

AYSO

Region 105

(Section 4, Area U)

BY-LAWS

ARTICLE ONE

PURPOSE

The purpose of these Regional Guidelines is to regulate the affairs of Region 105, Area 4, and Section U of the American Youth Soccer Organization (AYSO). These Regional Guidelines have been adopted pursuant to the authority granted in AYSO National Bylaw Section 1.03 (a) (6).

These Regional Guidelines are subject to AYSO's Articles of Incorporation, National Bylaws, National Policy Statements, National Rules and Regulations, Section Rules and Regulations, and Area Guidelines (AYSO's "Operating Regulations"). Copies of these documents will be made available by the Region upon request and are hereby incorporated by reference as a part of these Regional Guidelines. These Regional Guidelines are meant to enhance and to conform with the Operating Regulations. To the extent that there may be any contradiction or conflict among these documents, the Operating Regulations shall prevail.

These Regional Guidelines will be made available upon request to the members of the Region pursuant to AYSO Bylaw 1.04 (l).

ARTICLE TWO

MISSION

The AYSO Mission is to develop and deliver quality youth soccer programs 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 and 18 years of age who want to register and play soccer. 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.

The core values guiding AYSO are:

- Fun
- Education
- Ethics
- Accessibility

Our Region providing these essential services accomplishes the AYSO Mission:

- Coaching and referee programs including quality delivery systems
- Quality administrative and operating systems with a support network
- Strong financial position
- Special network for volunteers, supported by a national staff
- Program research and development

ARTICLE THREE

DUTIES AND RESPONSIBILITIES OF THE REGION

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

- (a) To operate and offer a quality youth soccer program to all youth from 4 through 18 years of age in a safe, fun, fair, positive environment that complies in letter and spirit with the AYSO philosophy, objectives and its Operating Regulations;
- (b) To maintain good community relations and become involved in youth development and other community activities;
- (c) To register with the National Support and Training Center all participating players, coaches, referees and where appropriate, administrators, prior to the commencement of the season;
- (d) To assign players and coaches to assure proper balance of teams within each age division within the Region;
- (e) To obtain and maintain safe playing facilities;
- (f) To obtain uniforms, balls, goals and other equipment and to use such equipment in a safe manner;
- (g) To schedule games;
- (h) To recruit, train and assign volunteer coaches and referees;
- (i) To disseminate information to the participants, their families and the community concerning the Region and its programs;
- (j) To recognize volunteer efforts;
- (k) To hold periodic meetings of the Regional Board and disseminate to the participants, their families and the community appropriate information concerning the operation of the Region by the Board;
- (l) To make available to AYSO, the participants and their families financial statements of the Region and guidelines for the operation of the Region approved by the Area Director and Section Director;

Created on 9/16/2008 9:26 PM

Revised on 7/17/2007 1:31 PM

Reviewed and Revised on 5/19/2008 8:30 A.M.

- (m) To collect and disburse fees and other monies for the sound financial organization and operation of the Region, to keep and submit to the National Support and Training Center, as required, accurate financial records to insure continuation of the tax exempt status of AYSO, to participate in the National Accounting Program and to pay the National Support and Training Center prior to the start of the each season the National portion of its registration fees and all amounts due with respect to its purchases;
- (n) To elect or appoint, at a minimum, a Regional Commissioner, treasurer, risk manager/safety director, coach administrator, CVPA - Child Volunteer Protection Advocate and referee administrator;
- (o) To comply with the Soccer Accident Insurance (SAI) plan and to submit insurance claims according to current procedures;
- (p) To notify the National Support and Training Center immediately of any threatened or actual claim or lawsuit against the Region;
- (q) To implement AYSO's National programs available to the Region at least once a season;
- (r) To cooperate with neighboring Regions, and area, section and development personnel, to promote growth, development and cooperation throughout AYSO;
- (s) To participate in Area, Section and National events and programs; and
- (t) To cooperate in policies and procedures developed by the Board or the National Support and Training Center with respect to requiring each coach, referee, and other designated volunteers to complete a volunteer form, and with respect to verifying the information obtained, before permitting the coach, referee or such volunteer to participate.

ARTICLE FOUR

MEMBERSHIP IN THE REGION

There shall be three kinds of members in the Region:

- **Participating Members:** Those persons serving the Region in a coaching, refereeing or administrative capacity, including the members of the Regional Board ("Board Members"). All coaches, referees and other volunteer positions designated by the AYSO National Support and Training Center shall be registered using the appropriate forms prescribed by AYSO and "eayso".
- **Playing Members:** All registered soccer players ("players").
- **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.

The names, addresses and telephone number of all members of the Region, as well as the information contained in the AYSO Executive Member Directory, are private and confidential. Such information and mailing lists may not be disclosed or distributed to anyone, including any vendor or sponsor, without the prior written approval of the National Executive Director.

ARTICLE FIVE

MANAGEMENT OF THE REGION

1. The Regional Board shall conduct the business and affairs of the Region. It shall be the policy of the Region to hold one Board meeting in each month during the soccer season, if practicable, and at least one every two months otherwise. All Regional Board meetings shall be open to all participating members unless the Regional Board determines that it is necessary to hold an executive session, an executive session as defined by the National Bylaws. The Regional Board shall provide for the taking of minutes of the proceedings at each meeting and make them available to the members of the Region. The Regional Board shall fix the time, date and place of its regular meetings at its first meeting of the year. In addition, the Regional Commissioner, the Regional Secretary or 1/3 of the Board Members may call special meetings of the Regional Board on three days' prior notice stating the purposes of such meeting, which notice may be given in writing, by telephone or in person. A majority of the Board Members shall constitute a quorum for the purpose of holding either a regular or special meeting.

2. Unless otherwise specifically provided by these Guidelines, all decisions of the Regional Board shall be made by a majority decision of a quorum of the Board Members voting on any such matter; provided, however, that the Regional Commissioner may veto any such decision if the effect of such decision would be to violate any of the National Operating Regulations. Such veto may be reviewed by the Area Director (the "AD") on request by a 1/3 vote of the Board Members voting on such matter. By a 2/3 vote of the entire Regional Board, any other issue may be put to the participating members of the Region, subject to fair and reasonable voting procedures to be adopted by the Regional Board.

3. The Regional Board shall fix the time, date, and place of its Annual Meeting and cause notice of such annual meeting to be given to all participants in the program. The Regional Commissioner and/or the Regional Board shall cause to be publicized to the participating members of the Region the Regional Board positions to be filled and such other positions needing to be filled. Regional Board members and staff need not be parents of players in the Region. If possible, at least one month prior to the Annual Meeting, the Regional Board may constitute a Nominating Commission of not less than three persons consisting of Board Members and any reasonable number of persons who are not members of the Board. The Nominating Commission or the Regional Commissioner shall recruit and recommend board members for the next twelve months and recruit and recommend other persons to be considered by the Regional Board for such other positions designated by the Regional Commissioner and/or the Regional Board. At the Annual Meeting the persons recommended and/or recruited may be appointed and/or reappointed and seated, with the approval of a majority of the Regional Board though not a quorum (if any), to hold office for twelve months or until their successors shall have been duly appointed. Election to membership on the board may be done by ballot and in the case of reappointment; such board member shall not participate in such vote.

4. In the event of a vacancy on the Regional Board other than at the expiration of the regular term, the then remaining Board Members, though less than a quorum, shall fill such Board position by a majority vote and the person filling such vacancy shall serve until the next Annual Meeting or until his/her successor has been duly appointed.

5. The Regional Commissioner's term shall be three years subject to paragraph 6 below. The Regional Commissioner may serve multiple terms so long as he or she is nominated and appointed or elected as indicated herein. It is the general policy of the Region that the Regional Commissioner will have normally served at least one year on the Regional Board before serving as Regional Commissioner. The Regional Board may constitute a Nominating Commission at least three months, and preferably six months, if practicable, before the expiration of the term of the Regional Commissioner. Such Nominating Commission may be the same Nominating Commission appointed pursuant to the preceding paragraph. The Nominating Commission may submit its recommendation of one or more candidates for the position of

Regional Commissioner to the Regional Board. In any event, the Regional Board shall, by a majority vote of a quorum, nominate a Regional Commissioner and forward such nomination to the Region's Area Director as directed by National Bylaw Section 7.03. In the event of a vacancy in the position of Regional Commissioner other than at the expiration of the regular term, such as death, resignation or removal, the Regional Board, including (if applicable) the outgoing Regional Commissioner, shall recommend an interim Regional Commissioner and submit such recommendation to the Area Director. The interim successor shall remain in office until the completion of the election procedures above.

6. In the absence of a Regional Board, or in the absence of a nomination by such 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 not more than three years.

7. It is the general policy of the Region that the Regional Commissioner not serve as a coach, assistant coach, referee nor hold any other position in the Region, except with the approval of the Regional Board. Where the Regional Commissioner or other Board Member also serves in another position, the Regional Board shall, at a minimum, adopt special procedures to insure that decisions affecting such Regional Commissioner or Board Member are made by other, disinterested Board Members and shall act in all other ways to avoid the appearance of a conflict of interest.

8. The Regional Board Members shall avoid conflicts of interest. 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 materially benefit him/her directly or indirectly in any other way. Nothing in this paragraph prohibits any Regional Board, staff member, or participant, from being reimbursed for his/her out-of-pocket expenses incurred for work on behalf of the Region, or for performing services or selling goods for a fee with the approval of the Regional Board, so long as such interested person or persons do not participate in the vote of the Regional Board approving such agreements.

9. A Board Member (except the Regional Commissioner) may be removed in accordance Article 9 below and subject to Article 9, paragraph 1. The Regional Commissioner may be suspended by the Area Director or the Section Director and suspended or removed only by the National Board of Directors in accordance with Sections 3.07 and 7.03 of the National Bylaws.

ARTICLE SIX

BOARD MEMBERS AND STAFF MEMBERS

1. Regional Board Members

The Regional Board shall consist of the following voting members: the Regional Commissioner, the Regional Treasurer, the Safety Director, the Regional Coach Administrator, the Regional Referee Administrator, the Registrar, the Field Director, the Equipment Director, the Child and Volunteer Protection Advocate, the Fund-raising Director, the Secretary, and the Public Relations Director. In addition, there may be such Contributing Members, as the Board shall create and recognize as a contributing member. Following are the job descriptions for the above voting Board positions. The current voting Board Members are listed in Appendix A.

Job descriptions for current voting Board positions:

Regional Commissioner

The Regional Commissioner shall have the responsibility and the authority to manage the day-to-day business of the Region as described in Article III of these Guidelines within the framework of the AYSO Operating Regulations and these Guidelines. The Regional Commissioner's responsibility and authority shall also include:

Created on 9/16/2008 9:26 PM

Revised on 7/17/2007 1:31 PM

Reviewed and Revised on 5/19/2008 8:30 A.M.

- (a) Filing on a timely basis the Regional Information Form with the National Support and Training Center.
- (b) Reviewing on an annual basis these Regional Guidelines and other written Regional Operating Regulations.
- (c) Supervising the Regional Treasurer by periodically reviewing the Region's canceled checks and bank statements, reviewing each month the National Accounting Program (NAP) financial report, periodically reviewing internal financial control procedures, and taking other reasonable measures to assure that the Region's assets and expenses are being handled in a fiscally responsible manner.
- (d) Reporting to the Area Director and being responsible for the performance and growth of the Regional programs for the benefit of the players, the volunteers and their families.
- (e) Organizing, maintaining, supervising and advising Regional volunteer staffs to assure adequate support and services to the Region, including the development of new volunteers for Regional position succession planning.
- (f) Acting as the official spokesperson for the Region in regard to publicity, internal development, cultural exchange, business systems, budgets, Regional Operating Regulations and other matters concerning AYSO programs within the Region. Where appropriate this may be delegated to another member of the Region.
- (g) Assisting the Regional Board in the planning and implementation of its policies and programs within the Region.
- (h) Overseeing dispute resolution within the Region pursuant to Article Nine of these Guidelines and AYSO Operating Regulations.
- (i) Presiding at all Regional Board meetings.
- (j) Keeping the Regional Board informed of actions and decisions on matters of importance.
- (k) Attending Area meetings, Section Meetings and caucuses, and the National Annual General Meeting.
- (l) Maintaining close liaison with the Area Director and the Section Director, and coordinating all extra-Regional activities through the Area Director.
- (m) Submitting a completed Regional Performance Program to the Area Director prior to December 1st of each calendar year.
- (n) Making such other decisions and taking actions as may be required to run the Region, within the limits of the Regional budget and these Guidelines.

Regional Treasurer

Regional Treasurer shall have custody of all funds, securities, evidence of indebtedness and other valuable documents, and shall deposit funds and securities in the name and to the credit of the Region in a bank or depository. The Regional Treasurer shall keep in appropriate books an accurate account of all money received and paid out.

Regional Treasurer shall be responsible for complying with the National Accounting Program and all procedures specified in the AYSO Treasurer's Manual. The Treasurer shall promptly, upon receipt, pay to the National Support and Training Center the National portion of the registration fees of the Region

before the first practice and first game of the season, and in any event no later than as determined by the National Support and Training Center.

The Regional Treasurer shall give a report of the funds, receipts and disbursements of the Region monthly, annually or at such other times as requested by the Regional Commissioner or by the Regional Board. The Regional Treasurer shall be responsible for timely approval by the Area Director and Section Director, and filing with the National Support and Training Center the Regional Information Form, the annual budget, and such other information as may be required or requested from time to time by the National Support and Training Center and for complying with the National Accounting Program.

Regional Safety Director

The Regional Safety Director shall be responsible for administering the AYSO Soccer Accident Insurance (SAI) plan and liability insurance program for the Region. The Regional Safety Director shall also be responsible for obtaining liability insurance certificates for all facilities used by the Region. The Regional Safety Director shall make provisions for the distribution of AYSO's informational flyer on the SAI plan to each player's family. The Regional Safety Director shall handle all reports of accidents and/or SAI claims for such programs.

The Regional Safety Director shall also ensure the safety of all participants in the Region by inspecting all field equipment, goalposts and fields to ensure they are in safe condition. The Regional Safety Director must also ensure that a reasonable number of first-aid kits are available at all playing sites, that all goalposts are properly anchored, that no goalposts have goal net hooks and that AYSO policies regarding blood-borne diseases are disseminated to and observed by all participants. The Regional Risk Management/ Safety Director shall also be responsible for advising Regional participants of approaching dangerous weather and other potentially unsafe conditions, which may exist at the locations where games are played.

The Regional Safety Director shall also disseminate and make available safety information to the Region's coaches, referees, participants and families from such sources as AYSO's "Play It Safe" publication.

Regional Coach Administrator

The Regional Coach Administrator shall be responsible for the recruiting, training and supervising of all coaches in the Region. The Regional Coach Administrator shall require that each coach and assistant coach or other team player trainer complete a volunteer application form in accordance with the National Support and Training Center's applicable policies and guidelines. In accordance with the National Support and Training Center's applicable policies and guidelines the Regional Coach Administrator shall also take reasonable measures to verify the information contained in the volunteer application forms by checking references and making other appropriate inquiries before permitting such volunteer to participate.

The Regional Coach Administrator shall coordinate with the Regional Commissioner and the Area Coach Administrator to arrange for coaching orientations, clinics and training programs at least once each season where needed and disseminate information when appropriate to assist the Region's coaches.

The Regional Coach Administrator shall also be responsible for the implementation of the Region's Coaching Certification and Licensing Programs as may be required or recommended under the Operating Regulations.

Regional Referee Administrator

The Regional Referee Administrator shall be responsible for the recruiting, training and supervising of all referees in the Region. The Regional Referee Administrator shall require that each referee, assistant referee, and youth referee complete a volunteer application form in accordance with the National Support and Training Center's applicable policies and guidelines. The Regional Referee Administrator shall also take reasonable measures to verify the information contained therein by checking references and making other appropriate inquiries before permitting such volunteer to participate.

Created on 9/16/2008 9:26 PM

Revised on 7/17/2007 1:31 PM

Reviewed and Revised on 5/19/2008 8:30 A.M.

The Regional Referee Administrator may nominate for appointment by the Regional Board a Regional Director of Referee Instruction to assist in planning and implementation of referee and assistant referee orientations, clinics and other training programs in accordance with the AYSO National Referee Program and to coordinate such efforts with area and/or section staff.

The Regional Referee Administrator may nominate for appointment by the Regional Board a Regional Director of Referee Assessment to assist in administering the certification component of the AYSO National Referee Program and to coordinate such efforts with area and/or section staff.

The Regional Referee Administrator shall arrange for orientations, clinics and training programs for all referees and assistant referees in the Region at least annually, and shall coordinate his/her efforts with the Regional Commissioner and the Area Referee Administrator.

The Regional Referee Administrator shall be responsible for the scheduling of referees and assistant referees within the Region, or delegate such task to another responsible volunteer or assistant and coordinate such efforts with the Region's scheduler of games.

Regional Registrar

The Regional Registrar shall be responsible for the planning and implementation of the annual registration of players, and coordinate such efforts with the Regional Commissioner, the Regional Director of Public Relations (if any), the Regional Coach Administrator and the Regional Referee Administrator. The Regional Registrar shall be responsible for the proper registration of each member in the Region on the appropriate official AYSO registration forms or by maintaining the data in the National Support and Training Center system called "eayso", prior to the first practice and first game of the season, and in no event later than March 1st of the spring season and September 1st of the fall season. The Regional Registrar shall also distribute the appropriate copies of such forms as required, collect registration fees, and shall turn over such fees to the Regional Treasurer in a timely fashion.

Field Director

The Field Director shall be responsible for obtaining and maintaining the playing fields. . He/she shall also ensure that the fields are properly lined. He/she shall also assist the Regional Safety Director in maintaining the playing fields in a safe condition. The Field Director shall be responsible for all securing, maintenance of equipment used in maintaining the fields.

Equipment Director

The Equipment Manager shall be responsible for the purchasing of uniforms and equipment for the Region. He/she shall ensure that goalposts, nets and corner flags are provided for each game, that they are put up before the first game of any day and taken down after the end of the last game of such day and properly secured at all times

Child and Volunteer Protection Advocate

The child and volunteer protection advocate is expected to: Support the regional commissioner in the promotion and implementation of the AYSO Safe Haven program, including the three main elements of volunteer protection. Be familiar with the Child Protection Act of 1993, the Volunteer Protection Act of 1997, the Good Samaritan Laws of the State of Kansas, and the state's provisions for the reporting of child abuse and neglect. Work with the registrar to see that all volunteers complete, date, and sign the AYSO volunteer application form and its authorization to perform applicant screening, and be the screening liaison with the AYSO National Support Center. Be aware of AYSO's definitions of levels of risk, inform prospective volunteers that they are screened at a level appropriate to the level of risk, and maintain a copy of AYSO's screening policy. Enforce AYSO protocols to protect privacy and privileged information. Present to the regional board a motion to accept the list of coaches, referees, and other volunteers each season at a board meeting. Insure that the region keeps on hand the written job descriptions for each volunteer filling a regional position. Serve as a resource and/or a facilitator to the region's members on the requirements for good faith reporting of abuse and molestation to law enforcement agencies and child

welfare agencies. Assist with the ongoing evaluation of volunteers. Cooperate with the regional board to ensure the safety of the region's players. With the coach administrator, meet prior to each season with the head coach of each team, either individually or in a group, to review child protection and supervision responsibilities. With the referee administrator, meet prior to each season with the referees, either individually or in a group, to review child protection and supervision responsibilities. See that the region's supervision ratio is enforced. Promote the region's standards of behavior and conduct as laid out in the child and volunteer protection policies, procedures and guidelines of AYSO Safe Haven program.

The Regional Secretary

The Regional Secretary, if any, shall take minutes at all meetings of the Regional Board and general meetings of the Region and shall be charged with sending out all general correspondence and notices for the Region. The Regional Secretary shall be responsible for publishing the minutes to the Regional Board and for sending a copy of the minutes to the Area Director after they are approved. The Regional Secretary shall ensure that these Regional Guidelines are reviewed annually and copies are made available to all Regional participating members.

Fund-raising Director

The Fund-raising Director, if any, shall serve as a liaison between the Regional Commissioner, the Age Division Coordinators, if any, and the Team Parent Coordinator, if any, with the vendor providing fund-raising products or services for the planning and implementation of any Regional fund-raising activities outside of sponsorships and registration fees. The Fund-raising Director shall also supervise the collection of any fund-raising monies and transfer the same in a timely fashion to the Regional Treasurer, and the collection and return of any unsold fund-raising products to the vendor providing such products. The Fund-raising Director shall be responsible for obtaining information about, and for compliance with, any and all local laws or regulations, which may be applicable to the Region's fund-raising activities.

Public Relations Director

The Public Relations Director shall be responsible for the managing of the web site to enhance communications with the AYSO membership. Answer e-mails directed to the webmaster. Monitor website for bandwidth problems, bad links, inappropriate postings and implement the policies that the AYSO National has established for its website. (e.g., privacy policies). Monitor website usage and make recommendations for keeping users response times efficient. Maintain links to other soccer related websites or sponsors as directed by the Board. Post the appropriate AYSO manuals annually. Make recommendations to the Board for improvements to the website and server. Monitor our existing contract with our server and notify the Board with any changes, developments and necessary information regarding that contract. Maintain the AYSO Region 105 website and update it as directed by the Board.

2. Additional Regional Board Members and Staff

The Regional Board may create, designate, appoint, or elect such other voting board, or non-voting staff positions as the Regional Board may deem desirable or when determined appropriate or necessary due to the Region's size or geography. Any voting position added to the Board must be by a vote of 2/3rds of the Board. Such additional Regional Board Members or staff positions may include, but are not limited to, those listed in Appendix B (or the AYSO Web site, www.soccer.org.) for which job descriptions have already been created.

ARTICLE SEVEN

INFORMATION ABOUT THE REGIONAL PROGRAM

The Regional Board shall adopt and cause to be publicized to the participants and their families Regional Program Information which shall address, at a minimum, the following: Team Assignments, Registration Fees; Refunds; Eligibility; Length of Season and Cancellation of Games; Attendance;

Created on 9/16/2008 9:26 PM

Revised on 7/17/2007 1:31 PM

Reviewed and Revised on 5/19/2008 8:30 A.M.

Participation; Protests; Conduct during Games; Team Management; Parental Participation; Facilities; Sponsors; Equipment; Safety; Soccer Accident Insurance Program; and Child and Volunteer Protection. The current Regional Program Information is attached as Appendix C.

ARTICLE EIGHT

FINANCIAL, BANKING AND RELATED MATTERS

1. Budget, Financial Statement

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

2. Account Signatories

All checks drawn on the Region's bank account shall bear two signatures, one of which must either be the Regional Treasurer's or the Regional Commissioner's. Additional signatories must be authorized by Regional Board action. Two signatories from the same household shall not be allowed. There must be at least three signatories on the Regional bank account. Reimbursement checks can not be signed by a member of the persons family that is receiving the reimbursement.

3. Transfer of Funds

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

4. Cash Handling Procedures

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

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.

All registration fees collected in cash and checks must be reconciled to the bank deposit slip and the AYSO registration forms.

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.

When handling a significant amount of cash monies, at least two Regional volunteers should be present.

5. Receipt Procedures

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

A 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. The cash receipt book must be reconciled to the bank deposit slip.

A volunteer accepting payment for registration fees should note upon an available portion of the player registration form: (a) the amount of the payment received; (b) whether such payment was made in cash or by check; (c) the check number (if paid by check); (d) the date such payment was received if different from the date of the parent or guardian's signature on the player registration form; (e) the names of any other family member players for whom the payment was received; and (f) the initials of the volunteer receiving such payment.

6. Immediate Accounting to Regional Treasurer

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

No one should sign a Regional check in blank or which contains any item to be filled in later.

No one should sign a Regional check without verifying the expense by examining the invoice or request for reimbursement.

No requests for reimbursement to Regional volunteers shall be honored without a written request signed by such volunteer, itemizing the out-of-pocket expenses incurred, and with supporting receipts or other documentation attached.

All bills and invoices received for payment by the Region must be forwarded to the Regional Treasurer for payment, if not already paid, within five (5) days of the receipt.

The Regional Treasurer must be notified of any checks written on the Regional bank account without his or her knowledge within 48 hours of the issuance or delivery of such check for payment of any Regional expense.

All bank withdrawal transactions and Regional checks shall be noted with the appropriate National Accounting Program (NAP) code denoting the purpose for such transaction.

7. Immediate Deposit Procedures

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

All fees collected on behalf of the Region for registration, sponsorships, fundraising, donations or for any other purposes shall be deposited immediately after being reconciled with the appropriate cash receipt book, registration form, and/or bank deposit slips.

Under no circumstances may any person accept on behalf of the Region any post-dated check or agree to hold any check for deposit on a later day.

8. Monthly Bank Reconciliation's

The Regional Treasurer shall reconcile all Region accounts and another Board Member who is not authorized to sign on the accounts shall verify his/her reconciliation.

9. Credit/Debit Card Transactions

Created on 9/16/2008 9:26 PM

Revised on 7/17/2007 1:31 PM

Reviewed and Revised on 5/19/2008 8:30 A.M.

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

ARTICLE NINE

DISPUTE RESOLUTION

1. General Policy

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

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

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

It is the policy of the Region to avoid publicizing the suspension, removal, or other disciplinary 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 and Training Center or members of the AYSO Legal Commission of the pending proceedings pursuant to the Operating Regulations, and must comply with all applicable regulations and laws requiring suspension, abuse and similar events.

2. General Procedures

Disputes involving day-to-day activities of the Region should first be addressed and resolved, if possible, by the appropriate staff member or Board Member in charge of the activity. Disputes arising out of game conduct (subject to provisions in Appendix C, Regional Program Information) should first be addressed and resolved, if possible, by the Regional Referee Administrator and/or then by a disinterested person or Review Board appointed by the Regional Commissioner or the Regional Board. Complaints about or disputes among staff and/or Board Members should be referred to and first addressed by the Regional Commissioner. All Complaints must electronically submitted through the website and/or in writing and submitted to the Regional Commissioner or the Review Board.

3. Suspension

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, writing or in person) if it appears to the Regional Commissioner or the Regional Board, upon such facts either of them deem sufficient in their sole discretion, that there is an imminent danger to the program by the person's continuing involvement, or if a crime is alleged to have been committed by the person. A disciplinary hearing described in paragraph 5 below, if requested, must follow such a suspension. A suspension is considered to be temporary in nature, and such suspension may be removed or set aside by the Regional Commissioner or a majority of the Regional Board, as applicable, at any time.

4. Removal, Limitation of Participation or Other Discipline

The Regional Commissioner or the Regional Board may remove from participation, limit involvement in the program, or otherwise discipline a person involved in the Region (whether or not suspended), including a Regional Board Member. Such action may be taken only for (a) violation of

National Bylaws or of the rules, regulations, policies, duties of office, or philosophies of AYSO or these Regional Guidelines, or (b) conduct which disrupts the Region's or AYSO's activities or programs. Such action may only be taken upon prior notice and after a determination is made that such action is appropriate pursuant to the hearing procedures described in paragraph 5 below.

5. Hearing Procedures

If it is alleged that a person involved in the Region has (a) violated National Bylaws, the rules, regulations, policies, duties of office, or philosophies of AYSO or these Regional Guidelines, or (b) has engaged in conduct which disrupts the Region's or AYSO's activities or programs the Regional Commissioner or Regional Board may hear the matter or may appoint a disinterested person or Hearing Board of neutral persons to consider the matter. Notice in writing shall be given to the person of the allegation. The notice shall specify the conduct complained of, the action requested to be taken, and the reasons therefore. The notice shall further advise the person that he or she, upon request, will be given a reasonable opportunity to dispute the allegation and/or explain why such action should not be taken. The opportunity to respond may be in person, at a hearing, or in writing. After such opportunity to respond has been given, and if no request to respond is made within seven calendar days, the Regional Commissioner, Regional Board, disinterested person, or Hearing Board shall make its determination and announce it in writing to all persons concerned.

If a disciplinary hearing is requested it shall be held at a neutral location if the facilities of Region 105 are not suitable. The hearing procedures shall be communicated to and understood by all parties prior to the commencement of such hearing. All interested parties are to be informed of the date, time, and location of such hearing. At the hearing the Regional Commissioner, Regional Board, disinterested person, or Hearing Board shall listen to the facts of the situation from all interested parties, and then adjourn to a private session where the decision will be reached. Under no circumstances shall the Regional Board or Hearing Board deliberate in the presence of the parties involved in the dispute. The Regional Commissioner, disinterested person, Regional Board or Hearing Board will then decide (by majority vote if by Regional Board or Hearing Board) the issues raised pursuant to AYSO Operating Regulations and these Regional Guidelines based on the evidence submitted, and determine what action is appropriate including whether no action should be taken against the person, whether such person should be given a warning or caution, or whether such person should be given a written reprimand, whether such person should be suspended for a time, have limited involvement, or be removed from involvement in Regional activities. All interested parties shall be promptly notified of such decision after, in the case of removal, and where deemed appropriate, such individual is given an opportunity to resign voluntarily. Any determination by a disinterested person or Hearing Board will be in the form of a recommendation to the Regional Commissioner or the Regional Board. The Regional Commissioner or Regional Board may accept or reject the recommendation (by majority vote if by the Regional Board). If rejected, the Regional Commissioner or Regional Board shall rehear the matter pursuant to the procedure above.

6. Review

Any interested party dissatisfied with the decision or action taken by a disinterested person or Hearing Board may request a review of such decision by (in order) the Regional Commissioner, the Regional Board, the Area Director, Section Director or National Board of Directors, as may be appropriate, pursuant to the Operating Regulations relating to dispute resolution and due process. Any determination made in accordance with this Article shall be final and binding on all concerned unless it is determined by the Area Director, or, if he/she is not disinterested, the Section Director, that such determination was arbitrary and capricious, or that the procedure was not fair, or that the person or persons making such determination are found not to have been disinterested.

ARTICLE TEN

CHANGES IN GUIDELINES

1. Approval of Guidelines

Created on 9/16/2008 9:26 PM

Revised on 7/17/2007 1:31 PM

Reviewed and Revised on 5/19/2008 8:30 A.M.

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

2. Change in Guidelines

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

LIST OF APPENDICES

APPENDIX A Job Descriptions

APPENDIX B Region 105 Program Information

APPENDIX C Fees

APPENDIX D Regional Calendar

APPENDIX E Region Policy for Youth Referees

Appendix A - List of Job Descriptions (Positions for which job descriptions have been created – additional positions may be created pursuant to Regional Guidelines).

The Regional Director of Coach Instruction

The Regional Director of Coach Instruction, if any, implements, monitors, and maintains the AYSO Coach Training Program at the Regional level. The Regional components are the annual orientation of all coaches and assistant coaches, the Region's Coaching Certification and Licensing Programs, and all AYSO training and clinics for coaching staffs up to and including the Youth Coach Course. The Regional Director of Coach Instruction obtains the course guides from AYSO National Support and Training Center or area staff; sets up orientations, clinics and training; and obtains qualified instructors to teach. The Regional Director of Coach Instruction works together with the Area Director of Coach Instruction to meet the ongoing training needs of the Region's coaches and assistant coaches.

The Regional Director of Referee Instruction

The Regional Director of Referee Instruction, if any, shall implement, monitor, and maintain the AYSO Referee Training Program at the Regional level. The Regional components are the Regional Referee Course and the Assistant Referee Training Course. The Regional Director of Referee Instruction obtains the course guides from AYSO National Support and Training Center or area staff; sets up orientations, clinics and training; and obtains qualified instructors to teach. The Regional Director of Referee Instruction works together with the Area Director of Referee Instruction to meet the ongoing training needs of the local referees, assistant referees and youth referees.

The Regional Director of Referee Assessment

The Regional Director of Referee Assessment, if any, shall implement, monitor, and maintain the AYSO Assessment Program at the Regional level. The main Regional component of such program includes arranging with the assistance of the Area Director of Referee Assessment for the assessments of Regional referees seeking improvement and upgrade to a higher certification level. The Regional Director of Referee Assessment shall also establish an ongoing Observer-Friend Program to provide for mentoring of new referees by experienced referees.

VIP Program Coordinator

The VIP Program Coordinator, if any, shall serve as a liaison between the Regional Commissioner and the parents or guardians of children eligible to play in the Region's or Area's VIP program for special children with physical or mental disabilities or challenges. The VIP Program Coordinator's responsibilities

shall include the supervision of the division of the VIP players into balanced teams, and the arranging and scheduling of practices and games for such VIP play.

Team Parent Coordinator

The Team Parent Coordinator, if any, shall serve as a liaison between the Regional Commissioner, Regional Coach Administrator and other Regional board and staff members and the individual Team Parents. The duties of the Team Parent Coordinator may include distributing information to the coaches, players and families of AYSO players through the individual Team Parents, and assisting Regional Board and staff members distribute team and individual photos, fund-raising materials and awards or certificates to the players.

Youth Player Representative

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

Snack Bar/Regional Sales Coordinator

The Snack Bar/Regional Sales Coordinator, if any, shall serve as a liaison between the Regional Commissioner and Regional Board and the vendor(s) supplying food, concessions or other products for sale at the Regional playing fields. These activities may include operating a concession stand or snack bar, and acting in conjunction with the vendors supplying AYSO official logo products for sale and distribution at the Regional level to the parents and children in AYSO.

Age/Gender Division Coordinators

The Age Division Coordinator, if any, shall be responsible for the operation of their respective divisions, such as the division of the players into balanced teams, and the arranging and scheduling of practices and games for such divisions.

The Sponsor Coordinator

The Sponsor Coordinator, if any, shall be responsible for the obtaining of sponsors for Regional events and the proper acknowledgment of such support.

The Director(s) of Special Events

The Director(s) of Special Events, if any, shall be responsible for organizing and running any one of or all special events and activities of the Region approved by the Regional Board.

The Director of Volunteer Recruitment and Development

The Director of Volunteer Recruitment and Development, if any, shall be responsible for assisting the Regional Commissioner and Regional Board in recruiting and developing new volunteers from the parents and other relatives of players, and from other sources in the community, to donate their time and talents for the successful operation of the Region and for the succession planning of Regional Board and staff members.

Statistician/Scheduler

The Statistician/Scheduler, if any, shall be responsible for scheduling games and other Regional activities in cooperation with the Regional Commissioner and other Regional staff members. The Statistician/Scheduler shall also assist in gathering statistical information of interest to the Region.

Photo Day Coordinator

The Photo Day Coordinator, if any, shall be responsible for working as a liaison between the Regional Board and the vendor contracted to provide pictures for Regional teams and players, including the scheduling of teams at the site(s) selected for the photography sessions.

Yearbook Coordinator

Created on 9/16/2008 9:26 PM

Revised on 7/17/2007 1:31 PM

Reviewed and Revised on 5/19/2008 8:30 A.M.

The Yearbook Coordinator, if any, shall be responsible for working as a liaison between the Regional Board and the vendor contracted to provide for the Region's yearbook.

Tournament/Soccerfest/Post Season Play Coordinator

The Tournament/Soccerfest/Post Season Play Coordinator, if any, shall be responsible for working with the Regional Commissioner and the Regional Board in the planning, implementation and supervision of participation in Regional tournaments, Soccerfest and other post season play opportunities for Regional players outside the primary regular season program.

The Regional PRO Coordinator

The Regional PRO Coordinator, if any, shall implement, monitor and maintain the AYSO Player Referee Organization at the regional level. The Regional PRO Coordinator shall also act as the liaison with the Regional Board and volunteer staff members (youth referees, field monitors...etc.) regarding matters pertaining to the implementation of the Regional Youth Referee Policy outlined in Appendix F. Specific duties will include but may not be limited to: recruitment of youth referee candidates, recruitment of field monitors, coordination of youth referees and field monitor scheduling with the Regional Referee Administrator or his/her designee, overseeing youth referee incentive programs and the coordination of special events involving youth referees. The Regional PRO Coordinator shall work together with the Regional Referee Administrator, Regional Director of Referee Instruction, and Regional Director of Referee Assessment to meet the training and mentoring needs of the youth referee staff.

Field Monitor

The regional position of Field Monitor, if any, is intended to assist in spectator and coach control during soccer matches officiated by youth referees. The Field Monitor is expected to cooperate with the referee, coaches, and other officials to develop a positive self-image in the players, the youth referee, and to provide a good role model for all AYSO participants. The Field Monitor has the authority to enforce the AYSO philosophies of Good Sportsmanship and Positive Coaching, especially as they pertain to the behavior of coaches and adult spectators. This includes the authority to send off offending coaches and/or spectators when necessary to protect youth referees from abuse.

Assistant to Board Position

This regional position is for those who assist the board members in the process of performing their job. Normally, those in this position are mentoring, or being mentored, for the position in which they are assisting.

Staff

This regional position is for those positions that have not been defined or have been assigned temporary positions.

Appendix B - Regional Program Information

Region 105 Program Information

1. Team Assignments

Team assignments of players shall be made by Age Division Coordinators as designated by the appropriate Division Manager or those persons delegated such task by the Regional Commissioner or Regional Board. Retention of players on any team shall be limited to the head coach's child(ren). Consideration will be given to the following:

Car Pool Requests:

a) Must be reciprocal.

Example: if: "A" Requests "B"
then: "B" must request "A"

Created on 9/16/2008 9:26 PM

Revised on 7/17/2007 1:31 PM

Reviewed and Revised on 5/19/2008 8:30 A.M.

- b) The head coach or their children may not be part of a car pool.
- c) If a coach has designated or requested an assistant coach prior to the season, their children cannot be part of a car pool.
- d) Due to team balancing, car pool requests are not guaranteed.

Brother / Sister on same team.

In our Region we do not have co-ed teams so we cannot honor brother/sister on the same team. However if there are multiple same gender siblings we will roster them on the same team if that is requested.

Parents may not request a coach. Every attempt shall be made to balance the skill level of teams within each division. Once teams are formed, no transfer of any player from one team to another may be made without the approval of the coaches of both teams involved, the Age Division Coordinator, the Regional Commissioner and the parent or guardian of the player.

In the case of inter-regional play no transfer of any player from one team to another, after such teams are formed, may be made without the additional approval of the Area Director and, if affecting section play, the Section Director.

**2. Registration Fees; Refunds
Fees**

The Regional Board shall fix the registration fee for each player participant annually. The fees are set forth in Appendix D to the Regional Guidelines. The Regional Board may by specific grant or scholarship, or by Regional policy, waive such registration in whole or in part with respect to any participant if such fee would create a hardship for such participant or his or her family.

Refunds

Any such fee shall be refunded in the case of any player who withdraws two weeks prior to the first scheduled game following the participant's registration. Any participant who withdraws within two weeks prior to the first scheduled game following the participant's registration shall have the fee refunded, less the cost of the uniform (unless not issued or returned unused), the National portion of the registration fee, and the Area fee assessed the Wichita Regions. No fees will be refunded after the first scheduled game.

All refund requests must be made in writing, by the parent or guardian of the participant, to the Regional Registrar. Fees refunded per the above paragraph will be based upon the written request received by the Registrar.

1. Eligibility

All boys and girls, between the ages of 4 and 18, based on their age as of July 31st of the year in which the season begins, (unless a different season date is established by the Region and approved by the Area Director and Section Director), shall be eligible to register for the program, subject to field availability, volunteer support, AYSO Operating Regulations, and such rules as may be issued by the Regional Board.

2. Length of Season and Cancellation of Games

The season shall consist of eight (8) games to be played in the fall of the current year and eight (8) games to be played in the spring of the next calendar year, as set forth in the Regional Calendar, attached as Appendix E to the Regional Guidelines. Inclement weather or poor field conditions may necessitate from time to time the postponing or canceling of games. Any such postponement or cancellation will be made at the discretion of the Regional Commissioner or the Regional Safety Director as early as practical before game time. Once the game begins, only the

referee in charge of the particular soccer field, or a Board Member, may suspend or cancel the game.

Of the eight (8) games in each session, fall or spring, six (6) games will be guaranteed. Make-up games will be determined by the following cancellation guideline:

If games are cancelled the cancellation notice will be posted on the AYSO Region 105 Hotline or posted on the Regional Website. The notice will include the policy for make-up games, be it at the coach's discretion or the typical rain out schedule.

3. Attendance; Participation

Every player shall be entitled to play at least half of every game. Moreover, it is the policy of the Region to encourage each coach to:

- a) play each player at least three quarters of every game, wherever possible,
- b) to allow different players to start the first quarter of each game, and
- c) in Divisions 4 (U12) through 7 (U6/U5), to have different players play the same number of quarters as goalkeeper, if any, as in a different position.

Late arriving players shall be substituted as follows:

- a) if the player arrives during the first quarter, the player must play a minimum of two (2) of the remaining three (3) quarters.
- b) if the player arrives during the second or third quarter, the player must play a minimum of (1) one quarter.

Each player is strongly urged to attend every team practice. Any player who misses practices regularly may have his/her playing time limited to one-half (but not less than one-half) of a game.

In the spirit of good sportsmanship, if either team is unable to field the maximum number of the players allowed by the division for a game, it is suggested that the team with more players offer to provide players to even player count or remove players to play even. However, in all cases a team with the player advantage will not play more than one player up. If the team with the player advantage gains a score advantage of three points, the team with the player advantage will remove players to play even for the remainder of the game. This guideline does not apply to divisions participating in interregional games where interregional guidelines will be followed.

4. Protests

No protest of games shall be permitted. However, coaches are encouraged to file with the Regional Referee Administrator a written report within 48 hours after a game of any misapplication by a game referee of the Laws of the Game or rules and regulations. This procedure shall not be used as a means of complaining of, or criticizing, any judgment call of a referee or assistant referee. If, after investigation by the Regional Referee Administrator, it is found that a law, rule or regulation was misapplied, such referee shall be so informed in order to ensure that no further misapplication occurs.

5. Conduct During Games

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

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

Coaches are expected to be positive and set the best possible example for the participants.

Excessive coaching from the sidelines shall not be permitted, and the function of the coach should be to provide encouragement and a positive direction. The coach may enter the field of play only with the consent of the referee and may coach only within 10 yards in each direction from the halfway line of the field (in no event in either of the penalty areas or from behind the goals).

In lieu of a Mercy Rule, we, as a region, will encourage our coaches to conduct themselves in a manner that promotes good sportsmanship. This will be encouraged at all training sessions and a list of appropriate suggestions for coaching when a team is dominating another will be provided at the Coach's Meeting.

Spectators at games must remain behind the spectator control line (three yards from the sideline) and between the penalty areas, and their vocal efforts should be limited to positive compliments to the participants. Under no circumstances should they attempt to coach or address remarks derogatory to players, coaches or the referee.

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

Discipline shall be up to the referee at each game. The referee shall have the power and authority to caution and send off players and coaches (as well as spectators, in the case of outside interference) from the playing area, or terminate the match if necessary, if their conduct violates the Laws of the Game, these Guidelines or otherwise interferes with the course of play. Note: Only a player or substitute player can be issued a sent off (red card) or cautioned (yellow card). Coaches and/or spectators will be issued an area disciplinary action card to inform them of these actions. No appeal of disciplinary action taken by a referee shall be allowed.

A player who is sent off (red card) or cautioned (yellow card) may be subject to additional disciplinary action (e.g., parent conferences, game suspensions, expulsions) at the discretion of the Regional Board upon thorough review of the incident following the procedures outlined in Article 9 (Dispute Resolution). A coach, assistant coach or spectator who is sent off or cautioned may also be subject to similar or additional disciplinary action at the discretion of the Regional Board upon thorough review of the incident following the procedures outlined in Article 9 (Dispute Resolution). The Regional Board may adopt an automatic additional one game suspension for any participant who is sent off the field by a referee for a disciplinary reason.

6. Refreshments at Games

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

7. Parental Participation

As AYSO is an "all-volunteer" Organization, each parent or guardian who has a player in the Region shall be strongly encouraged to volunteer his or her valuable time and services in some way. The Region shall not reduce or eliminate the player fee based upon voluntary work done by a participant's parents or guardians and shall not charge an additional fee to those parents of players who do not volunteer their services or who do not donate funds to the program. No fee distinction shall be made based upon parental or player participation in Regional fund-raising activities. However, since this is an all-volunteer organization the success of the organization is directly related to the numbers of volunteers there are involved and actively participate. We do it for the KIDS! Yours and ours!

8. Facilities

Created on 9/16/2008 9:26 PM

Revised on 7/17/2007 1:31 PM

Reviewed and Revised on 5/19/2008 8:30 A.M.

It shall be the responsibility of both teams for the first game each day to set up the goalposts, nets and corner flags. Likewise, both teams for the last game of each day shall take down the goalposts, nets and corner flags and place them at the north end of the fields (south end of the Red field). Each field shall be lined under the direction of the Regional Commissioner and/or the Field Manager, and each group of fields, if practical, shall be provided with a first aid kit, otherwise a first aid kit shall be located at the designated Headquarters for the region. Each team is responsible for insuring that all trash is picked up. No trash should be left at the facility except in designated containers. Parking shall be limited to those areas designated at the fields.

There will be no smoking on the AYSO Soccer Complex.

No alcoholic beverages are allowed on the AYSO Soccer Complex

No glass containers are allowed on the AYSO Soccer Complex.

NO PETS are allowed on the AYSO Soccer Complex.

9. Field Use

No unauthorized use of the fields is permitted (e.g. practice, scrimmage games, clinics). Use of the fields must be coordinated through the Field Director with Regional Commissioner approval. The Board must approve use of the fields for tournaments, camps, clinics or any other use.

10. Sponsors

The Region encourages local businesses and individuals to support its program. Suitable recognition shall be given to them. Contributions are strongly encouraged to be made to the Region rather than to a particular team. All such contributions are considered charitable contributions and are deductible for U.S. tax purposes, subject to the applicable limitations in the Internal Revenue Code.

11. Equipment

The Region shall make arrangements to supply each player with a shirt with the original AYSO logo properly affixed thereto, a pair of socks and shorts, and if possible, shin guards. Each player is expected to provide his/her own appropriate footwear and, if not provided, shin guards. No player may participate in a game without such shirt, socks, shorts, and appropriate footwear and shin guards. Players may not wear jewelry of any kind (including chains, watches, body jewelry and earrings, bandannas or other ornamentation or anything else that is likely to cause risk of injury to him or her or to other players during the game. Players are to provide a practice ball that is age specific.

Medical information bracelets should not be removed, but must be padded and taped to the player's skin.

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

Hard casts (including padded casts), splints, helmets and hard padding are not permitted to be worn by a player during any game or practice. Players with permanent orthodontic braces are strongly encouraged to wear mouth guards.

12. Kids Zone

The Region has implemented the Kids Zone Program and all parents must participate in the program by reviewing the Kids Zone video, which will be made available on the website, and signing the Kids Zone Pledge. No child will be enrolled into the AYSO Region 105 program until that parent/guardian sign the Pledge.

13. Supplemental Program

The Mission of the Supplemental Program is to provide playing opportunities outside of the regular season that comply with AYSO's overall philosophy. While currently the Region does not participate or has this program we are keeping the option open in providing additional soccer opportunities for those players who wish to further expand their soccer experience.

14. Tournaments

The Mission of AYSO Program is to provide playing opportunities outside of the regular season that comply with AYSO's overall philosophy. AYSO encourages that Regions host or attend other Regions tournaments for the betterment of the overall program of AYSO and for further development of all tournament participants. While currently the Region does not have this tournament program(s) we are keeping the option open in providing additional soccer opportunities for those players who wish to further expand their soccer experience

15. Complaints

The Mission of AYSO Program is to provide an environment that is Safe, Fair and Fun. However, at times this may not occur and those who wish to express this need a method of communicating such to the Regional Board. There is a proper format and form to file a formal complaint to the Regional Board. This process is posted on our website or a copy is available at the AYSO Region field tent.

Appendix C - Fees

Region 105 Fees

Region105's playing season is from September of the current year through August of the next year and is divided into two sessions, fall and spring.

Pre-Registration

Pre-registration for the next playing season will be held in April or May of the current year. This pre-registration will be open to all persons and will be used to determine the approximate number of returning players, the number of teams for the next playing season and to assist in establishing the number of uniform to order. All pre-registration must be processed via the National Registration System called "eayso". You can pre-register by going to Website www.eayso.org and following the instructions. If you do not have access to a computer the paper method of registration will be available.

Fall and Supplemental Registration

Fall and other supplemental registration will be held as scheduled by the RC or Board of Directors prior to the beginning of the next session.

Spring Registration

Registration fees for players beginning play in the spring session will be the same as those established for the full playing season.

Fees have been established as follows:

Created on 9/16/2008 9:26 PM

Revised on 7/17/2007 1:31 PM

Reviewed and Revised on 5/19/2008 8:30 A.M.

Registration Fees

Cost is \$70.00 per child plus participation in our fundraiser or a tax-deductible donation of \$30.

Late Fees

Registrations processed after the final registration date will be assessed a late fee of \$5.00 per player, because of the additional processing costs and not for punitive purposes. This is strictly for offsetting the additional expenses the region incurs when accepting late registrations.

Appendix D - Regional Calendar

Region 105 Calendar

Region 105's playing season is from September of the current year through August of the next year and is divided into two sessions, fall and spring. The operational year is from July 1 of the current year through June 30 of the next year.

Board Meetings

It is the policy of the Region to hold one Board meeting in each month during the soccer season, if practicable, and at least one every two months otherwise. The Board meets prior to June 30 to review and set the Region's budget. An annual meeting is held to seat new Board Members and conduct other business as required. The Regional Commissioner sets agendas for the Board Meetings with input from all Board Members.

Registration

There are three different occasions to register: pre-registration, fall registration, and spring registration. Registration will be held at a location defined by the Regional Board.

Pre-Registration

Pre-registration for the *next* playing season will be held in April or May prior to the end of the spring season. This pre-registration is a major registration, attempting to register the existing players and new players. Notice of registration dates should be distributed to schools, newspapers etc. A sign should be placed at the fields advertising the dates and times of registration. This registration will be used to determine the approximate number of returning players, the number of teams for the next playing season and to assist in establishing the number of uniform to order. All pre-registration must be processed via the National Registration System called "eayso". You can pre-register by going to Website www.eayso.org and following the instructions. If you do not have access to a computer the paper method of registration will be available.

Fall Registration

Fall registration will be held in August prior to the beginning of each season. This will be the major registration drive for the Region with notice of registration dates distributed to schools, newspapers etc. A sign should be placed at the fields advertising the dates and times of registration.

Spring Registration

Spring registration will be held in late January or early February, prior to the spring season. This registration is to fill-in teams as required or add teams if registration warrants. This registration is not a major registration drive and will be announced by word of mouth and a message on the Region 'Hotline'.

Referee Clinics

Clinics for Basic (Regional) Referee and Assistant Referee will be held at least once prior to or during the fall season and, if necessary, the spring season. The clinic dates will be set by the Regional Referee Administrator or, if designated, the Region Referee Director of Instruction.

Coaching Clinic

Clinics for Youth Coached will be offered at least once prior to or during the fall session. The Regional Coach Administrator will set the clinic dates.

Fund Raising

A major fund raising drive will be held during the fall season. The fund raising activity will be selected by the Board and is to be concluded as soon as possible after the start of the season. A spring fundraiser, Team photographs and the Regional AYSO Store will supplement the major fund raising project.

Appendix E- Youth Referees

Youth Referees are a key integral part of the AYSO program. Most all of these Referees are also players in other divisions. They all have committed themselves to take the training necessary to perform the duties of a Youth Referee. They enjoy the sport of soccer enough that they were willing to give back to others some of that enjoyment by becoming Referees. All of us should show them the same respect as any other older or more experienced Referee. The players deserve to have a Referee for their match. The success of the AYSO Referee Program and the overall success of AYSO will depend upon how we treat these Referees and the Positive experience we all can give them. We want them to continue to Referee for many years and how we treat them now will determine this and the success of the AYSO Program. Currently due to the lack of positive experience from Coaches and Parents we have an attrition rate of over 50% each year in our Youth Referee pool. As you can see this is a concerning situation the Regional Board is focusing to reverse.