer in the region. This vote may not be delegated.
5. Each Redlands AYSO Member shall have one vote, even though he/she may hold more than one position.

ARTICLE SIX Guidelines

Guidelines may be changed by a two-thirds (2/3)-majority vote of the General Membership present. Amendments and changes to the Redlands AYSO Regional Guidelines shall be voted upon at the February and October General Meetings. Any proposed amendments and changes should be submitted either in writing, via facsimile, or by e-mail to the Executive Secretary by no later than two weeks prior to the General meeting. The Executive Secretary shall distribute any proposed guideline changes to Redlands AYSO Board members by no later than one week prior to the General meeting. The Executive Secretary shall make available copies of proposed guideline changes to any Redlands AYSO member upon request up to the weekend prior to the General meeting.

ARTICLE SEVEN Complaints

Any parent or guardian having a complaint on any matter pertaining to his/her/their child should take the matter up with the Team Coach. Failing satisfaction at this level, the parent/guardian may address the issue with the Divisional Commissioner and/or Regional Commissioner. If the issue is still not resolved, they should submit the complaint in writing to the Regional Board.

ARTICLE EIGHT Protests

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

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ARTICLE NINE Dispute Resolution

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

If it is determined that it is necessary that a person involved in the Region needs to be disciplined or his or her participation in the Region limited or terminated, then the Regional Commissioner or the Regional Board shall give notice in writing to such person of the intention of the Region to take action, specifying the action to be taken and the reasons therefor and giving such person a reasonable opportunity to explain why such action should not be taken. Such opportunity to respond may be in person at a hearing conducted by the disciplinary committee, by telephone, or in writing. The Disciplinary Committee shall consist of the following: the Assistant Regional Commissioner - Operations, the Regional Referee Administrator, the Regional Coach Administrator, the Divisional Commissioner of the division in which the action is being taken, the Regional Child Volunteer Protection Advocate and one disinterested Board Member. After such opportunity has been given, The Disciplinary Committee shall make its determination and notify the Regional Commissioner. The Regional Commissioner will announce it in writing to all persons concerned and such determination shall be final and binding on all concerned unless it is determined by the Area Director that such determination is arbitrary and capricious or the procedure was not fair or the person or persons making such determination are found not to have been disinterested.

The Regional Commissioner or Regional Board may suspend a person involved in the Region from further involvement in the program on notice (by telephone, fax or writing or in person) if there is found to be an imminent danger to the program by his or her continuing involvement or if a crime has been alleged to be committed by such participant. A disciplinary hearing as described above must follow such a suspension.

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 on notice and after a determination is made that removal is appropriate, as the result of a disciplinary hearing as described above, if there is found to be (a) a violation of the National Regulations, principles or philosophy of AYSO or (b) conduct which disrupts the Region's or AYSO's activities or programs.

ARTICLE TEN Teams

Each team should have no more than the maximum number of registered players at any one time as described below:

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<u>Division</u>	Roster size	# of players on the field	
	<u>Maximum</u>	<u>Maximum</u>	<u>Minimum</u>
Under 6	7	5	3
Under 8	8	6	3
Under 10	9	7	4
Under 12	12	9	5
Under 14	14	11	7
Under 16	18	11	7
Under 19	22	11	7

A coach having less than the stipulated maximum number of players must accept any player assigned to his team by the Divisional Commissioner. A Coach must notify the Divisional Commissioner within two days whenever a player leaves the team for any reason. Every effort will be made to balance the team strengths within each age division.

ARTICLE ELEVEN **Registration**

Registration will be open to any child 4 1/2 to 18 years of age. Participants to be included in the list of players available for team selection shall be registered on or before a date established each season by the Regional Board.

Late registrants will be assigned to teams by the appropriate Divisional Commissioner if vacancies occur, or will be placed on waiting lists. Players will be placed on teams that do not have the maximum number of players up until the first season game. After that, players will be placed only when a need is determined by the Division Commissioner and the Regional Commissioner or his/her designate. Placement of players will be accomplished in such a manner as to first maintain balance within the division and/or to equalize the number of players on each team. The Division Commissioner will evaluate any new player to determine the ability of the player before placement on a team. All placements after the first regularly scheduled game of the season are required to complete one week of regularly scheduled practice before participating in regular season games. Any player who has quit his team for any reason and has been replaced by another player, and subsequently decides to return to the Region, will be placed at the bottom of the waiting list.

The Regional Board shall set the registration fee prior to the beginning of the registration each season.

The registration fee, or any portion thereof, for any player may be waived at the discretion of the Regional Commissioner, if in his/her judgment the requirement of such fee would create a financial hardship for such player or his/her family. Registration fees may be waived in accordance with the amount set forth in the annual budget.

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Any player who withdraws prior to the team draw at the beginning of any season shall be entitled to a full refund of the registration fee. Any player who withdraws after the team draw may be subject to forfeiture of the registration fee. Anyone requesting a refund must do so in writing. All written requests for refunds made prior to the team draw will be processed without question. All requests received after the team draw will be reviewed and a decision as to the amount to be refunded, if any, will be communicated in a timely manner.

ARTICLE TWELVE Team Selection

All Competitive teams shall be established by the selection system as set forth in the Regional Guidelines. The date of team selection shall be scheduled by the Regional Board. All registered players shall be placed on the selection list of their respective Division. Team Draw Committee consisting of the Divisional Commissioners and Coaches for the new season shall utilize the evaluations and the ages of the players to achieve balanced teams based upon ability and age. Said Committee may use a computer to assist them in selecting balanced teams.

When two or more brothers/sisters are eligible for the same Division, they shall be placed on the same team, unless otherwise requested by the parents.

A coach and assistant coach who intend to coach together on the same team may only do so if the numerical ratings of the evaluation of their children would not cause both players to be in the first row dealt out in the same age group in the division. This only applies to the U6, U14, and U16/19 divisions. There shall be no assistant coach retention in the U8, U10, and U12 divisions.

Divisional Commissioners will annotate Player Evaluation Cards for players whose parents are coaches, who are siblings playing on the same team and whose parents are sponsors (no names should be apparent on the rating side of the card, except head coaches). The Evaluation Cards shall be segregated by the Divisional Commissioner into each common age group and arranged from highest to lowest numerical rating with players who have not been evaluated at the bottom of the stack.

The number of teams to be established will be known. A stack of Player Evaluation cards will be distributed for each team. Distribution of cards into team stacks will take place in "snake fashion", i.e. from first team to last, then last back to first, then first again back to last and so on. Starting with the first team and working toward the last team, all players in the oldest age group will be distributed; one card per team, per round, until all cards are placed. Starting with the last team and continuing to the left to the first team, the younger age group is distributed in the same manner.

After the Evaluation Cards are distributed to team stacks, siblings shall be placed on the same teams, trading to the team of the higher rated sibling, or as to best maintain balanced teams. When a Team Draw Committee agrees that the teams are equally balanced, corresponding

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numbers will be placed in a hat at the team draw and drawn by the Coaches, or their representatives, to determine coach/team assignments.

After team numbers have been drawn, players whose parents are coaches are traded to the team number their parent has drawn. Following the coach/team assignment, sponsors shall be assigned to each team, trading players in order to have a sponsor for each team. A sponsor cannot specify a coach or team.

All trades must be done on the basis of equal age, evaluation and experience factors without knowing the name of the players being traded (except coaches' children).

If, for some reason, a Coach feels these rules are not being followed, he/she during the team draw may request the Regional Commissioner to step in and rule on whether or not the rules are being followed. When all teams are set, the Divisional Commissioner will distribute the player registration forms to the coaches and the coaches will complete the team roster form.

Player evaluations are confidential information, and shall not be shared with parents or players.

Players may be transferred from one team to another if the coaches of both teams approve, the Regional Commissioner approves, the Division Commissioner approves and the players and parents/guardian approve. (National Rule)

ARTICLE THIRTEEN Player Evaluation

At the end of the season, all players shall be evaluated. All players' evaluations are confidential information that is used for team balancing and shall not be discussed with players or parents.

The coaches and Divisional Commissioners for each Division shall evaluate all players within their division. Guidelines for the evaluation of players within each Division will be established by the Divisional Commissioner working with the coaches within that division. The method must be approved by the Regional Commissioner, or the Regional Board at a regular meeting. The Evaluation Card may be modified by the Regional Board. A committee consisting of the Regional Commissioner, two Assistant Regional Commissioners, and Divisional Commissioners will resolve any individual evaluation disputes and establish the final evaluation for each player, if required.

All players new to Redlands AYSO will be objectively evaluated. The Divisional Commissioner, Regional Coach Administrator or a person they designate, may evaluate new players. Evaluation clinics for new players shall be scheduled prior to team selection. Divisional Commissioners, whenever possible will advise players who have not been evaluated of the dates of evaluation clinics.

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**ARTICLE FOURTEEN
Competition**

Regional Division Champions for tournament representation shall be determined by league standings based on a point system *to be determined annually by the Regional Board prior to the beginning of the season*. If a tie exists in a division, the Regional Champion shall be determined in a manner established by the Divisional Commissioners prior to the start of the season.

It shall be mandatory to play a regularly scheduled game except for reasons specified in the AYSO, Inc. rules. All teams shall be at the scheduled field in time to play their game regardless of weather conditions. The referee shall be the sole judge as to whether or not the game shall be played after conferring with the Regional Commissioner. If there is no Referee, the Regional Commissioner shall make the decision to play games as a result of weather or smog. The Regional Commissioner may cancel scheduled games because of uncomfortable conditions. In absence of the Regional Commissioner, his/her designated alternate will determine if games are to be played.

Each team shall have the minimum number of players present as described in article 10, in uniform, before a game will be allowed to commence. A period of no longer than ten (10) minutes from the scheduled starting time will be allowed to bring a team to the minimum number of players. If neither of the two teams scheduled can meet the required player minimum, the Referee shall cancel the game and this will be recorded as a "1-0 forfeit" against both teams and this will be counted as a loss against both teams in division standings.

A team playing an ineligible (not registered or in violation of the AYSO rules) player shall forfeit that game and every game where such player participated.

A player not properly dressed shall be noted on the lineup card and brought to the attention of the player's coach. Players shall not be allowed to participate in any game or practice unless they are wearing commercially manufactured shinguards.

**ARTICLE FIFTEEN
Games**

Any Redlands AYSO team participating in competition and/or using Redlands AYSO equipment must have the permission of the Regional Commissioner.

Game schedules will be approved by the Regional Commissioner, Assistant Regional Commissioner - Administration, Assistant Regional Commissioner - Operations, and the Regional Referee Administrator and may be changed only with their approval.

There is no extended game period in the event of a tie game during the regular season. Any game that is not completed due to weather or field conditions, or which is stopped, suspended, or

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terminated in accordance with FIFA Law V (d), shall be classified as follows: If the following times have been completed as determined by the Referee's official time: 60 minutes (Division Under 19); 53 minutes (Division Under 16); 46 minutes (Division Under 14); 38 minutes (Division Under 12 and Under 10); the score at the time of abandonment shall count as final. If less than this specified time has been played, the game shall be rescheduled by the Assistant Regional Commissioner - Administration in charge of rescheduling games and played from the beginning.

ARTICLE SIXTEEN Player Participation

A coach having a player who repeatedly fails to attend practice without previously being excused, or a player who continuously fails to positively participate in practice when present, is encouraged to request that the Divisional Commissioner intervene with the player and the player's family. The Divisional Commissioner may impose sanctions with the approval of the Assistant Regional Commissioner of Operations that can include limit of game play to suspension of the player for the following game. Prior to requesting suspension, the coach must warn the player of the possible action. The commissioner must notify the parent of the possible action and determine if extenuating circumstances do not warrant suspension. If a suspension is granted, the coach or Commissioner must notify the player and his/her parent at least one day prior to the game.

It is strongly recommended that any player that plays only one-half of a game shall play at least three-quarters of the following game if they are physically capable of playing more than one-half of a game.

Adult/children games are strictly prohibited in AYSO. Adult soccer games, whether at clinics or elsewhere is not covered by the Accident Reimbursement Plan.

The Regional Board of Redlands AYSO is committed to the philosophy of reduced team sizes in order to maximize player participation and skill development. Therefore, maximum roster sizes for the 5 youngest divisions are established to ensure that all players on a team that are physically able are able to play a minimum of three quarter of the game. No player should play all four quarters unless every player can play three-quarters. In addition, for all short-sided divisions (i.e., less than 11 players on the field), all players must play a minimum of one quarter of the game as a field player (e.g., not as a goalkeeper).

ARTICLE SEVENTEEN Officiating

If an appointed referee fails to show for any game, the Divisional Commissioner or Regional Referee Administrator, or center referee may appoint a neutral person as referee, with the consent of both teams' Coaches.

Game referee(s) shall provide details of all cautions and ejection's on the back of the game card for report to the Divisional Commissioner. The coach of the team involved shall maintain a current record of all cautions and ejections issued.

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The Regional Referee Administrator shall notify the Regional Commissioner and the appropriate Division Commissioner of those individuals who are suspended the following week. The Divisional Commissioner shall notify appropriate personnel to insure enforcement of the suspension.

Referees are encouraged to attend instructional clinics. No Coach who is a Referee shall coach his team in league competition while wearing his referee uniform.

ARTICLE EIGHTEEN Game Conduct

The highest standards of conduct and good sportsmanship must be maintained at all times. Abusive or foul language is forbidden. Coaches are expected to be positive and set the best possible example for the participants. Excessive coaching from the sidelines shall not be permitted, and the function of the coach should be to provide encouragement and a positive direction. The coach may enter the field of play only with the consent of the referee and may coach only within ten yards in each direction from the halfway line of the field (except in Divisions U8 and U6 where specified by the commissioner prior to the season). Spectators at games must remain behind the spectator control line (or three yards from the sideline) and between the penalty areas, and their vocal efforts should be limited to positive compliments to the participants. Under no circumstances should they attempt to coach or make derogatory remarks to players or referees. **The use of alcohol or tobacco products in the vicinity of the playing field during practices or games is strictly forbidden.** At the end of the game, players shall line up and shake hands with the players of the opposing team and thank the referee and assistant referees. In accordance with FIFA Law V, the referee has the authority to caution and send-off players, coaches, and spectators from the playing area should their conduct violate either 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.

Coaches must make every effort to keep the goal differential (the number of goals for the winning team minus the number of goals for the losing team) to a maximum of five goals. Divisional Commissioners will review all game cards and in cases where the goal differential exceeds five goals, the Commissioner will counsel the winning coach. If this occurs repeatedly with no effort on the part of the coach to resolve the problem, the coach will be reviewed by the Regional Coach Administrator.

No fundraising, sales or solicitation will be conducted at the field of any Redlands AYSO game, practice or meeting without the written permission of the Regional Commissioner or Executive Board.

Cautions (yellow cards) and ejections (red cards) are issued by the game referee (s) in accordance with the FIFA Laws of the Game and for conduct not conducive to the spirit and enjoyment of the game. Cautions and ejection's may be issued to players (including substitutes), and coaches prior to, during, and after the game.

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Any player, and/or coach receiving three cautions (yellow cards) during the scheduled season, including scheduled practice games, and post season tournament play, shall have his/her status reviewed by the Regional Commissioner. Coaches are ultimately responsible for the demeanor of their spectators. Therefore, any misconduct by their spectators shall be administered to the coach. Any player, and /or coach receiving four cautions in the season shall be suspended for a minimum of one game.

Any player or coach receiving a send off (red card) shall be suspended for a minimum of one game immediately following the receipt of the ejection. A Disciplinary Committee shall be convened for all players and coaches from the Region if the send off is due to violent conduct or serious foul play, or if the Regional Commissioner, the Assistant Regional Commissioner-Operations, the Regional Referee Administrator, or the Regional Coach Administrator believes it is necessary. If an incident is reported involving an AYSO activity that warrants further investigation (in the opinion of at least two of: the Assistant Regional Commissioner-Operations, the Regional Referee Administrator, and the Regional Coach Administrator), a Disciplinary Committee shall be convened to review the incident. A minimum of three members of the committee shall constitute a quorum capable of conducting business. The coach or player along with the player's parents/guardians will be required to attend the hearing conducted by the Disciplinary Committee. Failure to attend the Disciplinary Committee hearing will result in a suspension until such time as this requirement is fulfilled or unless the Regional Commissioner agrees to lift the suspension due to unforeseen circumstances. The Disciplinary Committee will review the suspension/sendoff and determine whether additional action is warranted. The Disciplinary Committee's recommendation will be forwarded to the Regional Commissioner for approval. Notice of the action will be delivered to the player or coach in writing. Failure to adhere to the above action will result in an indefinite suspension until such time as another hearing by the Disciplinary Committee is held concerning the matter. The Regional Commissioner, at his/her option, and only with the unanimous recommendation of the disciplinary committee, may make changes to a suspension. 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.

ARTICLE NINETEEN Injuries

Any injury to a participant shall be noted on the lineup card for follow-up action by the Divisional Commissioner, Regional Director of Safety, and/or the Regional Commissioner. An AYSO Preliminary Accident Report Form shall be completed and delivered to the Regional Director of Safety or Divisional Commissioner as soon as possible, but no more than one week from the date of injury.

In the case of serious injury (soccer related or otherwise) the coach must provide the Divisional Commissioner with a completed Participation Release form prior to the player taking part in practice or games.

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ARTICLE TWENTY Environmental Conditions

In the event of adverse environmental conditions, including smog alerts, extreme heat, smoke, or severely inclement weather, all individuals associated with Redlands AYSO are to use reasonable judgment and modify activities appropriately.

During game days, the Regional Commissioner, or his/her representative, may modify the game times or cancel games as conditions warrant. During practice sessions, coaches should limit instruction to the laws of the game and other less strenuous activities. Field scrimmages or game situations should be avoided.

Parents and/or guardians of children involved with AYSO must remember that they have the ultimate responsibility to determine whether their child will be permitted to play during a smog, heat, or inclement weather episode. Players who do not come to practice or games because of adverse environmental conditions will not be penalized.

ARTICLE TWENTY-ONE Team Names

Team names shall bear no resemblance to a religion or nationality. There will be no duplication of team names within a Division of Redlands AYSO. All team names will be registered with the Regional Commissioner prior to the start of the season.

ARTICLE TWENTY-TWO Equipment and Uniforms

The custodianship and disposition of equipment and supplies purchased by the Region shall be the responsibility of Redlands AYSO. No Redlands AYSO equipment or supplies may be used in other than regularly scheduled league games without the approval of the Regional Commissioner.

ARTICLE TWENTY-THREE Awards and Gifts

No sponsor, coach(es), parent(s) community business or groups, or any other individual person (s) may purchase trophies for AYSO players or teams. Redlands AYSO is the only agent that may award trophies to players in any division. All Redlands AYSO teams are limited to collecting a total amount not to exceed a voluntary contribution of up to fifteen dollars (\$15.00) from each team player, per season, for the following items: team awards; team banners; and, presents, awards, or token of appreciation for coaches, assistant coaches, team managers, and sponsors. This amount does not include snack(s) or refreshments for the players or the team.

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No groups, parents, coaches, and/or sponsors, other than Redlands AYSO, may purchase or coordinate the purchase of team uniforms or additional team clothing (including tee shirts, jackets, warm-up clothing, etc.) without the approval of the Redlands AYSO Board, except the Cultural Exchange and Spring Select Teams.

The Ted Thompson Honorary Service Award (TTHSA) will be presented annually to up to two (2) recipients at the Redlands AYSO Board Appreciation Dinner. The TTHSA will be presented to an individual or organization in special recognition of continued service to the children and youth of Redlands AYSO. Recipients may be nominated by any AYSO member. Deadline for nominations is February 1. Nomination forms will be available on the Redlands AYSO website. A five-person committee, appointed by the Regional Commissioner and made up of the Assistant Regional Commissioner of Administration, who will serve as chair of the committee; the Volunteer Coordinator and/or the Team Manager Coordinator; and two to three other (current or former) AYSO Board Members as appointed by the Regional Commissioner to equal five members, will review all nominations and choose up to two recipients annually.

The responsibilities of the TTHSA committee shall include:

- Publicizing the award(s) and soliciting nominations,
- Meet in a timely manner with the specific purpose of selecting honorees. All proceedings are to be kept confidential,
- Arrange for presentation of awards at the annual board dinner,
- Devise award presentation,
- Arrange for families to attend award presentation,
- Write a summary of event and provide to local papers,
- Maintain accurate records of all awards in a permanent file, and
- Maintain name plaque recognition on the Ted Thompson Perpetual Trophy Plaque. This Perpetual Trophy Plaque will be located at the Redlands Sports Complex.

High School Scholarship Awards: Up to \$2,500 will be allocated annually for \$500 scholarships awarded to AYSO players with consistent involvement in AYSO over the prior four years. Applicants will have demonstrated the ideals/philosophy of AYSO, i.e., volunteering to referee or coach and leading by example on the field. These funds may be used for any educational pursuit, vocational and/or academic. Applications for the scholarship will be available in January of each year, both on line and from the registrar. The deadline to apply will be March 15 of each year. A committee of five, appointed by the Regional Commissioner in February of each year, will be convened no later than April 1 of each year to choose the recipients. The committee will include the U19 commissioner(s).

ARTICLE TWENTY-FOUR Spring Select Program

The purpose of the Spring Select Program is to provide an opportunity for Redlands AYSO players to participate in an instructional league, made up of teams from other Areas and Regions

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with emphasis on tactics, strategies and other advanced skills not generally provided in the fall season. All the AYSO philosophies are strictly followed. This is not an All Star Program. The Select Program focuses upon an educational opportunity for players to further improve their skill levels. The Select Program functions within the Regional Guidelines, In addition, rules and guidelines established each season by the Spring Select League regarding protest, discipline, and awards are strictly followed.

Selection of Spring Select Coaches is by a committee consisting of the Regional Spring Select Program Director, Assistant Regional Commissioner - Operations, Regional Referee Administrator, Regional Coach Administrator, and the appropriate Divisional Commissioner. All selections made by the committee are to be approved by the Regional Commissioner. Coaches wishing to apply for a Spring Select Coaching position will make themselves available by submitting a written request for consideration to the Regional Spring Select Program Director by no later than the end of the weekend of the 8th game of the fall season. The Regional Spring Select Program Director may allow candidates to be considered after this date only when it is determined by the committee that there is not sufficient qualified volunteers to fill the positions, and then only with the consent of the Assistant Regional Commissioner - Operations, the Assistant Regional Commissioner - Administration and the Regional Commissioner. Names of coaches who are under consideration should be kept confidential and are not to be shared with anyone other than those on the committee in order not to influence any other coaches who may be considering making themselves available. The committee as part of the selection process will interview all coach candidates. Coaches are selected not merely because of their experience, but by their displaying a sense of fair play, their ability to teach, their willingness to become AYSO certified, and their commitment to the AYSO philosophy. Coaches should also be able to demonstrate how they intend to ensure that their volunteer commitments will be met. Coaches selected for Divisions U14 through U10 will be notified prior to the start of the 11th game of the fall season. Those candidates who are not selected shall be informed in writing on AYSO regional letterhead.

All players who participate in the fall season are eligible for selection to a spring team in their Division. Any others must have the permission of the Regional Spring Select Program Director and register with AYSO National. Players who wish to participate in the Spring Select program shall make themselves available by one of two ways. A player may both attend and participate in the Spring Select skills evaluation, which are held after the conclusion of the fall season. If a

player is unable to participate in the scheduled tryout he/she may make known in writing to the Regional Spring Select Program Director their desire to be considered for the Spring Select Program by no later than the last day of the fall season. Coaches will make every effort to evaluate all players prior to the team selection. Players will be selected based on a skills evaluation and the following criteria:

- A. His/her overall performance in the fall season and willingness to improve upon individual skills.
- B. His/her parent's demonstrated volunteer service.
- C. His/her displaying a good attitude towards players, Coaches, and Officials
- D. He/she being a team player.

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- E. The need to fill a specific position on a balanced team.

The pool of candidate players for each division shall be made known to all coaches in that division prior to selection. Selection of players to teams shall be made in keeping with the spirit of balanced teams. Both the Regional Spring Select Program Director and the Regional Commissioner must approve all team selections prior to notifying successful candidates. Players who are not selected must be informed in writing on AYSO regional letterhead addressed to their parents/guardian. If a player withdraws from a team after the team selections are announced the coach of that team must give first priority in player replacement to those players left in the candidate pool of the division in question.

All questions or problems regarding the Spring Select Program should be brought to the attention of the Regional Spring Select Program Director. In his/her absence, the Regional Commissioner should be consulted.

ARTICLE TWENTY-FIVE Cultural Exchange

Section 1110 of the Regional Commissioner's Manual will be used as a general guideline and information source for the Region 50 Cultural Exchange (CE) program. No Region policy or practice may be in conflict with Section 1110 of the Manual. All requests related to cultural exchange, including hosting, traveling and general information would be directed to the Regional Cultural Exchange Director. A cultural exchange activity will be considered only if it does not interfere with the regular AYSO program.

The Regional Cultural Exchange Director will present all requests for hosting to the Regional Board, including the following information:

1. Team hosted (number of players and coaches, country and hometown, age and sex of players)
2. Inclusive dates of hosting activity.
3. Activities planned.
4. Request for AYSO Region 50 budgeted Cultural Exchange hosting funds.
5. Proposed method of selecting host families. (Families willing to participate in hosting would consider the hosting activity as a separate activity from traveling to the extent that AYSO Region 50 is not guaranteeing that children of host families will have an opportunity to travel through the Region 50 Cultural Exchange program. However, families of children who travel do have an obligation to host.)

Deadline to apply for the CE Coaches and Assistant Coaches will be no later than October 30th two calendar years before the summer of the scheduled trip. The coaches and assistant coaches for the traveling team will be selected no later than December 15th two calendar years before the summer of the scheduled trip.

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There will be a maximum of four adults who may accompany the team at the team's expense, the coach, assistant coach, and two other adults. If any of the four adult's behaviors is deemed unacceptable by the committee, the adult(s) will be subjected to disciplinary action by the committee, including termination from the team activities. Process will be as follows:

1. The Regional Cultural Exchange Director and parties involved will meet to try to resolve the situation.
2. If the situation cannot be resolved in a satisfactory manner by the Regional Cultural Exchange Director, the matter will be brought before the committee for full review.
3. Any action taken by the Committee will require majority vote.

The coach and assistant coach will be selected by a committee of five persons: the Regional Commissioner, the Regional Coach - Administrator, the Regional Cultural Exchange Director, one Cultural Exchange Coach or assistant coach who has traveled in a previous year, and a person with Cultural Exchange experience selected by the Cultural Exchange Director.

The Regional Cultural Exchange Director will act as the chairman of the committee. In the event that the prospective coaches or their spouses hold any of the positions named above, an alternative committee-person will be selected by the Regional Cultural Exchange Director. The committee will select the coach and assistant coach based on the following criteria:

- a. Adherence to AYSO rules and philosophy, previous AYSO experience and volunteerism, all adults selected to chaperone must have attended the Safe Haven Class.
- b. Cultural Exchange coaches must be certified Advanced Coaches. A minimum of three years of coaching experience is desirable.
- c. The prospective coach should be prepared to describe to the committee his plan for fundraising activities, and his philosophy and general approach for conducting the specific cultural exchange activity.
- d. The coach, assistant coach, and other adults traveling with team must be of the highest caliber with regard to character and sportsmanship.
- e. Preference will be given to a coach and assistant coach who have not participated in an AYSO cultural exchange previously.
- f. No player shall be added to the team after January 1st of the year of the summer of the scheduled trip, except by approval of the Executive Committee.

The Cultural Exchange coach will coach the Cultural Exchange traveling team in its participation in the Spring Select season directly preceding the cultural exchange trip. This is the only Spring Select coaching assignment that is guaranteed to the Cultural Exchange coach.

By February 1st, a list of all prospective players must be submitted to the Cultural Exchange Director and Regional Commissioner for approval. The coach may NOT have any discussion with players and or parents of the candidates regarding their selection prior to their approval. The team will consist of 16-18 players. This committee will assist the coach with choosing the team. The Regional Commissioner and/or coach may reject players for good cause. Player selection will be based on the following criteria:

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- a. Players who have shown outstanding sportsmanship and teamwork, including their participation and behavior in games and practice.
- b. Players who adhere to the AYSO rules, guidelines, philosophy and code of ethics.
- c. Players whose parents have supported AYSO through demonstrated volunteer service.
- d. Players must register and participate in the two fall seasons immediately prior to the May 1st selection of the team. (A player may ask for an exemption from the criteria, the exemption should be received by March 15th. In this case, a written notification must be submitted to the Cultural Exchange Director along with any documentation that supports the request. The Cultural Exchange Director will then present the request to the board at the next monthly meeting. Acceptance or denial of the request will be made by a majority vote of those board members present.)
- e. The team players should be comprised to the extent possible of an equal balance of younger and older players who would be of an age to normally be assigned to the Under 16 Division at the time of the trip.

If player behavior deteriorates to an unacceptable level before the Cultural Exchange trip, that player will be dismissed from the team. The Regional Cultural Exchange Director and Regional Commissioner will review players added to or dismissed from the team before the action is taken. In addition, any player found in the possession of or under the influence of any illegal drug while on the Cultural Exchange trip will be subject to a disciplinary review within thirty (30) days of returning. The disciplinary committee and process is described in Article Nine above.

Once invited to participate in cultural exchange, players pay the \$200.00 non-refundable registration fee. Players who reach fundraising goals, and meet all other criteria will become part of the Cultural Exchange Team (CET).

All itineraries must be approved by the Regional Cultural Exchange Director and the Regional Commissioner prior to being finalized. It is recommended that the length of any CET trip not exceed 21 days. A CET trip shall consist of a minimum of one home stay and one scheduled tournament.

Fundraising must be consistent with the type of trip planned and must be coordinated through the Regional Cultural Exchange Director. Any fundraising which may conflict with AYSO Policies and with other AYSO fundraisers or activities must be cleared through the Regional Cultural Exchange Director and Regional Commissioner.

When fundraising, the Cultural Exchange team may identify itself as the Cultural Exchange team of Redlands AYSO or Region 50, but may not represent that it is raising funds for Redlands AYSO Region account. If funds are placed in a separate account, four signatures will be entered on the account. The four signatures will be the Regional Commissioner, and one other board member who is not from one of the families on the team. For the two signatures required on the checks, one signature from the board position and one signature from the team will be required. The board member signing on the check must not have a child on the team. If funds are placed in the Region account, the Regional Treasurer acts as the team treasurer. The bookkeeping for the Cultural Exchange team will be separate from the Region bookkeeping.

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The team treasurer shall provide a written report to the Region prior to each monthly board meeting and a final accounting within ninety days of return from the trip.

A sample budget will be provided to the CE coaches by the Regional CE Director. This sample budget will be utilized as a starting point for building a proposed CE itinerary and appropriate budget. It is the intent of the Board that between player approval and May 1st, the CE Coaches and families meet to plan the trip, itinerary, and line item budget in a collaborative manner.

All Cultural Exchange bank statements must be mailed by the financial institution to AYSO National who will then send the statements to the Region.

By May 1st one calendar year before the summer of the scheduled trip, a written itinerary and itemized budget will be prepared by the team treasurer identifying revenue sources and expenditures for the traveling team. By May 1st, the itinerary and budget will be submitted to the Regional Cultural Exchange Director for review. The itinerary and budget will be placed on the agenda for approval at the May Regional Board Meeting. CE coaches and team treasurer should be present at the May meeting for questions and/or justification of itinerary and/or budget items.

Once the budget is approved by the Board, the Regional Commissioner will have the authority to authorize line item expenditures up to 10% above the approved budget. Any expenses greater than 10% must be submitted to the Regional Board for prior approval.

A review of the Board-approved budget will be prepared by the team's treasurer identifying status of revenue sources and expenditures for the traveling team. In the month of January before the Cultural Exchange trip, there will be a budget meeting with the team Coach, Regional Cultural Exchange Director, and Regional Commissioner. At this time it will be determined whether the team's itinerary goals are consistent with funds raised to date and planned future fundraising. Any adjustment in itinerary will be made accordingly.

The sale of certificates is an ongoing AYSO CE fundraising activity, which will continue even after the team's goal has been met. This extra money will be held in reserve by the CE Team treasurer, for possible emergency use, until the team returns from their trip.

Funds remaining after the team returns from its trip will be deposited into the Region account to be earmarked for future Redlands AYSO hosting activities. Neither parents nor players may individually receive money that has been raised through team fundraising efforts, except those players may receive a reasonable amount of spending money to be used on the trip.

Upon return from the trip and no later than the September Board Meeting, the coach and at least one team member shall personally report to the Regional Board a description of the trip.