

# **AYSO Region 91 Lancaster**



## **Region 91 Guidelines**

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# **AYSO REGION 91 - LANCASTER GUIDELINES**

## **1.0 PREFACE**

The Region 91 guidelines are designed to aid in the management of this youth soccer program and to ensure that the conduct of this program is in concert with the rules and regulations, philosophy and guidance of the American Youth Soccer Organization (AYSO).

The Region 91 guidelines have been approved by the Region 91 Executive Board members. The Executive Board of Region 91, consisting of seven (7) of the ten (10) primary members, has authority to adapt, amend or appeal the region guidelines, bylaws and or rules and regulations consistent with the directives of AYSO. In order to change the content or format of these guidelines, a majority vote of the Region 91 Executive Board is required.

## **2.0 GENERAL INFORMATION**

AYSO operates on a non-profit basis. Income is generated through payment of registration fees, sponsors, and miscellaneous fund raising activities. All income is returned to AYSO participants through a variety of ways including insurance, purchases of uniforms, pictures, training, necessary equipment and special projects as determined by the Executive Board.

## **3.0 REGION MANAGEMENT**

All participants involved in the management of Region 91 are volunteers and shall receive no compensation for their efforts in the management of this program. This includes, but is not limited to: coaches, referees and region board members.

### **3.1 TERMS OF BOARD POSITION**

#### **3.1.1 Regional Commissioner**

The Region Commissioner's term is three years. Although the new commissioner term does not begin until March 1<sup>st</sup>, it is highly recommended that he/she begin the preparation for the new season (obtaining board members, arranging for registration dates etc) around the first of the year. An additional term may be served, with the approval of the Region Board and the Area Director.

New region commissioners will be presented for nomination by the outgoing Region Commissioner, subject to the approval of the nomination commission and/or Regional Board, Area Director, Section Director, and the National board of Directors. In the case of a vacancy in the regional commissioner position due to death, resignation or removal, the regional board shall constitute nomination by a nominating commission.

### 3.1.2 Interim Appointment of Regional Commissioner

The executive board may approve an interim regional commissioner under extraordinary circumstances. Such approval will require the area director approval. The area director will submit a written request for expedited treatment, stating the reasons therefore in detail and what steps were taken by the area director to ensure that the regional commissioner appointment is a good one. Such approval will be subject to review at the next National Board of Directors Meeting.

### 3.1.3 Nominating Commission

The nominating commission for Region 91 shall consist of the region primary board members. The nominating commission shall submit its recommendations 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.

### 3.1.4 Membership in the Region

1. There shall be three kinds of members in the region:
  - a) **Participating Members:** those persons serving the region in a coaching, refereeing or administrative capacity, including the members of the regional board ("board members").
  - b) **Playing Members:** all registered soccer players ("players").
  - c) **Contributing Members:** those other 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.

### 3.1.5 Primary Board Members

Primary Region Board member terms are for no less than two years. These appointments must be approved by the Regional Commissioner.

The primary region board members are: Commissioner, Assistant Commissioner, Treasurer, Secretary, Safety Director, Coach Administrator, Referee Administrator, Registrar, CVPA, and Tournament Director. To encourage volunteer participation, Region 91 has additional board positions. Refer to the Region 91 Organization Chart located in this document.

**3.1.6 Secondary Board Positions**

Secondary region board members terms are for one year. These appointments are made by and at the discretion of the Regional Commissioner.

**3.1.7 Terms of Position**

To ensure stability in the running of the organization the following positions terms expire on March 1 of the following years.

1. Commissioner.....2004.....2007.....2010.....2013.....2016
2. Assistant Commissioner...2007.....2009.....2011.....2013.....2015
3. Referee Administrator.....2005.....2007.....2009.....2011.....2013
4. Treasurer.....2006.....2008.....2010.....2012.....2014
5. Registrar.....2007.....2009.....2011.....2013.....2015
6. Coach Administrator.....2007.....2009.....2011.....2013.....2015
7. Safety Director.....2006.....2008.....2010.....2012.....2014
8. Tournament Director.....2007.....2009.....2011.....2013.....2015
9. Secretary.....2007.....2009.....2011.....2013.....2015

**3.1.8 Executive Board Duties**

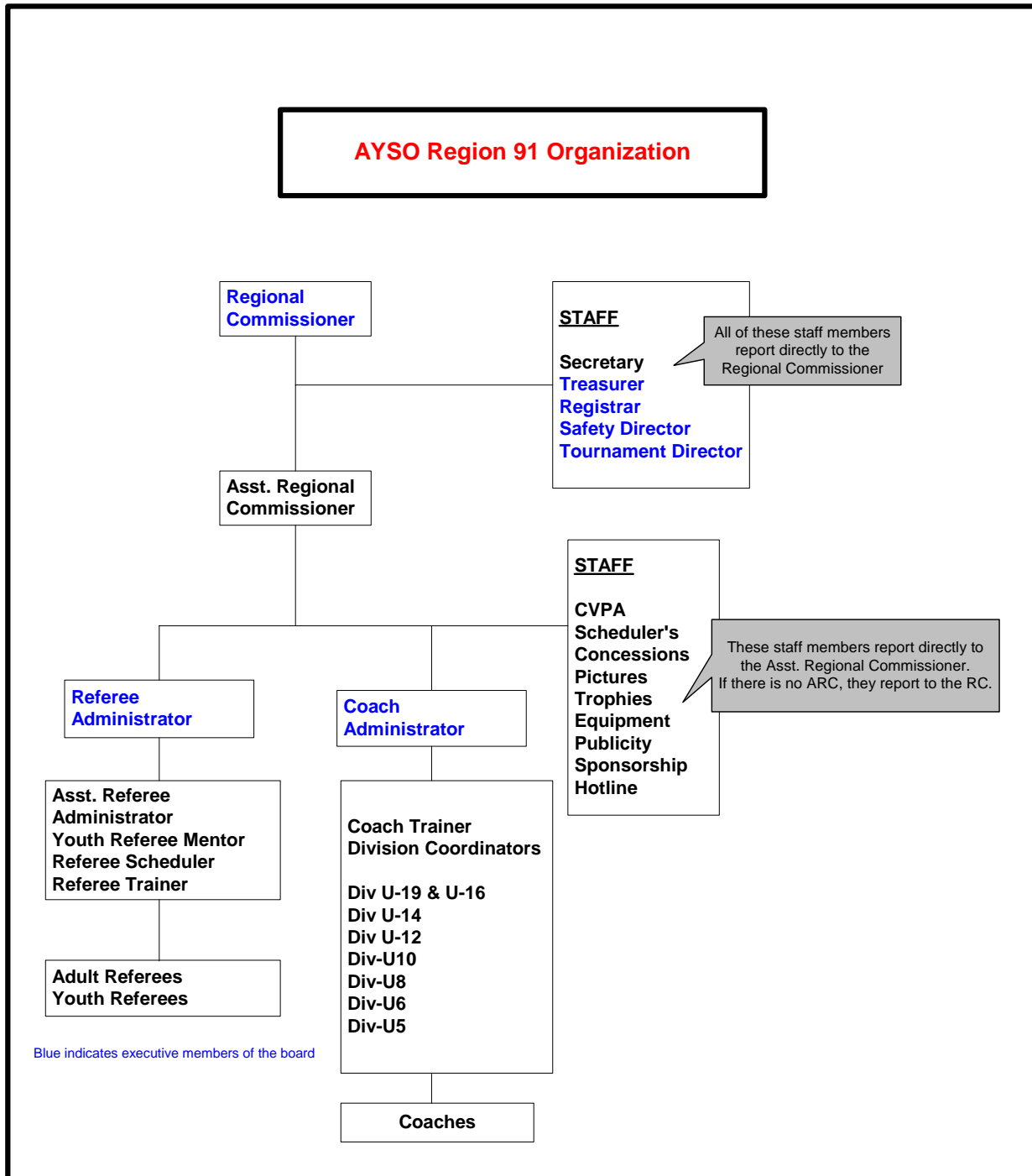
The Region 91 Executive board members consist of Commissioner, Safety Director, CVPA, Coach Administrator, Referee Administrator, Registrar, and Tournament Director.

Special meetings of the executive membership shall be held as may be determined necessary by the Board or at the request of one-third of the executive members. In the case of a special meeting, the general nature of the business to be transacted and no other business may be transacted. In addition, regular or special meetings of executive members within any particular division of the Organization shall be held as may be determined necessary by the area director, section director or Board.

**3.1.9 Termination of Membership**

Termination of Membership shall be determined as set forth in the AYSO national Guidelines, Section 3.07.

3.1.10 – AYSO Region 91 Organization Chart



## **4.0 FINANCES**

### **4.1 Regional Treasurer**

The Region Commissioner must appoint a Region Treasurer (in accordance with the National Bylaws) for the specific duties of Region Treasury Management. The Region Commissioner is ultimately responsible for the Region 91 financial affairs

### **4.2 Funds**

Funds necessary for the operation of Region 91 programs will be obtained through registration fees, fundraising events and donations as approved by the Region Commissioner and the Region 91 Board.

### **4.3 Registration Fees**

Registration fees will be set by the Region Commissioner and approved by the Region 91 Board as set forth by the budget forecast for the current year. All funds shall be turned over to the Region Treasurer for accounting in accordance with National guidelines.

### **4.4 Annual Budget**

Region 91 shall submit an annual (calendar year) budget to the Area D Area Director and a copy to AYSO National no less than 30 days prior to the first scheduled registration.

1. Region budget should be prepared by using the prior season expenditures and income as a guide.
2. Board members should review their budget requirements annually to ensure that the proper amount is allocated.
3. Final budget forecast should be prepared and approved by the Treasurer and the Regional Commissioner.
4. Final approval must be no later than the second week in February, as first registration is generally in mid March.

### **4.5 Financial Records**

Region 91's financial records should be reviewed monthly by the Region Commissioner. A bank statement is received by the Region Commissioner monthly from AYSO National. The Treasurer also receives this same statement.

### **4.6 Payment Types**

Region 91 accepts the following payments: cash, checks or money orders. All income paid in cash requires a cash receipt. Payment by credit card may be accepted at certain registration events.

### **4.7 Expenditure of Funds**

No Region 91 board member or participant may expend funds or enter into an agreement to do so prior to receiving approval from the Region Commissioner and Region Treasurer. Receipts for all region 91 expenses must be provided to the Region Treasurer prior to reimbursement or payment of billing.

#### **4.8 Bank Accounts**

Region 91 is authorized to have one checking account and one savings account for league use.

##### **4.8.1 Checking**

All checking accounts require two signatures to withdraw or transfer funds.

###### **4.8.1.1 Region 91 Checking Account (Main Account)**

Region 91 has one primary checking account used for the sole purpose to conduct region business.

###### **4.8.1.2 Cultural Exchange Account**

Region 91 has one checking account for use by the cultural exchange teams (national, International, and local tournament teams). Cultural exchange money is solely dependent on donations, fund raiser money and sponsorships for the sole use of the tournament team that raise this money.

###### **4.8.1.3 Tournament Checking Account**

Region 91 Tournament checking account is for the sole purpose of conducting the Region 91 tournament. Tournament budgets and records are to be prepared by the tournament director and tournament treasurer and shall be submitted to AYSO National as required. All accounting of tournament team funds is by the tournament director or his/her designee.

##### **4.8.2 Region 91 Savings Account**

Region 91 has one primary checking account used for the sole purpose to conduct region business.

#### **4.9 Fund 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, cash disbursements, and receipts for monies received. Such internal control procedures shall include the following:

##### **4.9.1 Handling Cash**

1. 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.
2. All registration fees collected in cash and checks must be reconciled to the bank deposit slip and the AYSO registration forms.
3. 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.
4. When handling a significant amount of cash monies, at least two regional volunteers should be present.

#### **4.9.2 Receipt Procedures**

1. 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.
2. The cash receipt book must be reconciled to the bank deposit slip.
3. 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.

#### **4.10 Sponsorship**

Region 91 will accept sponsorship funds as detailed in the sponsorship programs that follow. Each sponsor type listed below will receive an AYSO Thank You letter and acknowledgement in the Striker news letter. Additional reorganization will be listed under the particular sponsorship provided as detailed in the Region 91 Sponsorship Policy.

##### **Bronze Sponsor**

Bronze (Individual Player Sponsorship) Sponsors: Sponsorships are available for a \$110 donation.

##### **Silver Sponsor**

Silver (Individual Team) Sponsors: Sponsorships are available for a donation of \$150-\$499.

##### **Gold Sponsor**

Gold Sponsors: Sponsorships are available for a donation of \$500-\$999.

##### **Platinum Sponsor**

Platinum Sponsors: Sponsorships are available for a donation of \$1000-\$2999

##### **Diamond Sponsor**

Diamond Sponsors: Sponsorships are available for a donation of \$3000 or more.

## **5.0 REGISTRATION OF PLAYERS AND PARTICIPANTS**

### **5.1 Regional Commissioner Responsibility**

The Region Commissioner is responsible for the eligibility of all participants (players, volunteers) and teams within Region 91. All players, at the time of initial registration, must present a birth certificate or other legal document(s) as proof of age to the Region Commissioner or designated region board member.

### **5.2 Region Right of Refusal – Volunteer**

Region 91 has the right to refuse anyone the privilege of volunteering for any activity within the region for any cause as deemed necessary by AYSO or Region 91.

### **5.3 Player Volunteer**

No player or volunteer may register if not of legal age without the written consent of a parent or legal guardian and the approval of the Region Commissioner or designated representative. A player becomes an official team member only after payment of fees and acceptance of the required registration form by the Region Registrar. A one week minimum waiting period will be required from the time the registration is approved before the player is allowed to participate in Region 91. Players that register after the draft will not be placed on teams until the Tuesday after Labor Day. This is to place players by their ratings and continue the team balancing.

### **5.4 Player Team Participation**

A player may be a member of only one AYSO league team while he is playing on a Region 91 team. A player may participate outside of AYSO.

### **5.5 Age Determination Effective Dates**

The effective date of age determination is July 31<sup>st</sup> of the year of participation as listed below. In Region 91 a player must be 5 by December 31<sup>st</sup> and under 19 by July 31<sup>st</sup>.

**U-19** must be 16, 17 or 18 and have not reached 19 by July 31<sup>st</sup>

**U-16** must be 14 or 15 and have not reached 16 by July 31

**U-14** must be 12 or 13 and have not reached 16 by July 31

**U-12** must be 10 or 11 and have not reached 12 by July 31

**U-10** must be 8 or 9 and have not reached 10 by July 31

**U-8** must be 6 or 7 and have not reached 8 by July 31

**U-6** must be 5 by Dec. 31<sup>st</sup> and not reached 6 by July 31

**U5** must be 4.5 by Dec. 31<sup>st</sup> and not reached 5 by July 31

**5.6 Player Division Participation**

At no time may a player, within Region 91 play below his or her age grouping (division). See Section IIIB. A player may play up with the approval of the Commissioner and Coach Administrator. It is recommended that players that participated in Division U6 preceding year be placed in the Division U8 group. Players that are in Division U14 and plan on participating in their high school program that same season should move up to Division U16. Division U16 season begins in August and concludes in mid October, allowing the player to cross over to the high school program without having to worry about CIF eligibility. Once a player is allowed to move up, that player may not move back down until the next fall Season.

**5.7 Registration Period**

Registration for the fall program begins approximately in mid-March. The first registration period sets the quantity of teams. This allows the region personnel in charge of purchasing, time to make the uniform order and to obtain sufficient quantity to run the program if additional teams are added

**5.8 Registration Advertising**

1. Registration dates should be advertised with sufficient notice to make maximum use of all registration periods.
2. Registration advertisement should be in the form of post cards to returning players, flyers to schools, radio spots and newspaper community calendar.

**5.9 Number of Participants**

The maximum number of participants in the fall season shall be determined by the board of Region 91. This count should not be less than preceding year unless limitations are placed on field availability.

**5.10 Registration Duration**

Registration shall remain open until all teams are filled. But must close by the following dates: Division U19 and U16 – September 1<sup>st</sup>. All other divisions – October 1<sup>st</sup>. These divisions may close earlier if required by Area D or Section 10. At no time will these dates close later. All teams are required to submit a full team roster by October 7<sup>th</sup> to the Coach Administrator.

**6.0 REFUNDS OF REGISTRATION**

**6.1 Written Refund Request**

A **WRITTEN REQUEST (NO EXCEPTIONS)** for a Player Refund must be made **via US mail ONLY**. There will be *no verbal or e-mail requests for refunds taken*. The request must CLEARLY state the players name and age, reason for withdrawal (please note any reason given will not delay your request) and address to which refund should be mailed. All refunds are based on the postmarked date. Any team uniform received must be returned to the league. The refund check will be made out to the person who signed the registration form, unless otherwise noted. Refunds shall be made as follows:

**6.1.1 Refunds will only be honored with:**

- o The Registration Receipt
- o A completed Refund Form
- o A pre-stamped postage paid envelope

**6.1.2 Players in Divisions: U16 & U19**

- o Post marked before July 1<sup>st</sup>
- o Registration Fees Minus \$20.00 processing fee for any player dropped.
- o Minus \$25.00 uniform fee. (\$25.00 will be included in refund if uniform has been returned)

**6.1.3 Players in Divisions: U5, U6, U8, U10, U12 & U14**

- o Post marked before September 1<sup>st</sup>
- o Registration Fees Minus \$20.00 processing fee for any player dropped.
- o Minus \$25.00 uniform fee. (\$25.00 will be included in refund if uniform has been returned)

Refund request post marked after above dates **NO REFUND (with exception to special circumstances)**

Refunds may take up to 2 weeks to process.

**6.2 Mail Refund Request**

Mail all refund requests to:

AYSO Region 91, Attn: Registrar, PO Box 6733, Lancaster CA 93539-6733.

**6.3 Prior to Refund**

Prior to refund, the player’s uniform (if already issued) must be returned to Region 91.

Players Name \_\_\_\_\_

Players Age \_\_\_\_\_ Division \_\_\_\_\_

I returned my uniform to Coach \_\_\_\_\_ or  
to the following board member \_\_\_\_\_

I do not wish to participate in Region 91's \_\_\_\_\_ season for the following reason:

---

---

Please mail my refund do the following address:

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## 7.0 TEAMS

### 7.1 Team Names

Team names: All teams will have a team name decided upon by the team that will follow an age appropriate theme and approved by the Regional Commissioner.

1. Team names shall bear no resemblance to any religion.
2. Abbreviations or initials may not be used, as these might be construed to have hidden meanings inappropriate for youth sports.
3. Team names must be less than 18 characters long (including spaces).
4. Team names may be used by only one team per season.
5. Team names are set from upper division (Division U19) to lower division (U14 thru U5).

### 7.2 Team Identifier Number

Teams will be given an identifier number. This number will be given to each team during team formation for U5, U6 and U8, or the draft for all other divisions. An example of a team number is as follows: 91-501, The 91 represents the region, the 5 represents the division and the 01 is the team within the division. For all other divisions Boys teams are designated with a B following the division (U10B) and girl's teams are designated with a G following the division (U10G). The team numbering is from 01 for the first team sequentially thru the last team in that division and gender.

### 7.3 Coach's Manual

The coach's manual shall hereby be part of the Region 91 Guidelines. All coaches shall receive the appropriate manual for their division. The sportsmanship point system contained within the coach's manual shall hereby be a part of the game points and shall affect team standings. The board may recommend amendments to the sportsmanship standings.

### 7.4 Division Groupings

Divisions shall be of 2 year age groupings, with the exception of division U19, U6 and U5. See Section 5.5 for age breakdown.

### 7.5 Co-ed Teams

There will be no co-ed teams permitted in Region 91 for players beyond U6.

### 7.6 Maximum Team Sizes

Each division shall have a maximum and a minimum number of registered players at any one time.

Division	Maximum Registered Players	Minimum Registered Players
<b>U19</b>	16	12
<b>U16</b>	16	12
<b>U14</b>	15	12
<b>U12</b>	13	9
<b>U10</b>	10	8
<b>U8</b>	8	6
<b>U6</b>	6	4
<b>U5</b>	6	4

**7.7 Division Purpose – U5 - U8**

**7.7.1 Division U5**

Division U5 will be for introduction of soccer skills and concepts and not for competitive purposes. The Jamboree One-With-One format is the preferred program approach for U5 (region discretion by season).

**7.7.2 Division U6 & U8**

Teams formed in Division U5, U6 and U8 will be for introduction of soccer skills and concepts and not for competitive purposes. All scores will be noted as 0-0.

**7.8 Additional Team Formation**

Additional teams may not be formed after the initial draft and schedules released. Additional players may be added until each team meets the maximum allowed in that division. Additional players will be distributed by ratings and will be placed onto teams. No team will reach the maximum player count prior to all teams in that division reaching the maximum minus 1.

**7.9 Balanced Teams**

Region 91 will have balanced teams. Retention of players on particular teams is limited to the children of the head coach. Assistant coaches must come from the drafted team.

## **8.0 DRAFT PROCEDURES**

### **8.1 U5 Player - Weekly Assignment**

Jamboree One-With-One is the combination of two different formats that, put together will provide the best possible introduction to soccer for our youngest players. Jamboree means that teams are formed on a weekly basis depending on how many players attend a given season. One-With-One refers to the concept that each player will have a parent (or other adult) working with them on the field. A Master Coach will lead each session and introduce game activity. Each Jamboree session will end with a 20 minute short-sided game (3v3) players selected randomly for teams each week.

### **8.2 U6 - U8 Player – Team Assignment**

Divisions U6 and U8 players are assigned to teams by the Division Administrators in relationship to the school zones. The players will be placed on teams in relation to where they and the coach live. This will place most players within one mile radius of each other for car pool purposes. This zone placement is only used in non-competitive divisions and may not be used for the other divisions.

### **8.3 U10- U19 Player – Team Assignment**

Division U16 and U19 shall be hand drafted from the player ratings. Because some division U16 and U19 players hold part time employment, the hand draft will help these teams field a maximum of available players. Division U10, U12 and U14 shall be computer drafted by the player's ratings.

### **8.4 Draft Process**

1. All players must be rated. Returning players are rated during the second half of the previous season. New players will be assigned a base rating for drafting purposes.
2. The Registrar will place all player ratings into the computer.
3. The Registrar will print by Division the ratings for the Coach Administrator.
4. The coach's will draw draft numbers and draw their team. Divisions U14, U12 and U10 will get theirs as a team printout. Players will be drafted by their ratings and age. For instance, in Division U14, there would be 12 year olds and 13 year olds. First the upper rated 13 year olds will be placed on teams followed by the upper rated 12 year olds. This process will continue all the way to the lower rated players.
5. The ratings will be divided into the following groups.
  - a) The top 20% of rated players by age (older and than younger)
  - b) The next 30% of the rated players (21% to 50%) older and than younger players.
  - c) The next 30% of the rated players (51% to 80%) older and than younger players.
  - d) The final 20% of players (this way all teams will have the same amount of non-skilled players).
  - e) The coach's child will be the first in that rating group to be placed on his/her team.
5. At the conclusion of the initial draft, the ratings are added up. At the conclusion of the second round draw, the teams will again be added up. The lowest rated team draws first in the next round, until all players are placed on a team.

6. There are no player swaps after the draft closes. Teams may switch players in the initial pool with the permission of the draft monitor. But may not make any further switches after.

### **8.5 Coach Request**

Players may not request a particular coach, but players may request at time of registration that they **NOT** be placed on a particular coach's team.

### **8.6 Car pool Request**

Car pool requests will only be honored if you live more than 15 miles from the practice location. Only players from the Lake Hughes area, Rosamond/ Edwards and those that live beyond 150<sup>th</sup> Street East and 120<sup>th</sup> West will be considered.

### **8.7 Player Transfer**

Player transfer: Players may transfer to another team only under special circumstances. The process to do this is as follows.

1. A request must be made by the parents, in writing stating the reason for the transfer.
2. The Coach Administrator will verify the validity of the request.
3. Coach Administrator will contact both coach's for their approval.
4. Region Commissioner reviews and gives approval/disapproval of move. If steps 1, 2 or 3 are not approved, player will not move.
5. If all teams are full, unless there is another player attempting to move to the team where this player is moving from, the move will not be granted. . No player will be forced to move to another team.

## **9.0 THE GAME**

### **9.1 Division: U16 & U19**

Division U16 and U19 will play area wide, with some games at home and others away. The rules of the game will be stated by Area D prior to their season start in August of each year. Rules and schedules for Division U19 and U16 will be provided by the area staff.

### **9.2 Division: U10, U12 & U14**

1. A U14 team must have no less than 7 players and not more than 11 on the field in order to participate in the match. A U12 team must have no less than 7 and no more than 9 on the field to participate in a match. A U10 team must have no less than 5 and no more than 7 on the field to participate in a match.
2. All players must show up with adequate time to be ready for the game. Coaches will instruct as to how early a player should show up.
3. Game cards. It is the coach's responsibility to have a game card filled out prior to the game start. All players must be listed (first and last name) numerically. Any player absent must be listed accordingly. The referee maintains the game card once the match begins.
4. During an individual match, no player shall participate in a fourth consecutive quarter of play unless or until all other players from that team have already participated or are participating in their third quarter of play.
5. Uniforms are issued to every player and consist of shirt, shorts and socks. These uniforms are the property of AYSO Region 91 and remain the property of Region 91 until the end of the season. Any player that withdraws from the league must return his/her uniform immediately. Each player is expected to wear their issued uniform. All players on a team must wear the same style and color shorts as issued to them by Region 91. Failure to wear the proper uniform could keep a player from playing a match. All players on a team must wear the same style and color shorts. All players must wear shin guards of proper size for protection when practicing and during the game. A player without shin guards will not be permitted to participate. Shin guards must be manufactured with the sole function as protection for the shin.
6. Uniform colors: Regular League Play WILL NOT consist of the colors Red and Black together as these colors are designated specifically to the Region 91 All-Star teams.
7. Regulation soccer shoes (screw-ins or molded cleats), gym shoes or sneakers are permissible for wear. Cleats with a toe cleat (baseball) or turf shoes with extending studs may not be worn, as they are a safety hazard to other participants.
8. Sliding pants/bicycle shorts may be worn provided they are of matching color to the shorts and do not extend below the knee.
9. Boxer shorts or cutoffs may not be worn under playing shorts if they are visible (extend) beyond the playing shorts.

10. Under clothing, such as sweat shirts and pants may be worn for inclement weather or for protective reasons and will conform to the following rules:
  - a) Will be worn under the uniform
  - b) Be of a similar color to the uniform
  - c) Must be of the same color or shade for the whole team
  - d) Sweat pants must be worn under socks and if one player wears sweat pants any others that chose to must conform to a, b, c above.
11. **NO** watches, hats, scarves, headbands, wrist sweat bands, earrings, rings, bracelets, necklaces or any other jewelry will be allowed at any time. No exceptions.
12. Goalkeepers are allowed different clothing as specified in AYSO and FIFA laws of the game.
13. Players are not allowed to have gum or other type substances in their mouths during the game. (Exceptions: mouth guards and wax for braces.)
14. Ball size as defined by AYSO:

Division	Ball Size
U8 – U6 – U5	Size 3
U12 – U10	Size 4
U19 – U16 – U14	Size 5

Balls must be properly inflated and may not have sharp edges or loose patches. Balls that are inflated by high powered air compressors will not be used until the air pressure is adjusted properly

### 9.3 Division U-8

Maximum of 5 players on the field. Goalkeeper may only play as a Goalkeeper for 2 quarters and then must play a field position. All players must play no less then 3 quarters per game. For exact rules for divisions U-8 contact the Division Coordinator.

### 9.4 Division U-6

Maximum of 3 players on the field. There is no Goalkeeper in division U-6. All players rotate in and out in 5 minute increments. The 3 players on the field come off the field and the three that were off come on. For exact rules for U-6 contact the Division Coordinator.

### 9.5 Division U-5

U-5 preferred method of teaching will be Jamboree One-With-One unless otherwise decided by the Regional Board. This method of teaching is a combination of two different formats that, put together will provide the best possible introduction to soccer for our youngest players.

Jamboree means that teams are formed on a weekly basis depending on how many players attend a given season. One-With-One refers to the concept that each player will have a parent (or other adult) working with them on the field. A Master Coach will lead each session and introduce game activity. Each Jamboree session will end with a 20 minute short-sided game (3v3) players selected randomly for teams each week. For exact rules for U-5 look on the National website or contact the Division Coordinator.

### **9.6 Spectators**

Spectators may sit or stand on the sidelines to which their team is assigned. West or North are the home team, depending on field layout (home team is listed first). In no way may they stand closer than 3 yards from the sideline. Spectators may not sit or stand behind the goalkeeper or on the line where the goal is at. On the sidelines spectators must stay between the two penalty areas.

**10.0 GAME CONDUCT**

1. All games played within Region 91 shall be played in accordance with FIFA laws of the game, and AYSO rules of soccer.
2. No protests of games will be allowed under any circumstances. Decisions of the referee during the game are final.
3. Questions of player eligibility shall be brought to the attention of the Coach Administrator and the Regional Commissioner, not to the game referee. Playing of an ineligible player, whether intentional or accidental, will result in the forfeit of that game and suspension of both the coach and the player for the remainder of the season.
4. Coaches are responsible for the behavior of their team spectators. Failure to maintain control could result in that game being suspended and the team taking a forfeit.
5. Game points are as follows: WIN = 3, TIE = 2, LOSS = 1, FORFEIT = 0
6. Any forfeit will be reviewed by the administrative review board to determine if further action is required.

## **11.0 ADMINISTRATIVE / DISCIPLINARY REVIEW BOARD**

The sole purpose of the Administrative review board is to maintain stability within the region due to conflicts that result during any AYSO activity.

### **11.1 Administrative / Disciplinary Review Board Positions**

The Administrative review board is made up of the following positions.

1. Regional Commissioner
2. Asst. Regional Commissioner
3. Safety Director
4. Coach Administrator
5. Referee Administrator
6. Region Secretary
7. Division Administrator for the involved division

### **11.2 Review Board Attendees**

Only one person per household/family may be present on the review board at any one time. The member that holds the highest position should be present. Any member that has a child on the same team as is being heard may not review or be present for the case. The highest board position as listed above presides over the hearing. The Administrative Board decision is final. Should an instance occur where none of the above may hold the hearing due to a conflict of interest, the Regional Commissioner shall contact the Area Director and have the area staff conduct the hearing. If any of the above positions are unavailable for any other reason the Regional Commissioner will appoint someone to replace them.

### **11.3 Conflict Resolution & Disciplinary Actions**

The Asst Regional Commissioner shall be the main point of contact for all conflict resolution issues. It is the policy of Region 91 to resolve all conflicts involving persons involved in the Region in an amicable way. Compromise should be emphasized whenever possible, and personality conflicts should be avoided. If disciplinary action is found to be necessary, the Administrative / Disciplinary Review Board shall be called to proceed over the pending resolution process.

It is Region 91's policy to take only the minimum action necessary without compromising the Region. All means available shall be taken to avoid legal action. It is the policy of Region 91 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 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 Administrative / Disciplinary Review Board will 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 will comply with all applicable regulations and laws requiring suspension, abuse and similar events (Article 9, National regulations and laws)

**12.0 INJURIES**

1. Any injury or damage involving an AYSO Region 91 participant, whether in a game, practice or any other AYSO sanctioned event, must be reported to the regions Safety Director and Regional Commissioner with in 24 hours and in accordance with AYSO national directives and policies.
2. Medical release form (player registration forms) must have a “wet” signature of the parent or legal guardian and must be in the possession of the coach at all AYSO sanctioned activities. Any coach found not to be in possession of these forms at an activity could receive a suspension in addition to that player or team, being ineligible to participate until the form(s) are present.
3. Anytime a participant is injured while participating in an AYSO approved activity, an accident investigation report must be immediately filled out by the coach and sent to the Region 91 Safety Director. The Safety Director will forward all correspondence to AYSO National. Failure to fill out the reports could cause the injured player to become ineligible for protection under AYSO’s accident reimbursement program.

### 13.0 CONDUCT

1. AYSO programs are “for the kids”. AYSO’s entire program has been built upon this and other principles such as Good Sportsmanship, Fair Play, Balanced Teams, Self Control, and Everyone Plays. Above all, AYSO and Region 91 are here for everyone to have fun. Overzealous officials, coaches and parents are encouraged not to participate.
2. Coach’s and Assistant coach’s who demonstrate poor conduct, lack of self control or poor sportsmanship will be cautioned or be ejected, Followed by a formal letter of reprimand. If a coach is ejected from the game, the coach must leave the vicinity of the field (out of sight, out of sound) immediately as directed by the referee. Additionally the coach’s are responsible for the conduct of their spectators and parents. Coach’s may be cautioned or sent off for inappropriate behavior by spectators or parents. If the behavior continues the referee is required to suspend or terminate the game. The games final outcome will be determined by the administrative review board.
3. Any player, coach, parent or official that continues disruptive behavior or lack of self control, may be required to appear before the Region Administrative / Disciplinary Review Board for possible removal from the program, suspension or other discipline.
4. Ejection
  - a) Any player receiving a send off before, during or after a game must leave the vicinity of the field ( out of sight, out of sound) and is not permitted to play in the next scheduled game that is played by his/her team. The player **must** be at the game in uniform but may not participate in **any** of the game day activities with the exception of cheering on their team. The player will not be eligible to play until the preceding requirement has been fulfilled. **If the player is issued 2 send offs in one season that player and the coach must appear before the Administrative / Disciplinary Review Board.**
  - b) A misconduct report must be filled out by the referee team. The report is to be forwarded to the Regions Referee Administrator to be reviewed by the Coach Administrator and Regional Commissioner. If further action is warranted, it will be taken to the Administrative / Disciplinary Review Board.

**14.0 DUTIES OF COACH'S AND OFFICIALS**

It shall be the duty of each coach and official to:

1. Conduct themselves in a manner becoming a member of AYSO
2. Stress clean competition, fair play and good sportsmanship at all times.
3. Train and coach their team to the best of their ability.
4. To know and uphold the guidelines of Region 91 and AYSO.
5. Participate in positive coaching that encourages players during AYSO games. Negative comments about other players, coaches or officials will not be tolerated.
6. Coaches and referees may not smoke or use any tobacco product or allow any parents/spectators to do so in front of the team at games or practice.

## **15.0 POST SEASON PLAY**

### **15.1 All-Star Teams**

#### **15.1.1 All-Star Coach Selection**

All Star coaches are selected prior to the end of the Fall Season.

Head coaches and Assistant coaches may apply as All-Star coaches. Coaches will be selected first by previous All-Star experience and plans for the All Star-team. Each coach requesting to be an All-Star coach must meet the following criteria:

- a) A head coach must be certified and have coached in the division that they are applying for or higher. Assistant coach's that are applying must be certified and have coached in that division.
- b) They must be in good standing with the Region board.
- c) They must have demonstrated good player, game and spectator control through out the season.

The Administrative Review Board will make all decisions on All-Star coach's and Assistant Coach's. In the event that no qualified coach applies for a particular division, then the regional board may appoint a staff member, or recruit from the season's pool of coach's.

#### **15.1.2 All-Stars Team Selection**

1. Players eligible for All-Stars will be selected from each team by a jury of their coach peers, and will be identified by division coordinators of their respective divisions. All teams may not be represented in this pool selection process.
2. Not all players identified will be selected.
3. All-Star coaches will select players by field position from the submitted player list. If a coach wishes to select a player not on the list, a request in writing for each non-listed player, explaining why a player from the list cannot be selected for that position, must be submitted to the Administrative Review Board before that player may be contacted.
4. Players and coaches must also be available to participate on Saturday and Sunday.
5. Being a coach or a player on an All-Star team is a privilege not a right.
6. After the All-Star team is eliminated from the All-Star tournaments, players from that team may be selected for play on a tournament team.
7. Those players that cannot continue onto the tournament team will be replaced to give additional players tournament game exposure.
8. Each Region is allowed one (1) All-Star team in each division and gender.

9. We at Region 91 know that we have many talented players that do not make the All Star teams so we encourage coaches to form a second tournament team.
10. To play on a Region 91 All-Star team, the player must have played in Region 91 the previous fall season and be in good standing within the region or they may not participate. Due to the high player count, there will be no exceptions to this rule for divisions U10, U12 and U14.

#### **15.1.3 All-Star Uniforms**

1. All Star uniforms will be purchased by the region. These uniforms may be worn for games only when participating in All-Star play. These uniforms may not be worn when participating in a scrimmage game unless this game has uniformed referees and is authorized by the Regional Commissioner.
2. Uniform color: The All-Star uniform color will be Red and Black. The style will be determined by the Executive Board.
3. Uniforms purchased will consist of Shirt and Socks. Shorts will be black in color and will be the players' shorts from the current season.

#### **15.1.4 All-Star Finances**

1. Uniforms: All-Star teams will provide a predetermined refundable deposit to the region for each distributed uniform. When the uniform is returned, in good condition, the deposit will be returned to the team.
2. Socks will be retained by the player and not be returned to the region.
3. Uniform deposits will cover replacement of Shirts in the case of non-return or destruction of articles.
4. Banking: All-Star banking will be conducted thru the Region 91 Primary checking account.
5. Fund raisers: All fund raisers must be authorized by the Regional Commissioner.
6. ALL Special event fundraising will fall under the Region 91 Fundraising and Sponsorship Protocol.

## **15.2 Tournament Teams**

### **15.2.1 Tournament Team Coach Selection**

Tournament Team Coach Selection will be made prior to the end of the Fall Season.

Head coaches and Assistant coaches may apply as Tournament coaches. Coaches will be selected first by previous Tournament experience and plans for the Tournament team. Each coach requesting to be a Tournament coach must meet the following criteria:

- a) A head coach must be certified and have coached in the division that they are applying for or higher. Assistant coach's that are applying must be certified and have coached in that division.
- b) They must be in good standing with the Region board.
- c) They must have demonstrated good player, game and spectator control through out the season.

The Administrative / Disciplinary Review Board will make all decisions on Tournament coach's and Assistant Coach's. In the event that no qualified coach applies for a particular division, then the regional board may appoint a staff member, or recruit from the season's pool of coach's.

### **15.2.2 Tournament Team Selection**

1. Players interested in participating in a Tournament team must submit a player Letter of Intent to the Coach Administrator prior to the tournament team tryouts, as detailed in the Coaches Manual.
2. The number of tournament teams in each division and gender will be directly related to the number of interested coaches and players. The first tournament team will always be considered the A Tournament Team. Region 91 does encourage coaches to form a B team in their division. Any coach wishing to form a B team must follow the same procedure and meet the same criteria as the A team coach's listed in Section 16.1.1. The only stipulation is that the B team may not take a player from the A team.
3. Once a player has been accepted to participate on the Tournament Team (the A tournament team), whether the player plays or refuses, that player may not play on the B team until the entire division roster has been exhausted. If the coach of the B team has child on the A team, that child may move to the B team.
4. To play on a Region 91 tournament team the player must have played in Region 91 the previous fall season. In seasons of high player count, there will be no exceptions to this rule for divisions U10, U12, U14, U16 and U19. In seasons of low player count and after exhausting the player list for divisions, the coach may, with the Region's commissioner and the coach administrator's permission, go outside the region for players. These players

must have played AYSO and be in good standing within their own region or they may not participate.

### 15.2.3 Tournament Uniforms

Tournament uniforms will be purchased by the individual teams. The style and color will be determined by the executive board. These uniforms may be worn for games only when participating in an authorized AYSO Tournament. These uniforms may not be worn when participating in a scrimmage game unless this game has uniformed referees and is authorized by the Regional Commissioner. Any coach wishing to participate in a non-sanctioned event with their AYSO Tournament team and wear the AYSO uniform will require prior authorization from the administrative board. Any coach that does not obtain prior approval for these activities will be brought to the Administrative board for disciplinary action that could include removal of the coach from the Tournament program and potential disbandment of the tournament team.

### 15.2.4 Tournament Finances

Tournament teams must conduct banking thru the regions Cultural Exchange account. At no time may Region 91 funds be expended for tournament expenses.

All fund raisers must be authorized by the Regional Commissioner. Any fund raiser that is planned for a Region 91 tournament team must be approved by the executive board.

ALL Special event fundraising will fall under the Region 91 Fundraising and Sponsorship Protocol.

Each Tournament Team will be responsible for payment of post season field fees incurred each month. The Regional Treasurer will debit the teams account accordingly and notify the coach and/or team treasurer of the amount deducted.

## 15.3 Post Season Team Protocol

1. Players, coaches and parents represent Lancaster AYSO Region 91 when traveling to tournaments. Failure to act within Region 91's guidelines could result in suspension or removal from the team. Therefore, **any player or coach that receives a send off may no longer be allowed to participate in the All Star or Tournament program for that year.** In the case of a coach send off, the Assistant Coach may coach the team for the remainder of that tournament, but then the team may be disbanded. In the case of a player, that player may be replaced by another player from the approved player list.
2. Any player or coach receiving 3 cautions during the course of a single tournament during Post Season Play will be considered the same as a send off offense and **may no longer be allowed to participate in any Post Season program for that year.** The offending individual(s) will be required to meet with the Region 91 Disciplinary Board for corrective action. That player may be suspended or removed from the tournament or All-Star team. In the case of a coach the team may be disbanded.

3. Any player or coach receiving 2 cautions in the same post season tournament or 3 cautions during the course of Post Season Play will be required to meet with the Region 91 Disciplinary Board for corrective action. That player may be suspended or removed from the post season team. In the case of a player, that player may be replaced by another player from the approved player list. In the case of a coach the team may be disbanded.
4. While participating on a Lancaster AYSO Region 91 Tournament team, all tournaments and activities will be AYSO sanctioned events. Failure to act within Region 91's guidelines could result in suspension or removal from the team. Therefore, any coach wishing to participate in a non-sanctioned event with their ASYO Tournament team will require prior authorization from the Administrative board. Any coach that does not obtain prior approval for these activities will be brought to the Disciplinary Board for disciplinary action that could include removal of the coach from the Tournament program and potential disbandment of the tournament team.

## **16.2 REGION TOURNAMENTS and NATIONAL GAMES**

All tournaments sponsored by an AYSO program or with which the AYSO name is associated must comply with the letter and spirit of the contents of the AYSO Tournament and National Games Handbook. *National Policy Statement 2.8(a)*.

Tournament oversight by the hosting region (Tournament Director, Regional Commissioner and Area Director) is imperative. Vigilance is necessary when a tournament is held in the region.

### **16.2.1 Tournament Committee**

The first responsibility of the Tournament director is to appoint a committee to determine the feasibility of hosting a tournament. The committee should consist of at least three or four people with good organizational and advisory qualities. Committee members should be chosen with the thought that they may be part of the tournament committee if the decision is made to host a tournament. One member should be appointed to chair the committee.

### **16.2.2 Authorization**

Permission to host a tournament or soccerfest is required and must be obtained prior to official announcement of such ASYO tournament. Prior written approval gives the hosting region, area, or section permission to use the AYSO name for publicity, sponsor support and other support from the organization. It ensures AYSO insurance for fields and Soccer Accident Insurance (SAI) for players and volunteers.

### **16.2.3 Tournaments**

All tournaments (excluding regular season and All-Star playoffs), which involve teams from more than one region within the area, must have the prior written approval of the area director; all tournaments which involve teams from more than one area within the section, must have prior written approval of the hosting area director and section director; and all tournaments which involve teams from more than one section or any non-AYSO teams must have prior written approval of the hosting area director, section director, and the National Director of Tournaments.

### **16.2.4 Referee Plan**

The Referee Plan of the tournament may require teams to prepay a refundable “referee deposit” (as a guarantee that the team will furnish referees for the event), in addition to the entry or participation fee of the event, as long as the conditions set forth in the Tournament guidelines are met.

### **16.2.5 Tournament Budget**

It is mandatory that the tournament treasurer prepare a written budget. The budget should be reviewed and approved by the tournament committee and executive board. The written budget should identify the expenditures and revenue sources as detailed in the Tournament Handbook.

**16.2.6 Tournament Start-up Funds**

Retention of other than minimum start-up funds are to be held over from one year to the next in the Regional Tournament account. These funds can be established through fundraisers and sponsorships approved by the executive board.

## **17.0 ANIMALS – REGION 91 ACTIVITIES**

### **Animals at AYSO Region 91 Events**

NO animals of any kind are allowed at any REGION 91 AYSO activities. These activities include player training sessions, various clinics, or game day.

City Park Rules and Regulations regarding animals at the LNSC are superseded by the Region 91 Guidelines and Coaches Manual and will be strictly adhered to by all that are in attendance at an AYSO Region 91 activity.

AYSO and Region 91 work to provide a **SAFE** and **FUN** environment for all volunteers, players and spectators. Due to the aggressive nature of some animals towards other animals and non-family members, Region 91 will no longer allow any animals at any AYSO activity.

Individuals bringing animals to the LNSC during an AYSO activity will be asked to remove the animal from the field areas.