

AYSO Region 76 Beverly Hills

Regional Guidelines

June 7, 2005

This document specifies the Guidelines that regulate the affairs of AYSO Region 76.

There are two sets of Guidelines. The first set is the Standard Regional Guidelines as approved by the AYSO National Board of Directors, with a number of changes designed to update obsolete provisions and references and to remove and replace provisions that are manifestly inconsistent with the Region's own rules, policies and procedures and guidelines or are simply irrelevant to the Region. Note that the Standard Regional Guidelines permit the Region to modify the guidelines but apply to the extent not modified.

The second set consists of the specific rules and policy statements of Region 76, placed in the Appendix of the Standard Guidelines, that have been voted on and approved as of the effective date of these Guidelines. **Updated versions of some of these documents are set out in various pages on our website and we have not updated this document. The version on the website is the controlling one.**

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1. PURPOSE

These Standard Regional Guidelines have been adopted by the American Youth Soccer Organization (AYSO) pursuant to the authority granted in AYSO National Bylaw Section 1.03 (a) (6) to provide guidance to the Region in its organization and operation.

Under AYSO National Bylaw Section 1.04 (l) and National Policy Statement 6.1, the Region has the responsibility to operate in accordance with these Standard Regional Guidelines unless the Region has adopted separate Regional guidelines approved by the Region’s Area Director and Section Director.

These Standard 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 Standard Regional Guidelines. These Standard 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 guidelines, or such other guidelines as the Region may adopt, must be made available upon request to the members of the Region pursuant to AYSO Bylaw 1.04 (1).

2. 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 4½ 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 for all! Education for all!

Ethics for all! Accessible to all!

The mission is accomplished by our region by providing these essential services:

- 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

3. 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 4½ through 18 years of age in a safe, fun, fair, positive environment that complies in letter and spirit with the Bylaws, policies, rules, regulations, and philosophies of AYSO;

(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 or within a reasonable part thereof;

(e) To obtain and maintain safe playing facilities;

(f) To obtain and be accountable for uniforms, balls, goals and other equipment and to use such equipment in a safe manner;

(g) To schedule practices and games;

(h) To recruit and assign volunteer coaches and referees, and train them through clinics and audio/visual programs;

(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 publish for the Region and the files of AYSO, and make available to the participants and their families at least annually, financial statements of the Region and guidelines for the operation of the Region approved by the Area Director and Section Director, or in the absence of such guidelines operate the Region in accordance with the Standard Regional Guidelines as are in effect from time to time;

(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 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.

4. 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 (“Board Members”) of the Regional Board. 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.

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.

5. MANAGEMENT OF THE REGION

The Regional Board shall conduct the business and affairs of the Region.

Unless otherwise specifically provided by these guidelines, all decisions of the Regional Board concerning the business and affairs of the Region shall be made by a majority decision of the Board Members voting on any such matter; provided, however, that the Regional Commissioner may veto any such decision if the effect of such decision would be to violate any of the National operating regulations. 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.

(a) Board members need not be parents of players in the Region.

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

In the event of a vacancy in the position of Regional Commissioner other than at the expiration of the regular term, the Regional Board, including (if available) the outgoing Regional Commissioner, shall recommend an interim Regional Commissioner and submit such recommendation to the Area Director. The interim successor shall remain in office until the completion of the election procedures in paragraph (d). The Assistant Regional Commissioner (or, if more than one, the Assistant Regional Commissioner with the longest period of continuous service on the Board) shall serve in place of the Regional Commissioner until an interim Regional Commissioner has been recommended.

The Regional Commissioner may serve multiple terms so long as he or she is nominated and appointed as indicated above.

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.

It is the general policy of the Region that the Regional Commissioner not serve as a coach or assistant coach, nor hold any other board or staff position in the Region, except with the approval of the Regional Board. Where the Regional Commissioner or other Board Member also serves as a coach or assistant coach, the Regional Board shall, at a minimum, adopt special procedures to insure that decisions affecting such coach are made by other, disinterested Board Members and shall act in all other ways to avoid the appearance of a conflict 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 benefit him/her directly or indirectly in any other way, such as a supplier of equipment or camp programs to the Region. Nothing in this paragraph prohibits any Regional board or staff

member, or Regional volunteer, from being reimbursed for his or her out-of-pocket expenses incurred for work on behalf of the Region with the approval of the Regional Board.

Any vacancy on the Regional Board may be filled by a majority vote of the then remaining Board Members, though less than a quorum, and the person filling such vacancy shall serve until the next Annual Meeting and until his/her successor has been duly appointed.

Any Board Member (except the Regional Commissioner) may be removed in accordance with Article Nine, paragraph 4 of these Guidelines. 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.

The Regional Board shall adopt policies concerning service by Board Members as a coach or assistant coach or referee in (a) in the case of Age Division Directors, the division(s) for which an Age Division Director is responsible, (b) the division(s) in which the child(ren) of a Board Member is playing. Such policies may but are not required to distinguish between service with respect to a regular season team and service with respect to a tournament or other post-season team.

6. OFFICERS

The Regional Board shall, at a minimum, consist of the Regional Commissioner, the Regional Treasurer, the Regional Risk Manager/Safety Director, the Regional Coach Administrator, and the Regional Referee Administrator. The Regional Board may create, designate, appoint, or elect such other voting board, or non-voting staff, positions including one or more Assistant Regional Commissioners, Director of Referee Instruction, a Director of Referee Assessment, Age Division Directors, a Director of Playing Fields, a Regional Registrar, and such other positions as the Regional Board may from time to time deem desirable. In addition, there may be such members-at-large as the Board shall create. The following are the job descriptions for the above positions.

(a) 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:

(1) Filing on a timely basis the Regional Information Form with the National Support and Training Center.

(2) Reviewing on an annual basis these Regional Guidelines and other written Regional operating regulations.

(3) 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.

(4) 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.

(5) Organizing, maintaining, supervising and coaching Regional volunteer staffs to assure adequate support and services to the Region, including the development of new volunteers for Regional position succession planning.

(6) 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.

(7) Assisting the Regional Board in the planning and implementation of its policies and programs within the Region.

(8) Overseeing dispute resolution within the Region pursuant to Article Nine of these Guidelines and AYSO operating regulations.

(9) Presiding at Regional Board meetings.

(10) Keeping the Regional Board informed of actions and decisions on matters of importance.

(11) Attending Area meetings, Section Meetings and caucuses, and the National Annual General Meeting.

(12) Maintaining close liaison with the Area Director and the Section Director, and coordinating all extra-Regional activities through the Area Director.

(13) Submitting a completed Regional Performance Program to the Area Director prior to December 1st of each calendar year.

(14) 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.

(b) The Regional Treasurer

The 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.

The 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 March 1st of each spring season and September 1st of each fall season.

The Regional Treasurer shall give a report of the funds, receipts and disbursements of the Region 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.

(c) The 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 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.

(d) The 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 nominate for appointment by the Regional Board a Regional Director of Coach Instruction to assist in planning and implementation of coaching orientations, clinics and other training programs, and to coordinate such efforts with area and/or section staff.

The Regional Coach Administrator shall coordinate with the Regional Commissioner, the Regional Director of Coach Instruction 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.

(e) The 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.

The Regional Referee Administrator shall 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 shall 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.

(f) The Regional Director of Referee Instruction

The Regional Director of Referee Instruction shall implement, monitor, and maintain the AYSO Referee Training Program at the Regional level. The Regional components are the Regional Referee Course and the Assistant Referee Training Course. The Regional Director of Referee Instruction obtains the course guides from AYSO National Support 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.

(g) The Regional Director of Referee Assessment

The Regional Director of Referee Assessment shall implement, monitor, and maintain the AYSO Assessment Program at the Regional level. The main Regional component of such program includes arranging with the assistance of the Area Director of Referee Assessment for the assessments of Regional referees seeking improvement and upgrade to a higher certification

level. The Regional Director of Referee Assessment shall also establish an ongoing Observer-Friend Program to provide for mentoring of new referees by experienced referees.

(h) Assistant Regional Commissioners

Each Assistant Regional Commissioner, if any, shall perform such duties as may be delegated to the Assistant Regional Commissioner by the Regional Commissioner and, in his/her absence and as otherwise set forth in the Regional Rules and Guidelines, shall perform the duties of the Regional Commissioner on behalf of the Region.

(i) The 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 Coach Administrator and the Regional Referee Administrator. The Regional Registrar shall be responsible for the proper registration of each member in the Region and the submission of such information to the National Support and Training Center. The Regional Registrar shall also distribute arrange for distribution of the appropriate copies of such forms as required and shall turn over in a timely fashion to the Regional Treasurer any registration fees collected in cash or checks and data on credit card payments collected by or under the supervision of the Regional Registrar.

(j) Additional Regional Officers and Staff

The Regional Board may, when determined appropriate or necessary due to the Region's size or geography, appoint one or more additional Regional officers or staff positions. Age Division Directors 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.

(k) The Director of Playing Fields

The Director of Playing Fields, if any, shall be responsible for obtaining and maintaining the playing fields. 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. He/she shall also ensure that the fields are properly lined. He/she shall also assist the Regional Risk Management/Safety Director in maintaining the playing fields in a safe condition.

(l) The Volunteer Coordinator

The Volunteer Coordinator, 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.

(m) Picture Day Coordinator

The Picture 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.

(n) Yearbook Coordinator

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.

(o) Tournament Directors

The Tournament Director, 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, soccerfests and other post season play opportunities for Regional players outside the primary regular season program.

7. INFORMATION ABOUT THE PROGRAM

7.1 Team Assignments

See Appendix: How We Make Up Teams and Deal with Requests

7.2 Registration Fees; Refunds

The registration fee for each player participant shall be fixed annually by the Regional Board. The fee for this season is set forth in Appendix 5 to these 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. Any player who withdraws prior to participating in the first game of the season shall be entitled to a refund of such registration fee. In exceptional circumstances, the cost of the uniform (if it cannot be reused) or other specific non-recoverable costs may be deducted from the refund.

7.3 Eligibility

All boys and girls, between the ages of 4½ 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. The Regional Commissioner in his or her absolute discretion may approve the registration of a player less than 4 ½ years old.

7.4 Length of Season and Cancellation of Games

The season shall be of such duration as determined by the Regional Board, and as set forth in the Regional Calendar attached to these 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 Risk Management/Safety Director as early as practical before game time. Once the game begins, only the referee in charge of the particular soccer field may suspend or cancel the game.

7.5 Attendance; Participation

As a general principal, Region 76 follows the ¾ rule. Each player plays a minimum of 3 quarters in every game, as long as it is feasible to do so, and with some exceptions in certain divisions. In divisions U6, U8, U10, and U12, every player plays 3 quarters as long as it is feasible. For example, if there are 15 players on a U12 team that plays 11 versus 11, there are 44 player-quarters in a game, and it is not possible to play each player 3 quarters as this would yield 45 player-quarters. In such case, one player will have to play only two quarters, satisfying the National AYSO requirement. However, this player will not play 2 quarters only in a game until all the other players have taken their turns to play 2 quarters.

In addition, in divisions U6, U8, U10, and U12, the same player cannot play as a goalkeeper for more than 2 quarters.

In U14 and higher, the 3/4 rule will also be in effect, but the coach may elect, only with the permission of the Division Director, to play a player 2 quarters only, for any of the following reasons:

- i. unexcused no-show for a game;
- ii. repeatedly unexcused missed practices;
- iii. disruptive behavior.

The coach will need to first speak with the parents and/or player (or make a repeated effort to do so) before calling the Division Director. Under no circumstance will a player play less than 2 quarters per game.

It is the responsibility of the team coach to make sure that the ¾ rule is properly enforced. Failure to comply with the spirit of this law may be grounds for disciplinary action by the Division Director.

During regional playoffs, separate rules govern players' playtime. Please see the regional playoff section for details.

In divisions that play out of region [U14, U16, and U19], our regional policy is to conform to the Area 1-P rules under which is each player plays a minimum of 2 quarters for out-of-region regular season games.

In U16 and U19 divisions, when two Region 76 teams play each other we follow the Area 1-P rule of 2/4 playtime so that these teams face a consistent set of playtime rules throughout their regular season.

7.6 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.

7.7 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 half-way line of the field (in no event in either of the penalty areas or from behind the goals).

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. 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 (even if the coach, assistant coach or spectator is not shown a yellow or red card) 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 outlines 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.

7.8 Refreshments at Games

It shall be the responsibility of each team to supply its own refreshments. It is suggested that the best kind of refreshment is cool water. Teams are encouraged to offer water to the referees officiating the team's match during half time.

7.9 Parental Participation

As AYSO is an all-volunteer" Organization, each parent or guardian who has a player in the Region shall be strongly encouraged to volunteer his or her valuable time and services in some way. The Region shall not reduce or eliminate the player fee based upon voluntary work done by a participant's parents or guardians and shall not charge an additional fee to those parents of players who do not volunteer their services or who do not donate funds to the program. No fee distinction shall be made based upon parental or player participation in Regional fundraising activities. The Region may condition the registration of a player based upon any requirement of volunteer participation by a parent or guardian. However, nothing in this Section 7.9 shall prevent the Region from (a) limiting the size of the program or declining or canceling player registrations based on shortages of certified, trained and otherwise qualified coaches or referees or (b) conditioning the extent of the participation of regular season teams in regional, Area

and/or Sectional playoffs upon the performance of volunteer service by persons affiliated with the team who are qualified to perform such service, provided that a team disqualified from participation in any part of regional playoffs will be afforded the opportunity to play an approximately comparable number of regular season games as a team that has not been disqualified.

7.10 Facilities

Except and to the extent if these functions are not performed by the owners or operators of the fields used by the Region, it shall be the responsibility of both teams for the first game each day to set up the goalposts and nets and both teams for the last game of each day to take down the goalposts and nets. Each field shall be lined under the direction of the Regional Commissioner and/or the Director of Playing Fields, and each group of fields shall be provided with a first aid kit. No trash should be left at the facility except in designated containers. Parking shall be limited to those areas designated at the fields.

7.11 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.

7.12 Equipment

The Region shall make arrangements to supply each player with a shirt with the original AYSO logo properly affixed thereto and, if possible, a pair of socks, and shorts. Each player is expected to provide his/her own appropriate footwear and shin guards. No player may participate in a game without such shirt, socks, shorts, 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 himself or herself or to other players during the game. The referee is the sole decision maker about whether or not the player's equipment is safe for a given match. Referee decisions about the safety of player equipment may not be appealed.

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.

8. FINANCIAL, BANKING AND RELATED MATTERS

8.1 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.

8.2 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.

8.3 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.

8.4 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.

8.5 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. In general, it is the policy of the Region to

accept payment for registration through credit card and direct debit payments that are presented electronically for daily settlement by the Region's bank or electronic payment gateway and the proceeds of which are deposited directly to the Region's principal bank account or its tournament account, as appropriate.

With respect to non-electronic receipts, 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; (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.

8.6 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

8.7 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.

8.8 Monthly Bank Reconciliations

All Region accounts shall be reconciled by the Regional Treasurer and his/her reconciliation shall be verified by another Board Member who is not authorized to sign on the accounts.

8.9 Credit/Debit Card Transactions

All required accounting for credit card, debit card and other electronic payments shall be performed and submitted on the first banking day after each credit/debit card transaction. Transfers of credit balances in favor of the Region with respect to such payments, if not directly deposited to the Region's bank accounts, shall be made promptly to such bank account of the Region, as appropriate, and in any event shall be initiated within one day following the day on which such balance reaching \$500, subject only to the maintenance of such reserve for anticipated refunds as the Regional Treasurer and the Regional Commissioner shall approve.

9. DISPUTE RESOLUTION

9.1 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 or removal procedures are to be used only as a last resort. Voluntary resignation is preferable to a suspension or removal procedure.

It is the policy of the Region to avoid publicizing the suspension or removal proceedings beyond those persons who need to know, and to respect the privacy of the individuals involved. However, the Regional Commissioner or Regional Board should notify the Area Director, the Section Director, the National Support 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.

Note that in case of inconsistencies between this Article and Appendix 6, the latter is controlling as it reflects the most recent updates and revisions.

9.2 General Due Process Procedures

The Dispute Resolution Procedures of the Region are set out in Appendix 6. Disputes involving day-to-day activities of the Region should first be addressed and resolved, if possible, by the appropriate Board Member in charge of the activity and/or then by the Regional Commissioner. Disputes arising out of game conduct should first be addressed and resolved, if possible, by the Regional Referee Administrator and then by a disinterested Board of Review appointed in accordance with the Dispute Resolution Procedures set out in Appendix 6.

If it is determined that it is necessary that a person involved in the Region needs to be disciplined, or that his or her participation in the Region should be limited or terminated, then the Regional Commissioner or the Regional Board shall give notice in writing to such person of such intention. Such notice shall specify the action to be taken and the reasons therefore. Such notices shall further notify such person that he or she, upon request, will be given a reasonable opportunity to explain why such action should not be taken. Such opportunity to respond may be in person at a hearing, by telephone or in writing. The Regional Commissioner or Regional Board may appoint a disinterested Hearing Board or Committee of neutral persons to consider such discipline. After such opportunity to respond has been given, the Regional Commissioner, Regional Board, Hearing Board or Committee shall make its determination and announce it in writing to all persons concerned.

9.3 Suspension

The Regional Commissioner or Regional Board may suspend a person involved in the Region from further involvement in the program on notice in writing or in person if there is found to be an imminent danger to the program by his or her continuing involvement, or if a crime has been alleged to be committed by such participant. Such a suspension must be followed by a disciplinary hearing described in Section 9.2, above. A suspension is considered to be temporary in nature, and such suspension may be removed or set aside by a majority of the Regional Board at any time.

9.4 Removal

The Regional Commissioner or the Regional Board may remove a person (whether or not suspended) involved in the Region, **including a Regional Board Member**, from further involvement in the program. Such removal may only be made upon prior notice and after a determination is made that removal is appropriate, as the result of a disciplinary hearing described in Paragraph Two, above. Such removal is only permitted when there is found to be (a) a violation of the National Bylaws or of the rules, regulations, policies or philosophies of AYSO or (b) conduct which disrupts the Region's or AYSO's activities or programs.

9.5 Hearing Procedures

The disciplinary hearing shall be held at a neutral location. The hearing procedures shall be communicated to and understood by all parties prior to the commencement of such hearing. All interested parties are to be informed of the date, time and location of such hearing.

At the hearing the Board of Review 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. For matters involving application of the Laws of the Game during a sanctioned game, the Board of Review shall consult with the Regional Referee Administrator or the Referee Administrator's designee prior to reaching a final decision. Under no circumstances shall the Board of Review deliberate in the presence of the parties involved in the dispute. The Board of Review will then decide the issues raised pursuant to AYSO operating regulations and these Regional Guidelines based on the evidence submitted, and by majority vote determine the appropriate action including whether no action should be taken against the individual accused, or whether such person should be given a warning or caution, or whether such person should be given a written reprimand, or whether such person should be suspended or 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.

9.6 Review

Any determination made in accordance with this Article shall be final and binding on all concerned unless it is determined by the Area Director, or, if he/she is not disinterested, the Section Director, that such determination was arbitrary and capricious, or that the procedure was not fair, or that the person or persons making such determination are found not to have been disinterested. Any interested party dissatisfied with the decision or action taken by the Board of Review on the basis that such determination was arbitrary and capricious may request a review of such decision by (in order) 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.

10. CHANGES IN GUIDELINES

10.1 Approval of Guidelines

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

10.2 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.

11. MISCELLANEOUS

11.1 Notices

Any notice required or permitted to be given in accordance with these Guidelines may be given orally unless a particular provision specifically requires notice to be in writing. Any written notice may be delivered by mail or common carrier, by fax or by electronic mail, in all cases to the address, phone number or electronic mail address known to the Region and shall be deemed delivered at 10 a.m. on the next business day following the date the notice is mailed, faxed or e-mailed.

11.2 Relationship with Other Guidelines

(a) These guidelines and all regional policies, procedures and rules shall be interpreted so far as possible consistently and in a harmonious way, so as to minimize conflicting rules and interpretations.

(b) Nevertheless, in the event of any inconsistency that cannot be resolved, the following rules shall take priority:

(1) This Section 11.

(2) Those provisions of the By-Laws, Rules and Regulations and policies and procedures of the American Youth Soccer Organization that are mandatory and binding upon the Region.

(3) Those provisions of the rules and regulations of Section 1 of the American Youth Soccer Organization that are mandatory and binding upon the Region.

(4) Regional Rules and Guidelines other than these Guidelines.

(5) These Guidelines

(6) Those provisions of the By-Laws, Rules and Regulations and policies and procedures of the American Youth Soccer Organization that are not mandatory or binding upon the Region.

(7) Those provisions of the rules and regulations of Section 1 of the American Youth Soccer Organization that are not mandatory or binding upon the Region.

11.3 Definitions

The expression “Regional Rules and Guidelines” refers to these guidelines and any other rules, regulations, policies, procedures and guidelines adopted by the Regional Board.

Appendix 1. Letter from Regional Commissioner to All Members

A Message to All Members:

Date October 5, 2004

AYSO Region 76 is a member program of the American Youth Soccer Organization, a nationwide, non-profit youth soccer organization founded in 1964. AYSO is an affiliate member of the United States Soccer Federation. Its programs are based on five principal tenets:

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 4½ 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.

American Youth Soccer Organization Region 76 has produced these Regional Guidelines in order to provide each of you with information about the program you have joined.

These Regional Guidelines have been approved by the Regional Board of Directors of Region 76 and may only be changed by the Board. Any proposed change may be submitted in writing to the Board for its consideration.

AYSO has a National Support and Training Center in Hawthorne, California, with a full staff to assist our Region in maintaining its programs. Our Region is located in Area P in Section 1 and has the benefits of the area staff, directed by Adrienne Coffin (the Area Director), and the section staff, directed by Jeff Hull (the Section Director).

I am the Regional Commissioner of our Region and am responsible to AYSO National and, together with our Regional Board, to you for running our program. As Regional Commissioner I want to welcome you to AYSO Region 76 either as a returnee or as a newcomer and hope that you enjoy being a part of the ever-growing AYSO family.

Lance Roth

Yours in Soccer,

Regional Commissioner
commissioner@ayso76.org

Appendix 2. Letter from Regional Coach Administrator to All Coaches

A Message to All Coaches:

Date: October 5, 2004

Welcome to AYSO Region 76. We thank you for volunteering your time and service to our program. It is important that you understand and implement AYSO's philosophy, for it is you who will have the most contact with and impact upon our young participants and their parents.

First, make sure you know the game and the coaching techniques found to be most successful. We have several publications which can help you and we will hold a series of clinics coordinated by me. It is imperative that you participate in one or more of these clinics so that you can promote the very best and latest in instruction to players on your team. Please check our website at www.ayso76.org for updated information on the time, date and place of referee clinics in our region and neighboring regions as well. I will be glad to assist you personally in any way I can.

Second, remember that we are playing the game for fun and for the fun of the children. While you should encourage the very best performance out of your team, never lose sight of the fact that it is just a game and played for fun within the AYSO philosophies of Everyone Plays, Balanced Teams, Positive Coaching and Good Sportsmanship.

Third, remember the "Everyone Plays" rule. Every one of your players must play at least half of each game. It is suggested that the same players should not always sit out the first quarter of each game, so that they do not think of themselves as permanent substitutes, and that, if possible, players should play a minimum number of quarters, typically three in our younger divisions. Please check the web site for more specific information on your division.

Fourth, cooperate with the referees. They are volunteers like you and are called upon to make judgments like you. Please insist that the parents of the players maintain decorum at all times. Remember—we do not allow protests.

Fifth, present an attitude of good sportsmanship, in both word and action, to your players and their parents. We desire to create a positive environment based upon mutual respect, rather than a win-at-all-costs attitude.

Sixth, and finally, hold practices once or twice a week, depending on field availability and your own time commitments. The practices mean more than the games. Plan your practices in advance, as time is limited.

Have a great season and best of luck to your team.

Yours in Soccer,

Gerald Maestu
Regional Coach Administrator
coach@ayso76.org

Appendix 3. Letter from Referee Administrator to All Referees

A Message to All Officials:

Date: October 5, 2004

Welcome to the officiating team of AYSO Region 76. We sincerely appreciate the fact that you have volunteered your time and service to help the youth of our Region have FUN through the game of soccer. That's right! We're all here to have FUN!

AYSO's objective is to help America's youngsters between the ages of 4½ and 18 develop in body and character through participation in the game of soccer. AYSO's principles of everyone plays, balanced teams, positive coaching, open registration, and good sportsmanship are all designed to make AYSO soccer a positive, enjoyable experience for our players.

As an AYSO referee or assistant referee, it will be your primary responsibility to ensure that everyone — players, coaches, spectators, and you—has fun during the game. In AYSO we call it “positive refereeing.”

How do you learn how to be a positive AYSO referee? Read on...

AYSO has developed a comprehensive National Referee Program designed to provide you with the instruction, assessment, and support you need and deserve to perform your responsibilities. Trained staff is in place at the Regional, Area and Section levels to deliver this program to you. All that you have to do is to give AYSO what amounts to a relatively small amount of your time.

In Region 76, we will be holding a series of instructional clinics prior to the beginning of our playing season. These clinics will be reinforced with game observations by trained AYSO assessors to provide you with positive feedback on your field performance. In addition, periodic referee meetings will be held throughout the season to discuss areas of mutual interest or special concern.

You will soon be receiving a schedule of our pre-season referee clinics. Please mark the dates on your calendar and make sure you attend. Remember, we can provide you the tools you need to make your AYSO officiating experience one of competency and enjoyment—but only if YOU make the effort to take advantage of our training.

Thanks again for volunteering. If you have any questions, doubts, or fears, please give me a call. See our web site at <http://www.ayso76.org> for a list of clinics.

Sincerely,

Mike Karon
Regional Referee Administrator
referee@ayso76.org

Appendix 4. Board of Directors

For privacy reasons, we do not list phone numbers on the Web, except for the general AYSO number - 310-859-9663. If you need to contact a particular individual by phone, please call the general number or send us an e-mail and you will be provided with the number.

Regional Commissioner Lance Roth

Division Directors 2005/2006

Boys U19 & U16	David Nik
Girls U19 & U16	Terri ReBell
Boys U14	Luis Fuentes and Brian Sixt
Girls U14	Scott Markowitz
Boys U12	Lynne Fiedler Gallagher
Girls U12	Mark Landry and Peter Rosen
Boys U10	Farid Novian and Dean Ward
Girls U10	Kieron Swaine and Jeff Wolfe
Boys U8A (7-year olds)	Larry Fernandez
Boys U8B (6-year olds)	Allen Roth and Colleen Sternshein
Girls U8	Olivia Karlin
Boys U6	Greg Segal
Girls U6	Susan Edelman

It takes a lot more people to get this show on the field:

Safety Director and Child and Volunteer Protection Advocate Dr. **Scott Karlan**

Treasurer **Lisya Brudo Mizrahi**

Registrar **Melissa Krantz**

Referee Administrator **Mike Karon**

Director of Referee Recruitment - Vacant

Coach Administrator **Gerald Maestu**

Fields **Jeff Pop**

Director, Tournament Teams/Sportsmanship Cup **Selo Imrohoroglu**

Director, Tournament Teams/Sportsmanship Cup **Carla Derhy**

Volunteer Coordinator **Susan Markowitz**

Special Projects **Harry Markowitz**

Trophies /Yearbook **Terri ReBell**

Uniforms **Cari Kuprenas**

Pictures **Wan Djafar and Robin Litvak**

Some other key volunteers you should know about:

Junior Referee Program Administrator

Youth Coach Coordinator **Michael Sun**

Webmaster **Michael Karlin**

For many facts and figures and a description of how AYSO is organized in Beverly Hills, as well as regionally and nationally, you can take a look at a Power Point presentation on the news page of our website and delivered to the Recreation & Parks Department in May 2001. Much of the information continues to be accurate.

Appendix 5. Our Program

1630 players are expected to participate in our 2004 fall season ages 4 1/2 through 18. Our program strongly believes in AYSO's principles of Everyone Plays, Open Registration, Balanced Teams, Fair Play, Positive Coaching and the Power of Fun.

Region 76 has an open registration policy and we will accept players from anywhere in Southern California. However, we are centered in Beverly Hills and adjacent communities and our practice and game schedules would probably be quite inconvenient for any player and family unless they live or go to school nearby. If you need information about other local AYSO Regions, you could try looking at the Area 1-P website (www.aysolp.org).

VOLUNTEERING

REGISTRATION, FEES AND REFUNDS

REFUND POLICY

THE DIVISION U6 (UNDER 6 YEAR-OLD) PROGRAM

SHORT-SIDED GAMES

TOURNAMENTS AND ALL STARS

EQUIPMENT/SOCCER BALLS

PICTURES, TROPHIES AND YEARBOOKS

DISPUTE RESOLUTION, DISCIPLINE AND BOARDS OF REVIEW

HEALTH AND SAFETY

SOCCER TIPS FOR NEW AND RETURNING PARENTS

SUMMER SOCCER CAMPS

Parents Page

Our parents page has additional information, including answers to 10 frequently asked questions and a parent's Code of Conduct. Please check it out . . . **before you pick up the phone.**

Volunteering

Our program is entirely staffed by volunteers - over 120 teams put together, scheduled, coached, assistant coached and administered by volunteers; 35 games a week refereed by volunteers (no referees for the youngest players); over 1400 players registered and kept track of by a couple of administrators with computers at home. One person organizes 200 balls and 1600 uniforms. Another gets the trophies; a couple arrange the pictures and put together the yearbook. It's

simple: If you don't volunteer, our program won't happen. Don't be out there; be a true part of us.

A special appeal to the moms out there: We need you to step up as coaches and referees. We cannot stress enough how important it is for our players, boys and girls alike, to have female role models in sports. You can do it: Many of our coaching fathers never played before they started coaching. None of our referees really knew the rules or what to do. They learned. We taught them. We offer a ton of clinics and a torrent of advice and mentoring. Just do it. **Sign up!**

In order to encourage more people to referee, we have instituted in 2004 a referee points system - only teams that meet their points requirement will be eligible for playoffs. More details are available at <http://www.ayso76.org/referee/points.html>.

Registration, Fees and Refunds

We charge \$120 per child before June 1; after June 1, we charge \$170 for returning players and for new players 8 years old and above. A limited number of full and partial scholarships are available and we maintain the \$120 rate for new players under the age of 8 as well as for players whose families recently moved to Beverly Hills.

Refund policy

Refunds are given as follows: If a player drops out before the season begins (the first Saturday after Labor Day), a full refund will be given. If a player drops out after the season begins but before September 30, a 50% refund will be given. After September 30, no refund is given except in the absolute discretion of the Regional Commissioner. In all cases, no refund will be given until the player's uniform is returned in good condition. Please mail or e-mail any refund request to the Registrar (registrar@ayso76.org). Your request must give your name, your child's name, date of birth, mailing address for the refund and telephone number.

Please note that refund requests received after July 31 may not be processed before October 1. Only two people handle registration and they are overwhelmed with work in August and September. Thanks for your patience.

You visit our website for more information on registration or to register on-line if your player is a returning player from last season or will be playing in U6 (i.e., will be under 6 on July 31).

Registration is on-line only. No mail-in registrations are accepted.

Fees include supplemental accident insurance that picks up medical costs of registered players and registered volunteers, subject to a \$100 deductible, after you have used all other insurance coverage available. More information is available at the AYSO National Website (www.soccer.org) and we will shortly be publishing AYSO's explanatory pamphlet on-line.

Balanced Team/Requests

Teams are intended to be balanced. This is an overriding requirement, especially as the players get older. The requirement for teams to be balanced has important practical consequences. Please read about them.

First, our teams are made up each year from scratch. In Girls Division U10 and all divisions from U12 upwards, teams are put together by a player draft in August.

Second, we do not accept requests. Only siblings within the same age group can ask to play together. We try to accommodate requests in Division U6 and U8, but from Division U10 onwards, no requests can be accepted. We hope you will understand that we cannot make exceptions to this policy because, human nature being what it is, if we make one exception, we will be (and indeed we have been in the past) flooded with requests. People making the requests rarely realize that moving a player from one team to another involves moving at least one other player to the first team. For a more detailed look at requests and how we select teams, see **Error! Reference source not found.**

Third, in support of the objective of balanced teams, AYSO National Rules forbid deliberate player retention by coaches from year to year (other than their own children). It is, in fact, in your child's interest to be coached by different coaches, so that he or she gets exposed to a range of coaching skills and strengths (and, we admit, weaknesses).

If you have problems with car pooling, conflicts between practice times and religious school schedules or other similar difficulties, we urge that you make the maximum possible effort to resolve them and keep your child in the program. If a player cannot attend practices, you can request that the player drop off the team. He or she will be placed on a waiting list and placed with another team if space becomes available.

Regular Season Games

We play a fall season beginning on the first Saturday after Labor Day. We don't play on any day on which one of the Jewish High Holidays fall and practices are optional (as a result of which there will be optional practices on Monday -Wednesday October 3-5 and Wednesday October 12 and Thursday October 13, 2005). Also, we don't play the weekend after Thanksgiving, which is reserved for tournament games.

Our regular season teams in Divisions U12 and U14 play games with no standings until November, then playoffs begin. In the first rounds of the playoffs every team participates. The playoffs continue to the middle Sunday in December (the Sunday before the Friday on which the Beverly Hills Unified School District schools break for the holidays which is usually the second but sometimes the third Sunday of the month) when our championship games take place.

Divisions U6, U8 and U10 play through the middle Saturday in December without playoffs. They also play short-sided games.

Division U16 and U19 teams play a shortened season of two games a week through mid-November when they disband and many move on to High School soccer. Under CIF rules, high school soccer players cannot be members of AYSO and high school soccer teams at the same time.

All teams, except in Division U6 (as to which, see below), practice once a week. Practices generally take place on weekdays after school. They can start as late as 6 o'clock or later in Division U14 and above. The coach may schedule additional practices but only one weekly practice is mandatory.

From August to December, the Schedule is available on-line.

The length of a game depends on the division.

Division	Game Length	Substitutions
U19	90 minutes	8ths unless the coaches agree to quarters or free substitution in compliance with strict Area guidelines
U16	80 minutes	8ths unless the coaches agree to quarters
U14	70 minutes	Quarters - see below
U12	60 minutes (see note)	Quarters - see below
U10	50 minutes	Quarters - see below
U8	40 minutes	Free substitution
U6	30 minutes	Free substitution

The Division U6 (Under 6 Year-Old) Program

If your child is 4 1/2 or 5 on July 31, he or she will play in our U6 program. This is a program where the players attend a weekly combined practice and game. The practice, consisting of stretches and drills, lasts about half an hour. The game takes up the remaining half an hour. We play short-sided games at this age group. Parents and other volunteers coach and referee the practices and games.

Short-sided Games

In Divisions U6 and U8, our teams are smaller than the traditional 11-a-side. AYSO National and a whole host of experts strongly advise that younger players learn more when the number of players on the field is reduced. Players want to touch the ball, and with 22 players on the field, contact with the ball is limited. Players swarm to the ball instead of learning teamwork and passing.

In the short-sided games, each team has 10-12 players on the roster. In the game, the team is divided into two groups of 5 or 6 and each group plays another team which has also been divided in this way. Half way through the game, there is a short break, during which groups from one team switch. Four players on each team play on the field at any time; coaches substitute players in and out every two or three minutes. It works! Every player will touch the ball within a short period of time and the game flows backwards and forwards, without the bee swarm that is characteristic of full-sided games of 11 playing against 11.

In Division U10, we moved in 1998 to 8-a-side games and team rosters of 11. We also made the field for U10 games slightly shorter and at, Roxbury Park, narrower (80 yds x 45 yds instead of 100 yds by 50 yds).

Tournaments and All Stars

Visit our [All Star page](#) for more information, including how we pick post-regular season teams and rules applicable to team participation in tournaments and fundraising.

Our U14 and U12 champion teams move on to area playoffs.

We also pick tournament teams in U10, U12 and U14 for a tournament at Thanksgiving. In 2002, 2003, and 2004, most of our tournament teams went to a tournament in Cerritos. We run our own tournament, the one and only Beverly Hills Sportsmanship Cup, the weekend before Christmas - 2005 will be the 9th edition. Then All Star teams will play in the Area 1-P tournament in January and other tournament teams who play in other tournaments, sometimes continuing until the spring. Once the high school season ends, upper division tournament teams may form and play in tournaments.

In 1996, our Boys 3 (U14) team won the Tri-Section tournament, which is in effect the Southern and Central California championship, and our Girls 4 (U12) Team continued until July, winning the AYSO National Games tournament at Kalamazoo. In 1997, our Boys 4 (U12) team, the Tigers, won the Tri-Section tournament. Our Girls Under 16 team in 2004 won 6 tournaments. These are tremendous achievements and we would like to build upon the tradition of these teams.

All of our coaches, referees and other administrators are volunteers. We depend on them and on the families of our players for the support we need to make this program work.

VIP Program for physically or developmentally challenged players

 "Very Important Announcement"

The V.I.P program (Very Important Player program) is an AYSO program for children with special needs, either physically or developmentally challenged. While all children, with or without special needs, have always been welcome in the regular program, for some children the V.I.P. program may be more appropriate. If you have, or know of, a child 5 - 18 years old who might benefit from the fun of AYSO soccer but is not able to participate in our regular program, or if you would like to volunteer to be a part of the program, please contact our Area 1-P Director at areadirector@ayso1p.org.

Equipment/Soccer Balls

The registration fee covers the uniform (shirt, shorts, socks). The fee does not cover shinguards or soccer shoes. Shinguards are mandatory at both practices and games. Soccer shoes (with nonmetal cleats) are highly desirable but are not mandatory. Metal cleated soccer shoes are not permitted.

Later in the season, we recommend that the player have a sweatshirt and sweat pants for before and after the game, as well as when the player is sitting out for a quarter. Often, teams get together to order a team sweatshirt.

We strongly recommend every player have their own ball. Mark it with your name and phone number. Ball sizes are as follows:

Age group	AYSO National Regulation
Divisions U19, U16 and U14 (12 years and older)	5

Divisions U12 and U10 (8 - 11 years old)	4
Division U8 (6 - 7 years old)	3
Division U6 (4 1/2 and 5 years old)	3

This is a change from 2003, when we were still recommending size 4 balls for Boys U8. In 2004, we are recommending size 3 for all U8 and U6 players, in accordance with AYSO National Regulations..

Pictures, Trophies and Yearbooks

Every player receives a team photograph, an individual photograph and a button with his or her picture, as well as a trophy and yearbook at the end of the season. Picture Day is held at the end of September or in early October; there is an individual player make up day a little later on. Check our [News](#) page for more details.

Rainouts and Field Closures

We have a page to give parents and coaches information on [Rainouts and Field Closures](#).

Dispute Resolution, Discipline and Boards of Review

We have a separate page with information on [Dispute Resolution Procedures](#).

Health and Safety

AYSO cares about the health and safety of its players and volunteers. We have established a page devoted to health and safety, starting with information about heading the ball and about Soccer Accident Insurance. This supplemental insurance is free and is included in your registration fee. Please check out this page for details and especially for information the time limit for notifying claims.

Soccer Tips for New and Returning Parents

A nice page with a simplified version of the laws of the game from Milwaukee Kickers Soccer, with a nicely done parents' code of conduct. Bonus poem: "They Are Only Children".

Summer Soccer Camps

AYSO does not operate or endorse any summer camps. But many parents ask us about them, so we have a page of Summer Camps.

Appendix 6. AYSO Region 76 Dispute Resolution Procedures

1. Ejections:

Any player who is ejected from a game by the referee, whether shown the red card or not, shall, in addition to not participating for the remainder of the game, be suspended automatically for the next game for which that player would be eligible.

Any coach who is ejected from a game by the referee shall, in addition to being required to leave the field and being barred from coaching or observing the remainder of the game, be suspended automatically for the next game in which that coach's team is participating and for all practices of the team occurring prior to that game. If the coach is suspended as a result of ejection in the last game of the season, the suspension shall apply to the coach with respect to the next team to which he or she may be assigned.

Any spectator who is required to leave the field of play by the referee shall, in addition to being required to leave the field and being barred from observing the remainder of the game, be suspended automatically for the next day of games. The next day of games means, in the case of a spectator who is a member of a player's family, a day on which that player is participating in a game. In any other case, it means the next day of regularly scheduled games organized by the region.

If a player, coach or spectator is ejected in a game under rules of competition of Area 1/P, Section 1 or the tri-Section (Sections 1, 10 and 11) and such rules provide for a longer suspension, the automatic suspension shall have the same length as and be served concurrently with the suspension provided by such rules.

The Division Director or the Regional Commissioner may, upon reviewing the report of the referee (and any report made by an assistant referee) and any regional board member in attendance at the game, increase or decrease suspension provided under this paragraph 1 or may impose alternative disciplinary measures. The Division Director or Regional Commissioner may act solely on the basis of such reports.

All suspensions and other discipline imposed under this paragraph shall be communicated promptly to the person involved and to a parent or legal guardian of the person if a minor. Except in the case of an automatic one game suspension imposed on a player or coach, communication shall be in writing and shall indicate briefly the reason for the suspension or discipline and the means by which such suspension or discipline may be reviewed.

For the sake of clarity, a referee may treat a player, coach or spectator as having been ejected even though the referee did not communicate this to the player, coach or spectator during or immediately following the game, if the referee believes that such lack of communication is necessary or appropriate to protect the safety of players and others in attendance at the game.

In the case of any game where the referee is less than 18 years old and a mentor is in attendance (whether acting solely as a mentor or as an assistant referee), any reference to the referee shall also include a reference to the mentor.

2. Suspension and Removal:

In any case not covered by paragraph 1, the Regional Commissioner (or designee) or in the case of a player or coach, the Division Director, or in the case of a referee, the Regional Referee Administrator may suspend or remove a player, coach or referee or other person from participation in the program and may bar a spectator from attendance at practices and games, may limit participation or make it subject to conditions, including but not limited to probation or attendance at clinics. The Regional Commissioner or designee, Division Director or Regional Referee Administrator may act solely based on a report by a referee or assistant referee, a regional board member, a coach, or any other witness deemed credible.

No discipline under this paragraph 2 shall be imposed without notice to the individual concerned (and a parent or legal guardian of such a person).

3. Board of Review:

3.1 A Board of Review shall be appointed and constituted for the purpose of reviewing discipline imposed under these procedures upon the request of any person subject to such discipline as follows:

- (a) The Board shall be appointed by the Regional Commissioner or in his or her absence an Assistant Regional Commissioner or the Regional Referee Administrator.
- (b) The Board shall be composed of disinterested persons and shall generally consist of the Regional Referee Administrator or his or her assistant and two other Regional Board members. The Regional Commissioner may also appoint any other Executive Member of American Youth Soccer Organization to serve on the Board, other than the Area 1/P Director or Section 1 Director. A person shall be treated as disinterested unless he or she is a division director in the division in question or imposed the discipline in question, a witness, a coach in the same division, a parent of a player involved in any game in which the person requesting the review was ejected, or a person who has some direct personal interest in the outcome of the Board of Review.
- (c) The Regional Commissioner or in his or her absence an Assistant Regional Commissioner or the Regional Referee Administrator may, in his or her discretion and having regard to the seriousness of the allegations, suspend the enforcement of all or any disciplinary action pending the outcome of the Board of Review proceeding. The Regional Commissioner's refusal to suspend enforcement is not subject to review or appeal.

- (d) The Board shall hear such witnesses and review such written reports as it chooses.
- (e) The Board of Review proceeding shall be conducted fairly but it is not a judicial proceeding.
- (f) The person requesting the review, the Division Director and, in the case of a minor, that minor's parent or legal guardian may be present throughout the proceeding so long as they conduct themselves appropriately. The person requesting the review may make statements at the beginning and end of the proceeding but only the Board may ask questions of witnesses; there will be no cross-examination of witnesses. Participation by lawyers is strongly discouraged and a lawyer may make a statement only with permission from the Board.

3.2 Appeals from a Board of Review may be made only to contest significant procedural irregularity or fundamental lack of fairness. A Board of Review shall not be treated as lacking fairness based on an allegation that the procedure set out in paragraph 3.1 is unfair.

4. Failure to Appoint Not Treated As Imposition of Discipline:

The appointment of an individual as a coach (head or assistant) or as a referee is a matter for the decision of the Division Director or Regional Referee Administrator as the case may be. Appointment of coaches is also subject to approval or ratification by the Regional Board. The Division Director or Regional Referee Administrator shall not be required to appoint any person as a coach or referee, as the case may be. Decisions, approvals and ratifications under the preceding two sentences are not subject to appeal or review, except by decision of the Regional Commissioner.

Appendix 7. How We Make Up Teams and Deal with Requests

Our policy on requests was adopted in its current form in 1997. It has been re-affirmed annually by every Regional Commissioner and Regional Board of Directors since then. The policy was slightly updated in 2002 in preparation for registering players for the 2003 season.

From the Commissioner:

We would like to remind everyone our policies on requests for players to be placed on the same team and, more generally, on how teams are selected. Some of what we do is mandated by the national rules of AYSO; a lot is just plain common sense.

Before giving you our rules and policies, please remember that AYSO's National Mission Statement is founded on five principles: balanced teams, fair play, good sportsmanship, positive coaching and Everyone Plays. Region 76 is a part of AYSO and we stand for these above everything else and our policies on requests and team selection reflect these principles.

In addition, the process of making up teams is very time consuming work and once the teams have been made up every player move involves more than just that player. It also involves finding a replacement of comparable skill levels (to maintain team balance). We also work hard to distribute players with goalkeeping skills, as well as players with volunteer parents, reasonably equally among the teams. Parents frequently see this from their perspective and don't take into consideration that granting a seemingly simple request can have a wave of repercussions and stretch our volunteer resources beyond breaking.

Requests

1. AYSO's national rules and policies forbid player retention or building teams by strategic placing of assistant coaches. While we sometimes place parent coaches together, we try to avoid this unless it's absolutely necessary. The bar for what constitutes necessity has been raised because, sadly, it has been abused over the years.

2. **In Divisions U8 (6 and 7-year olds) and U6 (4 1/2 and 5-year olds), we nevertheless entertain requests.** We do this because the way we organize the teams and play **short-sided games with squads that change every week**, team balance is not very important and the social aspects of the game are far more important than competition. Because our policy has become known, we have received many more requests than we used to. We therefore do not guarantee that requests will be granted. In particular, we will not allow teams almost entirely made up of requests. We do our best to accommodate you but once we have made up the teams, it is very unlikely that we will make a change. We are therefore very unlikely to grant requests made after July 31.

3. However, parents need to understand that as accommodating as we try to be with requests at that level, once your child gets to **Division U10 (meaning players 8 and 9 years old) and beyond, team balancing will take priority and no requests will be accepted.** *The only exception is for brothers and sisters and for children living in the same household where age and*

gender would place them in the same division. We will accept requests in these situations for the children to be placed (a) on the same team or (b) on different teams.

4. . What if your team has a practice day that conflicts with religious school or some other commitment that you cannot rearrange? ? What if you need help with car pooling? ? We will try to help - but we ask that you first try to help yourself. . Please be flexible and try to work something out. . Almost always you will get to know someone on the team with whom you can share carpooling and other responsibilities. . And don't worry about your children not knowing anyone on the team. . One of the joys of AYSO is the opportunity for children and their parents to make new friends and it is done so easily in the context of participation on a sports team. . Take advantage

Making Up Teams

1. In Divisions U14, U12 and U10, we do drafts with random coach assignments. The drafts take place in August. Our guidelines on drafts suggest that the following is a model way to proceed, it being accepted that some of what follows may need to be adjusted in U10, with greater numbers of teams.

a. The coaches meet to pick teams collectively.

b. The coach's child/ren are placed on teams first at a mutually agreed (or division director-mandated, if the coaches can't agree) draft level.

c. The coaches will then be charged with making up the most even teams they can, because they don't know which team they will get. When the teams have been made, they are labeled and each coaches picks a team label out of a hat.

d. Each coach who did not pick the team with his or her child will then trade for the child at the same draft level. That is, if the coach's child was drafted on the second round, the coach gives up the second round player to the team with the coach's child and the child moves back to be with the coach.

This method solves the assistant coach problem and makes everyone honest. It also eliminates the problems of more knowledgeable or experienced coaches drafting more wisely, the coach who picks his or her kids' friends rather than the best available players and consigns the team to a season of blowout losses and the cheat (yes, I'm afraid we've had some of those) who deliberately underrated a player the previous year to be able to get that player "cheap" the following year. It is similar to the riddle of how two people can get an equal share of the cake - one cuts the cake, the other picks the slice!

Once teams have been formed, we generally do not add players for at least a couple of weeks, so that we can allocate from a pool of players rather than simply adding the first player who comes along to the first team who needs an additional player.

2. In Divisions U12 and U10, we strongly encourage drafting the "older" and "younger" players

separately, to ensure that each team has a proportionately similar number of older and younger players. (We understand the need to be sensible; sometimes a younger player is so talented that he or she should be drafted as an older one.) This avoids the mistake sometimes made by coaches of overrating a player in, for example, Division U12 who was an older player in U10 the preceding year, as compared to a player who was a younger player in U12 the preceding year and will now be in their second year in the same division. An alternative is automatic adjustment of ratings to compensate for the phenomenon that this year's younger player is last year's older and vice versa but this may not work as well. Girls U8 is picked by the Division Director largely according to the same system of allocating the 6 and 7 year old girls proportionately to each team. Boys U8 is so large that it is in any event divided into two subdivisions with older and younger teams.

3. The division director always retains the right to make adjustments. Sometimes, even the best laid plans go astray. Late sign-ups, especially by players returning from club soccer, or late drops are often a source of problems. *We will not allow late sign-ups to be used to manipulate the system. In particular, very talented players signed up after teams have been assigned can expect to be placed only after a delay of several weeks or not at all.* The switch of players to reunite them with their coach-parent can cause a team to be without an experienced goalkeeper or an assistant coach, while the other team gets two. Coaches and parents must accept that if a seriously unbalanced team is created, we will reassign players or re-make the schedule, although this is a measure we take very rarely.

4. Unless there is no alternative (and we are sometimes short of volunteer coaches), the division director generally will not be a coach in the division nor the parent of a player in any division which has playoffs (does not apply to Divisions U19 and U16).

There will always be the inevitable sad band of conspiracy theorists who believe we do it differently. We do not. We will not under my watch.

You should be hearing from your team's coach towards the end of August. If you do not hear by August 31, please contact your Division Director. Division assignments are a function of age of the player on July 31 and you can get [information on which Division a player is assigned to](#), division directors' names and e-mail links on this website.

Best regards,

Michael Karlin, Regional Commissioner (1997 - 2000)

September 1997

Updated in 2002 and approved:

Lance Roth, Regional Commissioner

Appendix 8. Guidelines on Selection and Approval of Coaches, Referees, and Volunteers

Note: This document is updated once a year to reflect more important changes in regional governance. For time-sensitive rules such as the most recent referee volunteer points program details and regional playoff format and rules, the subject-specific web site information is controlling.

AYSO is a volunteer-powered organization. We are always looking for coaches, referees, team administrators, volunteers for the Picture Day, Yearbook, field setup and takedown, and field monitors and directors during our annual Beverly Hills Sportsmanship Cup in December.

Volunteers can express an interest and sign up by filling a simple on-line form.

Once approved as a coach, a referee or a team administrator, the volunteer also needs to complete the [Fill-in volunteer registration form](#), required by AYSO National. This form is required by child protection policies implemented by AYSO and many other youth sports organizations.

Volunteer Leadership

[Mike Karon](#) is our referee administrator and [Gerald Maestu](#) is our coach administrator for 2005-2006. [Susan Markowitz](#) is our Volunteer Coordinator for 2005-2006. Susan handles all volunteers except for coaches and referees.

Region 76 Head Coach and Assistant Coach Position Descriptions

POSITION DESCRIPTION - HEAD COACH

Purpose

The AYSO volunteer position of head or co-coach is intended to develop in players a positive image of themselves, their teammates, coaches, game officials, and opponents and provide a good role model for players. Additionally, the coach will develop in his/her players the appropriate soccer skills as recommended in the AYSO coaching manuals.

Specific Duties and Responsibilities

The head coach is expected to:

- Attend coaches' meetings with the assistant coach before the season begins
- Attend the age appropriate coaching course for training on how to coach or as a refresher on AYSO philosophy
- Run one mandatory practice per week, develop team line-ups for games, and attend regular and tournament games

- Promote the AYSO philosophy and teach age appropriate skills
- Support the regional commissioner, division director and the regional coach administrator and referee administrator
- Conduct a parent meeting and distribute practice and game schedules
- Refrain from the use of insulting, embarrassing, foul or abusive language
- Provide player evaluations to the division directors at the end of the season
- Have FUN!

POSITION DESCRIPTION - ASSISTANT COACH

Purpose

The AYSO volunteer position of assistant coach is intended to help the head coach with all coaching responsibilities.

Specific Duties and Responsibilities

The assistant coach is expected to:

- Attend pre-season and other coaches meetings with the head coach
- Attend the age appropriate coach clinic for training on how to coach or as a refresher on AYSO philosophy
- Represent the head coach whenever the head coach is unable to attend
- Help run practices, develop team line-ups for games, and attend regular and tournament games
- Assist the head coach in providing player evaluations to the division coordinators at the end of the season
- Carry out other team tasks as necessary upon request of the head coach.
- Have FUN!

REQUIREMENTS APPLICABLE TO BOTH HEAD COACHES AND ASSISTANT COACHES

Qualifications and Desired Skills

To be considered for the position of coach or assistant coach, the applicant should:

- Be reliable and of good character

- Be interested in helping children and promoting youth soccer
- Attend training classes in coaching before the season begins
- Complete a volunteer application form.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of assistant coach, AYSO will offer the following educational opportunities. The volunteer must attend these sessions.

- AYSO coach clinics and Level 1 certification
- Coach-referee clinic (U10 and above) and other training required by the region
- Annual coach update

Time Commitment

A coach or assistant coach shall be appointed for a season beginning with preparations in late summer and continuing until the end of the regular season and any post-season activities

Activity Locations

While performing the duties of assistant coach, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

- Assigned field and classroom locations
- Assigned classroom locations
- Regional meetings;
- The annual section meeting;
- Region sponsored events; and
- Independent work at home alone, in committees of adults, or in a properly supervised situation with children.

Supervision Protocols

- While performing as a coach or assistant coach, the volunteer is:
- Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO
- Under the overall authority of the division director and the regional coach administrator
- To strive to maintain the recommended supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one

of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, a volunteer should avoid being alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

(1) Regional Policy on Attendance at Coach Clinics

(2) Introduction. Region 76 has always encouraged coaches, whether head coaches or assistant coaches, to attend clinics to improve their skills as coaches. Our goal is for every coach to have received training appropriate to the division in which they coach and also certain universal training applicable to all coaches. The training requirements for 20004are mandatory, in compliance with AYSO's Safe haven program. Course descriptions will be posted shortly. *The requirements apply to both head and assistant coaches.*

(3) Level	(4) Training	(5) Certification (certification will be built into all training courses)
U6	AYSO U6 course	Level 1 Coach Certification
U8	AYSO U8 course	Level 1 Coach Certification
U10	AYSO U10 course	Level 1 Coach Certification
U12	Coaches who have taken the AYSO Youth clinic in the past: AYSO Intermediate	Level 1 Coach Certification
U14/16/19	AYSO Intermediate or Advanced	Level 1 Coach Certification

2. Exceptions. We will approach the introduction of required coaching education in a positive spirit. Nevertheless, we cannot make exceptions to the above policies. Division directors should not be deterred at the prospect of losing coaches. Our objective is to have a high quality program and educated coaches are a necessity. Any exception to the above policy must be cleared by the Division Director with the Coach Administrator or the Regional Commissioner. Don't expect one to be granted.

Coaches who have already taken the training classes in past years must still take the Level 1 Certification course which is new and required for all coaches.

Clinics for 2005 are [now posted on this site](#).

Coach Selection Process:

The Division Directors make recommendations of coaching candidates at a Board meeting, and the Board discusses each candidate and votes to approve or disapprove each candidate. The approved candidates are required to fulfill the division-appropriate training, if they have not done so already.

Selection and Training of Referees:

Refer to the information on the website at www.ayso76.org/referee

Region 76 has recently instituted a new volunteer point program to increase the number of games covered by a full team of referees. Volunteers are encouraged to sign up at the time of player registration and at any time during the season.

Signing up involves three easy steps:

- Go to www.eayso.org (the AYSO National website) and register as a volunteer. The instructions are on the home page. You are in AYSO Section 1 Area P Region 76. All adult volunteers are required to register annually with AYSO.
- Decide which Regional Referee training class you would like to attend. You can find scheduled courses in [Beverly Hills](#) and in the [surrounding community](#). Please click on the link by the lead instructor's name to sign up for the course.
- Send Michael Karon, Regional Referee Administrator, an [email](#) with the following information: first and last name, phone number, email address, names and ages of any children that are registered to play, which referee course you have signed up for, the team you represent (e.g., BU10 A) --- this is optional

Appendix 9. Volunteer Point Program

Important note: The information at http://www.ayso76.org/referee/volunteer_point_program.htm is updated more frequently and is controlling. The referee volunteer program details as of May 2005 will be given below.

Once again, please check the above web site for possible revisions and changes to the program as our referee volunteer program evolves.

Summary (2005-2006)

PURPOSE

The purpose of the Volunteer Point Program is to help ensure that AYSO Region 76 recruits, trains, certifies and fields enough volunteer referees to officiate at our Regional games. In this Program, volunteers agree to referee games during our Regional Season. These referee volunteers earn Volunteer Points which they allocate to one or more teams.

During the 2005-2006 Season, each team in Divisions U10 through U19 must be allocated at least 16 volunteer points to qualify for Regional Playoffs, which leads to Area and Section Playoffs. Teams that fail to accumulate 16 points will play the same number of games, but in a consolation bracket. In U8, since there are no Playoffs, teams accumulating at least 16 volunteer points will be invited to an end of season soccer event.

(6) WAYS TO EARN POINTS

Point Type	Points Earned	Comments
Game assignment	1 per game	Officiate as either center or assistant referee Multiple games per day earn multiple points Must be certified referee (no points for club linesmen)
Training completion	3 per complete course (need roster number)	Successfully complete Regional Referee & Safe Haven course
First time center	1 time per volunteer	One time only for center referee assignment
Upgrade completion	3 per upgrade certification	Intermediate Referee Advanced Referee National Referee Any level Referee Instructor or Assessor
Referee Trainer	1 per course	Participate in referee clinic as instructor

Referee Assessor/Mentor	1 per game	Serve as mentor or assessor for a less experienced referee
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(7) OTHER INFORMATION

A volunteer can allocate a maximum of 10 points to a single team during the season.

Game Assignment points earned for U8 game assignments may only be allocated to U8 teams. Game Assignment points for U10-U19 games may be allocated to any team.

These guidelines may be revised as necessary by the AYSO Region 76 Commissioner or Referee Administrator.

Questions or comments concerning this program should be addressed to the Region 76 [Referee Administrator](#).

This page summarizes the Beverly Hills Region 76 Volunteer Point Program for convenience and easy reference. More details are provided in the [Volunteer Point Guidelines](#). In the event of a conflict between these documents, the Volunteer Point Guidelines are controlling.

Volunteer Point Program Guidelines

AYSO Region 76 2005-2006 Volunteer Point Program Guidelines

May 2005

This document describes the implementation details of the Volunteer Point Program in AYSO Region 76 (Beverly Hills) for the 2005-2006 Season.

SUMMARY

The purpose of the Volunteer Point Program is to help ensure that AYSO Region 76 recruits, trains, certifies and fields enough volunteer referees to officiate at our Regional games. In this Program, volunteers agree to referee games during our Regional Season. These referee volunteers earn Volunteer Points which they allocate to one or more teams, as described in these Guidelines.

During the 2005-2006 Season, each team in Divisions U10 through U19 must be allocated at least 16 volunteer points to qualify for Regional Playoffs, which leads to Area and Section Playoffs. Teams that fail to accumulate 16 points will play the same number of games, but in a consolation bracket. In U8, since there are no Playoffs, teams accumulating at least 16 volunteer points will be invited to an end of season soccer event.

SPECIFIC GUIDELINES

(8) Preliminary Games and Playoff Games:

For Divisions U10 through U19, the schedule for our regular season is divided in two parts --- the Preliminary Games and the Playoff Games. Preliminary and Playoff games will be separately identified on the Region 76 Game Schedule. For Division U8, there is only a single Regular Season.

During the Preliminary Games for Divisions U8 through U14, teams play each other in a pool play format and no standings are kept. Teams in Divisions U10 through U14 which accumulate the required number of volunteer points during the Preliminary Games advance to a Playoff bracket in order to determine the Regional champion for each Division. Regional Playoff rules will be posted on the Region 76 website prior to the start of the Playoffs.

Teams that fail to accumulate the required number of volunteer points advance to a Consolation bracket and are not eligible to compete for the Regional championship in their Division, nor are they eligible to advance to Area 1-P Playoffs. Depending upon how many teams qualify for the each bracket, it is possible that teams in the Playoff bracket may play teams in the Consolation bracket. When this occurs, such games will be counted as part of the Consolation bracket.

For Divisions U16 & U19, because play is between our Region and other Regions, interregional standings are kept during the Regular Season in order to determine Area 1-P Playoff seedings. Region 76 U16 & U19 teams that fail to accumulate the required number of volunteer points may not participate in the Area 1-P Playoffs.

For Division U8, teams that accumulate the required number of volunteer points will be invited to an end of season event.

(9) Team Responsibility to Recruit Volunteers and Track Points:

While individual volunteers are welcome to sign up at any time, it is each team's responsibility to recruit its own volunteers to sign up to referee. Since first time referee volunteers must fill out an AYSO Volunteer Application form and attend the Basic Referee and Referee Safe Haven courses before any referee volunteer points can be earned, each team should endeavor to identify prospective volunteers and encourage them to sign up as early as possible after team formation. Please note that since an individual volunteer can allocate no more than 10 points to a single team, teams should recruit at least two volunteers.

Prospective volunteers must be at least 12 years old. Prospective volunteers under the age of 18 must have parental consent.

Volunteer Point totals allocated to each team will be posted on the Regional website and updated no less than biweekly. However, it is each team's responsibility to track whether their volunteers are likely to earn enough points by the end of the Preliminary Games to meet the minimum required number of Volunteer Points.

(10) Volunteer Points:

Since there are many facets to our Regional Referee program, there are also multiple ways volunteers earn points. In addition to awards for officiating games, incentive points are also

given for completing training, upgrading certification and helping out with teaching and referee assessment.

One (1) game assignment point is awarded to a volunteer who completes an assigned game as either Center Referee (CR) or Assistant Referee (AR). Multiple games on the same day earn multiple points. Points are awarded only to volunteer referees who are certified as AYSO Regional Referees (have successfully completed at least the Basic Referee and Referee Safe Haven courses and submitted an AYSO Volunteer Application during the current season) or higher and who complete their referee assignment(s) in an approved uniform. Club linesmen do not earn volunteer points.

Three (3) training completion incentive points are awarded to a volunteer who successfully completes the Basic Referee and Referee Safe Haven courses and one assigned game as either CR or AR. These incentive points are in addition to any game assignment points and may be earned once per volunteer.

One (1) first time center referee incentive point is awarded to a volunteer who successfully completes an assigned game as CR. This incentive is in addition to any game assignment points and may be earned once per volunteer.

Three (3) upgrade completion incentive points are awarded to a volunteer who successfully completes the AYSO Referee Certification Requirements for the next certification level (e.g., Regional to Intermediate, Intermediate to Advanced or Advanced to National) and one assigned game as either CR or AR following certification. These incentive points are in addition to any game assignment points and may be earned once per volunteer per certification.

Three (3) upgrade completion incentive points are awarded to a volunteer who successfully completes the AYSO Certification Requirements for either Regional, Intermediate, Advanced and/or National Referee Instructor or G2 or G1 Referee Assessor. These incentive points may be earned once per volunteer per certification.

One (1) referee training volunteer point is awarded to a volunteer who participates as an invited instructor during a registered Referee Course sponsored by Region 76. While only one (1) point may be earned per Course, volunteers who teach in multiple Courses earn multiple points.

One (1) referee assessor/mentor volunteer point is awarded to a volunteer who successfully completes an upgrade assessment or mentors another referee in Region 76. Multiple assessments/mentoring assignments earn multiple points. In order to earn referee assessor/mentor volunteer points for assessments, volunteers must be AYSO Certified G2 or G1 Referee Assessors. In order to earn referee assessor/mentor volunteer points as a referee mentor, volunteers must be assigned to mentor by the Regional Referee Administrator, or his designee.

No points are awarded for missed assignments or failure to successfully complete a training program.

In cases of doubt, the Regional Referee Administrator is the final authority on whether and how many volunteer points have been earned by a volunteer under these guidelines.

While every effort will be made to record volunteer points accurately, each volunteer should maintain a separate record of volunteer points earned.

Volunteer points expire at the conclusion of the 2005-06 Season.

(11) Allocation of Volunteer Points to Teams:

Volunteer points earned by a volunteer referee belong to that volunteer until they are allocated to a team. The guidelines for allocating points to teams follow.

When a volunteer signs up to referee (or attend training), he or she must specify which team should be allocated the volunteer points. Volunteer points may be split between more than one team, but each allocation must be at least one point.

In order to promote maximum volunteer participation, a maximum of ten (10) points may be allocated by a volunteer to a single team during the 2005-2006 Season.

Volunteer allocations are final after game day. Points allocated to one team may not be retroactively allocated to other teams.

Game Assignment points earned for U8 games may only be allocated to U8 teams. Game Assignment points earned for U10 through U19 games may be allocated to any team.

(12) Signing Up for Games and Getting Trained.

Starting January 1, 2005 and continuing throughout our season, volunteer referees who are not already on the active referee email distribution list may sign up for games (or training if they are not yet certified) by contacting the Region 76 [Referee Administrator](#).

For referees needing training, dates for referee clinics and additional details are posted [here](#).

No one except the AYSO Region 76 Commissioner may grant an exception to these guidelines.

These guidelines may be revised as necessary by the AYSO Region 76 Commissioner or Referee Administrator.

Questions or comments concerning this program should be addressed to the Region 76 [Referee Administrator](#).

Appendix 10. Regional Regular Season Playoff Rules and Format:

The exact format is always dependent on number of qualified teams in the division but the objective of the playoffs is to reduce the teams to 4 teams who will play in semifinals and finals on the last weekend of the season

This is usually done by pool play. Every team that has the required number of volunteer points participates in pool play. Teams that do not have the required number of volunteer points are not eligible to advance to the final championship round, but do play consolation games.

Following pool play, there may also be quarter finals on the second to last weekend of the season.

Everyone has until the last weekend before Thanksgiving to earn the requisite volunteer points.

Teams that do not have enough points don't play in the knockout portion of the playoffs but will play in friendly games for the last two weekends.

All teams will play games on every weekend until the last weekend of the season. For example, teams that lose in the quarterfinals will still play friendlies or consolation games on the last weekend.

REGION 76 PLAYOFF TOURNAMENT RULES for Divisions U10-U14:

The tournament will be conducted under AYSO National rules and regulations, Section 1 rules and regulations and Area 1-P tournament rules. Any variations to these rules used during the regular season are not in effect tournament wide.

During playoffs in all divisions, each player must play a minimum of 2 quarters. As long as this rule is satisfied, there is no other restriction on the length of play for specific positions (i.e. goalie). Also note, per national rules, there is no free substitution during overtime; substitution is only allowed at the start of overtime or between periods.

POINT SCORING SYSTEM:

An accumulated point system will be used for preliminary round games with points awarded as follows:

Win = 6 points

Tie = 3 points (0-0 tie scores 3 points, no shutout point)

Loss = 0 points

Shutout = 1 additional point

Goal differential = 1 additional point each goal differential, up to a maximum of 3 points.

(Differential = Goals by winning team minus goals by opposing team)

Forfeit = Scored as 3-0 (10 points)

Maximum points per game = 10

No Show/Forfeit: minus 1 point for non-appearance at a game.

Red Card/Ejection/Send Off: minus 2 points for each send off/ejection of a player, coach, or assistant coach

Failure To Set-Up Or Take Down The Field and/or Failure To Pick Up Trash: minus 1 point for each occurrence. (A warning will be given after which the failure to do the foregoing will result in a deduction of 1 point.)

Tie Breaker, if necessary, to determine ranking after preliminary rounds:

1. Head to Head
2. Fewest number of send-offs/ejections of players and coaches
3. Fewest Goals Allowed
4. Greatest Goal Differential
5. Fewest number of yellow cards/cautions to players
6. Coin Toss

OVERTIME:

Preliminary Round Games: No overtime. Ties stand.

Quarter-final, semi-final, Championship and 3rd place games: If a tie exists at the end of regulation time then there will be two golden goal overtime periods of the following durations.

Golden Goal Overtime Periods

U12 = 2 six-minute golden goal overtime periods

U14 = 2 seven-minute golden goal overtime periods

Between the end of regulation play and the first overtime period: 3 min.

Between each overtime period and between overtime and shoot-out(Kicks from the Mark): 2 min.

If the score is still tied after the overtime periods, then kicks from the penalty mark will commence until a winner is determined. Winners of the championships may advance to the Area 1-P tournament in January in accordance with the Region 76 Tournament Rules.

(13)PENALTY KICKS:

In the event that the game remains tied after both overtime periods, the winner shall be determined by the taking of kicks from the penalty mark as follows.

Only the players on the field at the end of the second overtime period may take the kicks.

The Referee shall choose the goal at which all of the kicks shall be taken.

The team winning the coin toss shall take the first kick.

Each team shall alternately take five (5) kicks at the same goal, with each one taken by a different player.

The team that makes the most goals out of five (5) tries shall be declared the winner.

If, after both teams have taken five (5) kicks and both have scored the same number of goals or have not scored any goals, the taking of kicks shall continue, in the same order, until such time as both have taken an equal number of kicks and one has scored a goal more than the other.

Each kick shall be taken by a different player and not until all eligible players of any team, including the goalkeeper, may a player of the same team take a second kick.

Other than the player taking the kick, or the two goalkeepers, all other players from each team must remain behind the mid-field line.

The Goalkeeper may be changed after any penalty kick.

Playoff Rules for Divisions U16-U19:

We follow the Area 1-P rules. For reference we list below the rules in effect for the 2004-2005 season. Please check the Area 1-P web site for the current guidelines: <http://www.aysolp.org/>



AMERICAN YOUTH SOCCER ORGANIZATION AREA 1-P - SERVING REGIONS IN THE GREATER LOS ANGELES AREA

19 - Culver City; 20 - Santa Monica; 69 - Pacific Palisades; 70 - West Los Angeles; 76 - Beverly Hills; 78 - Hollywood/Wilshire; 514 - Los Angeles Central; and 1031 - South Los Angeles

AYSO AREA 1-P RULES FOR UPPER DIVISION U19 & U16 2004 – 2005 SEASON

These rules do not supersede AYSO National Rules and Regulations or Section 1 Rules and Regulations, but are intended to cover those situations not addressed in the AYSO National Rules and Regulations or Section 1 Rules and Regulations. Area 1-P rules shall prevail in case of conflict. Unless noted, these rules will cover both divisions.

The Number 1 priority in athletic competition is good conduct and good sportsmanship. Allowing poor sportsmanship or inappropriate behavior in soccer matches is contrary to the basic concept of fair play and the spirit of competition.

Taunting, baiting, ridiculing motions or body language after any play by a competitor; or pointing, hollering, chesting-up, or otherwise getting “in the face” of an opponent; showing up an opponent or referee; or other means of trash talking used to incite or intimidate an opponent, referee, or other designated official is not acceptable conduct and is subject to disciplinary action by the referee. The appropriate Regional Commissioner and/or the Area Director or designee may take further disciplinary actions.

The Regional Commissioners shall be responsible for the conduct of their coaches, who in turn shall be responsible for the conduct of their players and spectators, all of whom shall display the most positive aspects of good sportsmanship in keeping with the AYSO philosophy. All of our young people deserve the best examples of sportsmanship and goodwill toward all players and participants and respect should be exhibited at all times to the referees and AYSO officials.

Coaches and parents are the foremost role models in the teaching of good sportsmanship to young athletes, and must play a leadership role in demonstrating appropriate conduct.

Important Dates and Terms to Note for the 2004-2005 Season.

The “Mandatory UD Coach and Referee Meeting” referred to in these rules will be held on **Monday, September 13, 2004** for the 2004-2005 Season. *See* the Area Web site for further details at www.aysolp.org.

The first game of the 2004-2005 UD Season will be held on Saturday, September 18, 2004. Laminated ID cards for players, coaches, and assistant coaches will be required for all games beginning on September 18.

The first two games will be “friendly” games and will not count toward the point totals.

All coaches, players, and referees, shall use their best efforts to begin all games at the appointed time. ALL GAMES MUST END ON TIME.

We are a “Kids Zone” Area. Kids Zone is in effect at all fields and at all games in the Upper Division Program.

COORDINATION

Inter-Region play shall be coordinated by the Area Upper Division Commissioner/Area Tournament Director (“ATD” or “Upper Division Commissioner”) or his/her designee with the technical points such as rules, fields, schedules, and similar items to be determined by the Area Director (“AD”) and a majority consent of the Regional Commissioners (“RC”).

1. ELIGIBILITY OF PLAYERS & COACHES

Each RC is responsible for ensuring the eligibility of the players from such RCs region (Nat Rule III.F).

Pursuant to the request of the Area Director, each player must produce a Birth Certificate or other Proof of Age and that proof shall be provided to the AD or the AD's designee. (*Nat. III.E.*) Each Regional Commissioner shall be responsible for providing appropriate Proof of Age for each player on a roster. Proof of Age should be submitted at the Mandatory UD Coach and Referee Meeting, or as soon thereafter as possible.

Any player who was not properly registered and assigned a team as of October 1, 2004, is ineligible to play.

If a player has played in a game and is later found to be ineligible, the team shall forfeit each game in which such player participated.

All coaches must be AYSO certified coaches and all coaches and assistant coaches must have completed the Safe Haven for Coaches training. All coaches and assistant coaches must have completed, and the applicable region must have submitted to AYSO-NSTC, a completed volunteer form for the season. **The required ID cards discussed in paragraph 3.B. below, will only be issued to coaches and assistant coaches who have satisfied these requirements.**

Each RC is responsible for ensuring the eligibility of the coaches and assistant coaches from such RCs region. Each RC is also responsible for ensuring that all coaches and assistant coaches are properly registered.

The Area Director shall have the final right of approval of all coaches and assistant coaches. Each coach and assistant coach shall complete an Area 1-P Coaching Application and Information Form and submit it to the AD at or prior to the Mandatory UD Coach and Referee Meeting.

Additional rules relating to eligibility for Area 1-P Playoffs.

- (1) The Regional Commissioner (RC) or designee will be responsible to see that each player has played in at least one half (1/2) of the total number of games for which that player's team was regularly scheduled (including any "non-standings" games), absent any special circumstances such as those listed in *Sec.II.G.*

Any player who has not played in at least one half of the season's games, is ineligible to play in the Area 1-P playoffs. If a player has played in a game and is later found to be ineligible, the team shall forfeit each game in which such player participated.

2. PLAYER REGISTRATION FORMS / ID CARDS FOR PLAYERS AND COACHES

The RC or designee is responsible for submitting to the Area Director or his/her designee completed copies of player registration forms and completed ID cards for all players, **coaches, and assistant coaches** for laminating, as soon as possible after team formation. This procedure must be completed **FOR ALL GAMES PLAYED PLAYED ON AND AFTER SATURDAY, SEPTEMBER 18, 2004. Players without ID cards after that time will not be allowed to play. Coaches or Assistant Coaches without ID cards after that time will not be allowed to coach.**

All coaches and assistant coaches must have laminated ID cards and, during the game, the card must be worn on a lanyard or chain around the neck and must be in plain view. **ONLY** coaches with valid ID cards worn in plain view will be allowed to coach.

The RCs may elect to laminate the completed ID cards for players, coaches, and assistant coaches in their regions. The AD or ATD will provide the RCs with identifying labels to place on the back of each completed ID card **BEFORE** the RC laminates the card. An ID card **MUST** have the identifying label to be a valid ID card.

Each coach shall submit a properly completed game lineup card to the referee prior to the game. The full name of all players on team roster must be listed on each game card, even if the player will not be present at the particular game. Players shall be listed in jersey number order.

Before the start of the game, the coach will present to the referee the ID cards, and show the referee the Player Registration forms, of all the players shown on the lineup card. The coach and any assistant coach shall also present ID cards to the referee. Note that the back of each ID card **must** have the identifying label (in color) provided by the area director for ID cards that season. **Laminated cards without the sticker are not valid! The identifying labels must contain “2004-2005” below the AYSO logo in order to be valid for the 2004-2005 season.**

Coaches must have in their possession at all times, Player Registration Forms with *original* parent/legal guardian signature (Nat I.E.6) and ID Cards. If registration forms are not present at the field (copies are acceptable providing they have *original* signatures), **ONLY** those players of legal age (18+) or with a parent or legal guardian present at the field will be allowed to play. **A registration form, which contains medical and other release language, must be signed by such player, parent, or guardian prior to the player being allowed to play.**

REFEREES AND COACHES -- PLEASE NOTE THIS PROCEDURE. The referee will check the players and coaches against the ID cards and **will return the ID cards to the coach.** If a player, coach, or assistant coach is ejected before, during, or after a game, the coach shall immediately surrender the ID card of the ejected person to the assistant referee or the center referee. The game will not be restarted unless the ID card is surrendered. If the card is not surrendered, the referee may terminate the game. In the event that the coach delays in surrendering the ID card or dissents in word or action, the center referee should so note the delay or dissent in the referee's misconduct report and the Area Director may take disciplinary action against the coach, including suspending the coach for the **NEXT** scheduled match and deducting 1 or more points from the total points for the coach's team.

Misconduct - Ejection or Game Termination. As soon after the game as possible, the referee shall notify the Area Director by telephone or e-mail of the ejection of any player, coach, assistant coach, or spectator, and the reason for the ejection. In the event that a game is terminated, the referee shall notify the Area Director by telephone as soon as possible. In addition, the referee shall submit a written Misconduct Report, and the ID card of each team member, coach, and assistant coach who is sent off (ejected), to the Area Director. Misconduct Reports and ID cards should be sent to the following address.

Adrienne M. Coffin
Area Director – Area 1-P
1700 Chevy Knoll Drive
Glendale, CA 91206-1309
Area 1-P Tel/Fax: (818) 243-5247
Cell Phone: (213) 999-2390 (Note: No cell phone

reception at home.)

areadirector@aysolp.org

The Area Director will provide addressed envelopes to referees at the Mandatory UD Coach and Referee Meeting. If you need additional envelopes, please contact the Area Director, the Area Referee Administrator, a Regional Referee Administrator, the Upper Division Commissioner, or an RC.

Retrieval of ID Cards: The Card(s) may be retrieved by the Coach, Regional Commissioner, Region Division Commissioner, or designee at the above address. Card(s) are available **after** the term of suspension is completed. Card(s) can be mailed if requested in writing (by email) in advance.

TEAM ROSTERS / ROSTER CHANGES / ADDITIONS

At the Mandatory UD Coach and Referee Meeting, the coach (or designee) of each team shall submit **THREE** copies of the official team roster (signed by the applicable Regional Commissioner), to the AD or the Area Upper Division Commissioner.

No changes or additions to team rosters may be made after October 1st (Sec 1.A.B.). Prior to October 1st changes or additions require notice to the AD or designee and the eligibility verification and issuance of an ID card to become effective.

NOTE: Coaches shall carry a copy of the official team roster at all times and shall present it upon request to the referee, AD, ATD, or any other Area staff or designee of any of the foregoing.

IMPORTANT: Coaches, Division Commissioners, and RCs – Only teams with rosters submitted in accordance with these rules shall be eligible to play in the Area UD playoffs and only players listed on such rosters shall be eligible to play.

HOME TEAM

The home team is responsible for supplying the game ball and shall change their team jerseys or wear scrimmage vests in the event of a color conflict. The home team is the team listed first on the schedule.

Where possible, the home team shall occupy the North or West side of the field. In addition, where possible, there shall be one team, its coaches, and spectators on each side of the field.

JURISDICTION

The AD, ATD, or designee shall have jurisdiction over all games played.

Disputes, not requiring a Board of Review, shall be resolved by the AD, ATD or designee within 72 hours of the scheduled game time.

In the event that a game is cancelled or terminated by any person other than the Area Director or Upper Division Commissioner, or a scheduled game is not played or is abandoned, the Area Director and Upper Division Commissioner, shall have the full power to uphold a forfeit, levy discipline, reschedule the game, or take such other action as may be deemed appropriate.

CONDUCT

The RC shall be held responsible for the conduct of his/her coaches, who in turn shall be responsible for the conduct of their players, and spectators, all of whom shall display the positive aspects of good sportsmanship and conduct in keeping with the AYSO philosophy.

The AD shall have the final right to remove coaches and assistant coaches.

3. FIELD RESPONSIBILITY

It will be the responsibility of BOTH TEAMS to set up nets, goals, and corner flags when they have the first game of the day on that field.

It will be the responsibility of BOTH TEAMS to take down the nets, goals, and corner flags, and clean up the field area, when they have the last game of the day on that field.

It is the responsibility of every team to clean up its sideline area after each game.

(b) Failure to conduct the required field setup or field take down, will result in the loss of 1 point from the standings total for the offending team.

(c) Failure to clean up the sidelines and field area following each game may result in the loss of 1 point from the standings total for the offending team.

GAMES

It shall be mandatory to play a scheduled game. Failure to do so could result in disciplinary action against the coach or team. The coach may present an excuse for such non-appearance, but the full power to uphold the forfeit, to levy discipline, or to reschedule the game shall reside with the Area Director and Upper Division Commissioner, or with their respective designees.

In case of failure to play a regularly scheduled game, the offending team shall lose the game by a score of 1-0. The Area Director and Upper Division Commissioner shall have the discretion to not impose this sanction if it is determined that circumstances were beyond the control of the team.

Games shall be played as scheduled provided that the Area Director, Upper Division Commissioner, Regional Commissioner in charge of a particular field, or their respective designees, shall have the authority to cancel or terminate such games if the circumstances so warrant. Such persons shall also have the authority to terminate a game early due to weather, lighting conditions, field conditions, or other similar reason not otherwise provided for in these rules. Nothing in this rule is intended to limit the authority of a center referee to take action in accordance with the Laws of the Game applicable to AYSO games, or as otherwise provided herein.

In the event a game is terminated due to reduction in players below the minimum of 7, or due to the conduct of the players, coaches, or spectators of a particular team, the offending team, as determined by the Area Director or designee, shall lose that game. Should it be determined that both teams contributed materially to the termination, both teams may be deemed to have forfeited that game.

In the event a game is terminated early, the game score and any points generally will be determined as set forth below, but shall be subject to the discretion of the Area Director, in consultation with the Upper Division Commissioner.

If the offending team, or team that caused the termination, was losing at the time of the incident, the score shall remain as it was in favor of the opposing team *provided* that the opposing team shall receive at least as many points as would be awarded for a game score of 1-0.

If the offending team, or team that caused the termination, was winning at the time of the incident, the score awarded to the opposing team shall be the score of 1-0 in favor of the opposing team.

If the teams were tied at the time of the incident, the score shall be 1-0 in favor of the opposing team.

If neither team is the offending team or caused the termination, the game scored and any points will be determined, subject to the discretion of the Area Director, in consultation with the Upper Division Commissioner. In the event that the game is terminated early, without the fault of either team, at or after the beginning of the second half of the game, the Area Director may determine that the score at the time of termination shall be the game score.

Any team that abandons a game after the start of play may be subject to a disciplinary review board and discipline may include loss of points.

GRACE PERIOD/MINIMUM PLAYERS

A minimum of seven (7) players shall constitute a team; a scheduled game shall not commence nor be continued if one or both teams cannot field seven (7) eligible players. (Nat I.A.2)

The referee in charge of the game shall allow a grace period of fifteen (15) minutes. This period will commence at the scheduled kickoff time for the game. If a team is not ready to play within fifteen minutes of the scheduled kickoff (or, if later, at the time that the field becomes available to commence the scheduled game), the center referee, as designee of the AD, **shall** declare the game a forfeit by such team. In accordance with Rule 9.b., the Area Director and Upper Division Commissioner shall have the discretion to not impose the sanction of a forfeit if it is determined that circumstances were beyond the control of the team that was not ready to play.

Referees shall note the late start time of any game. Games that begin late may be shortened. **Games MUST end on time.**

If the game was played even though one of the teams was not ready to play within the time period specified in paragraph B above, the Area Director and Upper Division Commissioner, shall have the authority to declare a forfeit in accordance with Rule 10.B.

The Area Director and Upper Division Commissioner shall have the discretion to not impose this sanction if it is determined that circumstances were beyond the control of the team.

GAME CARDS

As noted in Rule 3.D. above, properly completed game lineup cards shall be submitted to the referee prior to the game

It shall be the responsibility of the **WINNING TEAM COACH, OR, IN THE CASE OF A TIE, THE HOME TEAM COACH,** to forward the game cards, and in Division U19 the free substitution monitoring forms (or copies) if used, at the conclusion of the game to the ATD or designee to officially record the results. In addition, **the winning team coach, or** the home team coach in the case of a tie, shall communicate (phone, fax, email) as soon as possible after the game to the ATD or designee the results of the match to expedite the update of team point totals/standings. The results shall not be considered official until the game cards (and, in Division U19 the free substitution monitoring forms, if used) have been received and reviewed.

Failure to forward the game cards may result in the presumption that the game was not played. Game cards must be received by the Thursday following the scheduled game.

Mail game cards (and, if applicable, U19 free substitution monitoring forms) for U19 and U16 games to:

Peter Gumpert, 3000 Club Drive, Los Angeles, CA 90064 Phone: 310-204-0991

It shall be the responsibility of each coach to notify the Area Director or ATD if there is any error in a game score as posted on the web site.

STANDINGS

Prior to the start of the season, the RCs, by vote, shall determine the method by which first place in each division will be decided (i.e. total points, playoff, etc.). Standings will be determined by the total number of points earned *provided* that the points may be appropriately weighted in the event that all teams in the division do not play the same number of games (i.e., due to rain outs, etc.).

The Area Director, in consultation with the Upper Division Commissioner, shall have the right to exercise discretion as deemed appropriate, including, without limitation, to avoid manipulation of games, the rules, and the point system or to prevent an inappropriate or unjust result.

THE FOLLOWING POINTS START WITH THE GAMES AS INDICATED BY THE AD. FOR THE 2004-2005 SEASON, POINTS SHALL BE COUNTED BEGINNING **WITH THE THIRD SCHEDULED GAME OF EACH TEAM.**

Win:	3 Points
Tie:	1 Point (including 0-0 tie)
Loss:	0 Points
Shut-Out:	0 Points
Goal Differential:	0 Points
Forfeit:	Scored as 1-0 (3 points)

NO SHOW/FORFEIT: minus 1 additional point for non-appearance at a game. (Unless 24 hrs. prior notice is given or other reason for no show is deemed reasonable by AD in accordance with these rules and guidelines.)

RED CARD/EJECTION / SEND OFF: minus 1 Point for each send off / ejection of a player, coach, or assistant coach (In addition, such coach or assistant coach may be subject to further disciplinary action by a Board of Review.)

FAILURE TO PERFORM SET-UP OR TAKE DOWN AND/OR FAILURE TO PICK UP TRASH: minus 1 point for each occurrence

Tie Breaker, if necessary:

1. Head to Head

2. Greatest Goal Differential (Will consider only up to 3 goal difference per game -- May, in discretion of AD and ATD, include goal differential in games where score changed to 1-0 or other score for point total purposes.)
3. Fewest number of send-offs/ejections of players and coaches
4. Fewest Goals Allowed (May, in discretion of AD and ATD, include goals allowed in games where score changed to 1-0 or other score for point total purposes)
5. Coin Toss

4. SUBSTITUTIONS

Substitutions will be by **eighths** unless otherwise agreed by **BOTH** coaches in accordance with the rules set forth below.

Division U16 Boys & Girls. The referee will call substitution in eighths unless BOTH coaches request that substitution be called in quarters. **THERE WILL BE NO FREE SUBSTITUTION FOR U16 MATCHES.**

Division U19 Boys & Girls. The referee will call substitution in eighths unless BOTH coaches request that substitution be called in quarters or BOTH coaches request free substitution.

In the case of free substitution, it shall be permitted in accordance with the Free Substitution guidelines available on the Area 1-P Web site at www.ayso1p.org. To the extent that a team wishes to use free substitution, it must have an independent monitoring system (*other than the coach*) to ensure that every participant plays at least half of every game. Therefore, each team shall provide a monitor at each game to ensure strict adherence and compliance with the “everyone plays one-half of every game” doctrine. The monitor shall complete the free substitution worksheet and give it to the center referee at the conclusion of the game. If either team fails to provide a monitor at any time during the game, substitution will revert to eighths.

A team is allowed to substitute one or more players during the following situations when free substitution is being used in a game:

Either or both teams may substitute, independent of which team is in possession of the ball, at:

Before the start of the half.

Kick-Off, to restart play after a score.

The team with possession of the ball may substitute, and if so then the team without possession may also substitute, during:

Throw- In

Goal Kick

Injury

If the team with possession of the ball does not substitute during the above, then the team without possession may not substitute.

No substitution will be allowed during:

Corner Kick

Free Kick (Direct or Indirect).

All Divisions:

A substitute must wait for the referee's signal before entering the field of play and must enter at the halfway line after the player he/she is replacing has left the field.

Substitution will be monitored by the referee when playing eighths or quarters and entered on the game card submitted to the referee prior to the commencement of the game. When playing free substitution, substitution will be monitored as described above and entered on the free substitution work sheet.

5. SEND-OFFS (EJECTIONS)

Violent conduct, use of offensive, insulting or abusive language or action, serious foul play, and/or disruptive conduct toward opponents, referees or officials will not be tolerated. It is the responsibility of each coach to counsel their players and spectators regarding positive and sportsmanlike conduct at all times. It is not the referee's responsibility to control unruly players and spectators ---- it is the responsibility of the coach!

Coaches must take swift action during the course of the match if one of their players begins to show signs of disruptive or unsporting behavior towards an opponent or an official. This action should include warning and/or removing the player from the field of play until the coach is satisfied that the player is capable of resuming participation in the match. Removing a player from the field must be done in compliance with the Laws of the Game (i.e., obtain referee's permission if during play or at usual substitution time).

Players, spectators, and coaches who are asked to leave the match shall leave the field and the area around the field immediately. With respect to players younger than 18 years of age, the prior sentence shall be subject to consideration of safety and other concerns. The referee shall, with discretion, suspend the match until this is complied with, or shall terminate the match, if necessary.

Players, coaches, or spectators who are sent off (ejected) prior to, during, or after a match for violent conduct, serious foul play, and/or insulting or abusive language or action will be suspended from all participation in the remainder of the match and from the entire **NEXT TWO** matches, including Section playoffs. Upon the Area Director's evaluation, which may be made in consultation with the Upper Division Commissioner, the Area Referee Administrator, the center referee of the game in question, and others as deemed appropriate by the Area Directors,

such persons may receive additional game suspensions or full suspension from participation in all subsequent matches for the remainder of the season including Section playoffs or such suspension may be reduced.

Players, coaches or spectators who are sent off prior to, during or after a match for any other reason will be suspended from all participation in the remainder of the match and from the entire **NEXT** match, including Section playoffs. The Area Director may choose to extend the suspension beyond the next match. Additionally, a region may choose to extend the suspension beyond the next match and is encouraged to closely monitor the behavior of their teams.

Outrageous conduct by any player, coach or spectator may result in suspension from AYSO.

Any team member who is sent off (ejected), or shown the red card, for **fighting** shall be suspended from all participation and his/her ID card relinquished for a *minimum* of the team member's next three scheduled games, playoffs included. The Area Director, or a disciplinary review board, may also decrease or increase the suspension to any length, up to and including the balance of the season or expulsion from AYSO.

Any player or coach who seeks another player, spectator, referee or official for the purpose of taunting or fighting, or threatens the well-being of a player, spectator, referee or official either before, during or after a match either on or in the vicinity of the playing fields or parking areas, including adjacent streets, will be suspended from all further play during the season, including playoffs.

Any suspension shall be served in its entirety, and if necessary will carry over into subsequent play, i.e. Section playoffs or the following year's season.

Any three team members from the same team sent off (ejected) from a game shall be sufficient cause to terminate the game and a win awarded to the opposing team.

6. ARTIFICIAL NOISEMAKERS

Artificial noisemakers, such as, but not limited to, air horns, cow bells, drums, megaphones, etc., shall not be allowed. Electronic devices used to communicate between the players and the coaches or spectators shall not be allowed.

7. PROTESTS AND APPEALS

Protests may be made for misapplications of the rules only. Protests shall not be allowed for judgment calls or for any other reason.

Protests must be made in writing to the RC and delivered to the Area Director within twenty-four (24) hours of the protested game. If the protest is upheld, the Area Director, in consultation with the ATD, shall determine what action, if any, is warranted under the circumstances. For

example, if a protest is successful with respect to a player who was mistakenly ejected for receiving two cautions during a game but the player had only been cautioned once, the AD and ATD would revoke the post-game sanctions and the player would not be required to sit out the next scheduled game and no points would be deducted from the team's point total.

An Appeal from the imposition of disciplinary action by the referee must be made in writing to the RC and delivered to the Area Director within twenty-four (24) hours of the appealed action.

Protests and Appeals will be considered by a Disciplinary/Protest and Appeals Review Board.

8. PLAYOFF FORMAT

The six top teams in each U19 division, and the 10 top teams in each U16 division, during the regular league play shall play in playoff games according to the following provision. In each division, the 1st and 2nd place teams shall have a bye for the first game; the 3rd place team shall play the 6th place team and the 4th place team shall play the 5th place team. The winner of the 3rd versus 6th place game shall play the 2nd place team and the winner of the 4th versus 5th place team shall play the 1st place team. (The 1st and 2nd place teams shall be designated as the home teams.) The losers of the games shall, if field space and time allows, play each other and the loser of the 3rd versus 6th place game shall be designated as the home team.

The winners of the games with the 1st and 2nd place teams will play each other in the Finals and, if field space and time allows, the losers of the two games will play each other in a Consolation game. The teams that participated in the 1st v 4th/5th place game shall be designated as the home teams in the final and consolation games.

In each U16 division, the 7th team shall play the 10th place team and the 8th place team shall play the 9th place team. The winners of those two games will play each other and, if field space and time allows, the losers of the two games will play each other in a Consolation game. The teams that participated in the 7th versus 10th place game shall be designated as the home teams in the subsequent games.

Medals will be given to players and coaches for 1st through 4th place.

Semifinals and Finals will be single elimination. The duration of the games will be full length in accordance with National Rules (I.B.5&6).

In case of ties, the following tie breaking system shall apply:

In case of a tie at the end of regulation time, the teams shall play two overtime periods consisting of 10 minutes each.

If a team is playing short because of ejections, they will continue to play short during the overtime periods.

In the event that the score is tied at the conclusion of the overtime periods, the winner shall be determined by taking of kicks from the penalty mark as described below.

When a team finishes the match with a greater number of players than their opponents, they shall reduce their numbers to equate with that of their opponents and inform the referee of the name and number of each player excluded. The coach or team captain has this responsibility.

Before the start of kicks from the penalty mark the referee shall ensure that only an equal number of players from each team remain within the center circle and they shall take the kicks.

Each team shall alternately take five penalty kicks at the same goal; each one shall be taken by a different player; the team scoring the most goals shall be declared the winner. Should both teams score the same number of goals, the kicks shall continue in the same order (each kick being taken by a different player until all players of each team have participated) until such time as both teams have taken an equal number of kicks (not necessarily five) and one team has scored a goal more than the other; this team shall be declared the winner.

If all players of each team have participated and the game is still tied, kicks shall continue in the same order as used previously.

The goalkeeper may be changed after any kick. Only the players on the field at the termination of the overtime periods may take kicks; none of these players may be exempted from taking a kick if the number of kicks required to be taken equals or exceeds the number of players on the field.

If a game is terminated prior to completion, the outcome/standings shall be determined by the Area Tournament Director, the Area Director and Area Referee Administrator or designees.

9. WEATHER

In case of inclement weather, call **(818) 243-5247** for a message. If there is no message regarding rain, assume all games will be played as scheduled. If in doubt, go to the field for play.

REFEREE MISCONDUCT REPORTS

Referees shall submit a written Misconduct Report in the event of:

Any Red Card, Send-off or Ejection of any Team Member (player/coach/assistant coach);
Conduct on the part of Spectators interfering with the control of the game (including any ejections of spectators);
Abuse of the substitution rule (i.e. improper substitutions, teams not playing all players one half of the game); and
Other significant problems (i.e. game abandonment / termination, field unsuitability, etc.).

Referee Misconduct Report(s) along with the ID card(s) are to be forwarded to the Area Director.

10. DISCIPLINARY FORFEIT

If a suspended team member is found to have participated in a game from which that team member was to have been suspended, then that game shall be awarded as a win to the opposing team, and that team member shall be suspended from his/her next scheduled game. The game will then be scored in favor of the opposing team as though there was a forfeit, unless the opposing team had a more favorable score than the 1-0 score typically applied in the case of a forfeit.

The offending coach shall be suspended from his/her next scheduled game with possible suspension for the balance of the season after a Board of Review.

DISCIPLINARY/PROTEST AND APPEALS REVIEW BOARD (Board of Review)

The Board of Review shall be comprised of: the Upper Division Commissioner, Area Referee Administrator, one neutral Regional Commissioner, or such other individuals as selected by the Area Director. If the discipline involves a coach, the Area Director shall make every effort to include the Area Coach Administrator, Area Coach Trainer, or other appropriate coach, on the Board of Review. In the case where the discipline was imposed at the discretion of the Area Director, and not specifically by these rules, then the Assistant Area Director or other neutral Regional Commissioner, as selected by the Area Director, shall appoint the members of the Board of Review.

The Board shall hear all appropriate protests and appeals, and shall make a recommendation to the Area Director, or the Assistant Area Director or other neutral Regional Commissioner (if applicable), regarding the subject matter of the Board of Review, including, for example, recommending confirmation of the action being protested, or the reduction or increase of any penalties or decisions being protested or appealed.

11. REPRESENTATION AT SECTION LEAGUE TOURNAMENT:

The League team finishing in first place in their division may go on to represent Area 1-P in the Section Tournament. If wild-card teams are provided for in the Section tournament, additional teams in order of finish may also represent the Area.

**ADDRESS QUESTIONS REGARDING THE ABOVE TO
EITHER ADRIENNE COFFIN OR PETER GUMPert.**

**MISCONDUCT REPORTS AND PLAYER & COACH ID CARDS SHOULD BE
MAILED TO:**

Adrienne M. Coffin
Area Director – Area 1-P
1700 Chevy Knoll Drive
Glendale, CA 91206-1309
Email: areadirector@ayso1p.org
AREA 1-P TEL/FAX: (818) 243-5247
Cell Phone: (213) 999-2390

(**Note:** Cell phone does not get reception at home.)

Leave message on cell and Area telephone voicemail if you get the cell phone voicemail.)

COMMUNICATE MATCH RESULTS & MAIL GAME CARDS TO:

Peter Gumpert
Area UD Commissioner
& Tournament Director
3000 Club Drive
Los Angeles, CA 90064
Email: tournaments@ayso1p.org
TEL: (310) 204-0991

Volunteer Points and Playoffs

The regional playoff format depends on the number of teams that qualify in terms of referee volunteer points. As we get closer to the playoffs in the regular season, teams have to make sure that they have accumulated sufficient points to qualify by visiting the web page http://www.ayso76.org/referee/volunteer_point_program.htm.

During the 2004-2005 season, we provided the following information to regular season teams so that they could plan for accumulating the required volunteer points by certain dates. For the 2005-2006 season and beyond, the web page given above should be consulted for possible revisions of the volunteer program and the updated team standings in terms of volunteer points.

“As our regular season winds down and playoff games for Divisions U10 and above begin, some of you have asked about how Volunteer Point totals affect your team's play for the remainder of the year. We have made some changes in our program to maximize participation in our playoffs and give teams some additional time to earn their Volunteer Points.

U10, U12 and U14 teams have until November 21 to earn 16 Volunteer Points, as described in our Volunteer Program Guidelines. U16 and U19 teams have until November 14. The Guidelines and point totals are located on our website at http://www.ayso76.org/referee/volunteer_point_program.htm.

For Divisions U10, U12 and U14, starting on either November 6 (GU10 and BU12) or November 13 (BU10, GU12, BU14 and GU14), teams begin competing in a series of playoff games with other teams in their Division. So that each team has an opportunity to play an equal number of games, these playoff games use a pool play format which continues until November 20 or December 4. All teams participate in this preliminary round.

Following this preliminary round of playoffs, there are single elimination games to be played on the weekend of December 4 and the semifinals and finals on the weekend of December 11 and 12 to determine our 2004 league champions and runners-up. (Teams eliminated on or before December 4 will still play a friendly game on December 11.)

To participate in the single elimination playoff round, a team must have earned at least 16 Volunteer Points by November 21 regardless of how well the team performs during the preliminary pool play round. If a team would otherwise qualify for the single elimination playoff round, but doesn't have enough Volunteer Points, the opportunity to participate in the single elimination playoff round will go to the next team in the standings that qualifies. Teams that don't qualify for the single elimination playoff round will participate in friendly games.

For Divisions U16 and U19, qualifying teams participate in a single elimination playoff with other teams in the Area on November 13 and 14. Qualification for this elimination playoff round is determined based on the results of play during the regular season. To qualify for advancement to Section playoffs on the weekend of November 20 and 21, a team must have a minimum of 16 volunteer points as of November 14.

If you have any questions regarding this program or if you think that there are any missing or unrecorded points, please contact us at referee@ayso76.org. Please remember that any request to change allocation of Volunteer Points must be in writing and must come from the volunteer who earned them.”

Appendix 11. Soccer Parents Page

[Our Program](#) | [10 FAQs](#) | [Code of Conduct](#) | [New to AYSO?](#)

10 Frequently Asked Questions (2004 edition)

1. When does the season begin?
2. When does the season end?
3. *When* are the games and practices?
4. What division am I in?
5. *Where and when* are the games and practices?
6. When will I hear from you?
7. What if I don't hear from anyone?
8. How can I find out if my child is registered?
9. What equipment does my child need?
10. How can I help?

Not yet registered? Visit our [on-line registration page](#).

Need help with registration or payment? Visit our [registration troubleshooter](#).

1 When does the season begin?

Saturday September 10, 2005. For a couple of the younger divisions, it will start on Sunday September 11 in the afternoon. We usually start on the first weekend following Labor Day. There will be optional practices on October 3-5 because of Rosh Hashanah and also on Wednesday October 12 and Thursday October 13 because of Yom Kippur.

2 When does the regular season end?

For Divisions U19 and U16, mid-November

For Divisions BU8 and GU6, Saturday December 12

For Divisions U14, U12, U10, GU8 and BU6 Sunday December 12

U14, U12 and U10 tournament teams will continue after that. U16 and U19 tournament teams may begin competition in March after the high school season ends.

3 Where and when are the games and practices?

Games take place mostly on Saturdays but for players in U19 and U16, there are usually two games a week, one on Saturday one on Sunday. The games can take place any time of the day (otherwise, if you think about it, your team would always play the same team), but we try to schedule the older players (especially in U14) in the afternoon to minimize conflicts with Saturday morning Bar Mitzvahs.

Division U6 has a combined practice and game on Saturdays or Sundays. All other Divisions have one practice a week in mid week after school. The older players may have their practice in the evening. We have very limited practice slots, so we allocate these by holding a lottery where coaches pick a number from a hat and then draft for fields in numerical order.

All of the [schedules](#) (and most schedule changes) are posted on our website, beginning in August. Schedules can change so you should check the posted schedule regularly.

4 What division am I in?

All the rules are explained on the [What Division Am I In?](#) page but here is a summary:

We test a player's age on July 31 before the season begins. If you are born on July 31, 1995, you are 10. If you are born on August 1, 1995, you are 9.

Also, divisions are organized in two year increments, so a player who is 8 or 9 is in U(nder) 10); a player who is 12 or 13 is U14, etc. There are two exceptions: In division U6, the youngest players, we accept 5 year-olds and players who were at least 4 1/2 on July 31. At the opposite end, in U19, we take 16, 17 and 18 year old players.

Here now are the divisions, with old name, new name, earliest and latest dates of birth and typical school grade ranges.

Old	New	Dates of Birth	Grade
1	U19	August 1, 1986to July 31, 1989	10th - 12th
2	U16	August 1, 1989 to July 31, 1991	9th and 10th
3	U14	August 1, 1991 to July 31, 1993	6th - 8th
4	U12	August 1, 1993 to July 31, 1995	5th - 7th
5	U10	August 1, 1995 to July 31, 1997	3rd - 5th
6	U8	August 1, 1997 to July 31, 1999	1st - 3rd
7 (K)	U6	August 1, 1999 to January 31, 2000	K/late preschool
		We do not take players born after January 31, 2000 except in rare and unusual circumstances.	

This includes some special rules for players whose age puts them in U14 but will be attending high school this fall and for U12 if a player is a 7th grader and wants to play up.

Also, note that Boys U8 is so large, we divide it into under 8s and under 7s (7 and 6 year olds in plain English).

Finally, for players on the cusp, born in August or September, we will consider moving them up a division to stay with their grade level. This is a matter of discretion.

5 Where are the games and the practices?

This is how we did it in 2004-2005. There may be changes depending on the availability of the new El Rodeo School field.

U19 and U16 - home games on Saturday mornings at Beverly Hills High School and La Cienega Park and on Sunday mornings at La Cienega Park; away games all over the Westside at various Area 1-P fields

Boys U14 - Saturday afternoons at La Cienega Park West Field and Beverly Hills High School and occasional away games elsewhere on the Westside

Girls U14 - Saturday afternoons at La Cienega Park West Field and Beverly Hills High School and occasional away games elsewhere on the Westside

Boys U12 - La Cienega Park East and West Fields

Girls U12 - - La Cienega Park East and West Fields

Boys U10 - Saturday all day at Roxbury Park, Hawthorne School and Horace Mann School
Girls U10 - - Saturday all day at Roxbury Park, Hawthorne School and Horace Mann School
Boys U8 - All day Saturday at the K Field (northwest corner of Olympic and La Cienega)
Hawthorne School
Girls U8 - Sunday afternoons at the K Field and Hawthorne School
Boys U6 - Sunday afternoons at La Cienega Park West Field (Center and LC Blvd Sides),
Hawthorne School, and Horace Mann School
Girls U6 - Sunday afternoons at La Cienega Park West Field (Center and LC Blvd Sides),
Hawthorne School, and Horace Mann School

Blocks of practices times and places will be allocated among the divisions and the division directors will in turn allocate the slots among the teams in their division. No practices for U6.

6. When will I hear from you?

We can't call all 1500 players, so we ask each head coach to contact their players' families. No one will call before the embargo date (August 25). We may be able to send you an e-mail.

7. What if I don't hear from anyone?

Wait until at least September 1. After that, you can contact your division director. The division director's e-mail are listed on the [Board](#) and [What Division Am I In?](#) pages.

8. How can I find out if my child is registered?

Send an e-mail to our registrar, Melissa Krantz, at registrar@ayso76.org

9. What equipment does my child need?

We provide a uniform consisting of shirts, shorts and socks. These should be available through your coach after Labor Day. Division U6 (the youngest players) receive their uniforms on opening day. Uniforms are generally not worn to practices.

All players must wear shinguards at games and practices.

We encourage every player to bring their own ball to practices. Size 5 for U19, U16, U14; size 4 for U12 and U10; size 3 for U8 and U6 (**this is a change from 2003, when we were still recommending size 4 balls for Boys U8. Since 2004, we are recommending size 3 for all U8 and U6 players**).

Cleats are recommended for players 8 and older but most players have cleats right from the start. Sports Chalet has a special package of ball, cleats and shinguards for AYSO players; otherwise, try Niketown, Big 5 or SportMart.

10. How can I help?

Volunteer - contact us by **e-mail**, phone, Pony Express, carrier pigeon - we need to hear from you. We have every different level of time commitment. Coaches, referees, team administrators, referee schedulers, Board members, paper pushers, tournament helpers, website designers, fundraisers for maor field improvements, sponsors - OUR CHILDREN NEED ALL OF THESE TO KEEP THIS PROGRAM GREAT AND MAKE IT EVEN BETTER!

Appendix 12. Code of Conduct

Dear Parents and Coaches:

Following is Code of Conduct for AYSO Region 76. Every parent must read and sign this form prior to the first game of the season. Unfortunately, parental and coaching misbehavior has become a huge problem in youth sports. It has been shown that having a code of conduct helps decrease this problem. Failure to comply with the code will result in your not being allowed to attend games and the possible dismissal of your child from the program.

Our only goal is to provide the children with a good and safe experience. We sincerely hope that the parents and coaches will have just as good a time and will accept the league for what it is – a chance for our children to run around and play a game.

The referees and coaches are all volunteers who give freely of their time. Their knowledge and skill levels will vary. A number of the refs will be teenagers who are helping make up for the lack of adult volunteers. A number of the coaches are completely new to the game, but once again due to the lack of volunteerism, have agreed to help us out by coaching. Several of the division directors are new, and will need much cooperation since it is their first year running a league.

Sports can provide you child with the opportunity to learn perseverance, teamwork, fair play, self-confidence, and determination. Competition is healthy and instructive. However, a win-at-all-cost attitude is harmful to children. The focus of sports should be on effort, improvement in skills, and the development of courage to be able to make mistakes and recover from them. The winning team is not necessarily the one with more points.

Thank you for your anticipated cooperation.

CODE OF CONDUCT

I will make a point of complimenting the officials for their efforts. I recognize that they are all volunteers doing the best they can to ensure that the game is played fairly and safely, and that the children are having a good time.

I will stand at least ten feet from the sideline so I will not endanger the safety of the players or the sideline referee.

I will stay on the spectator's side of the field at all times before, during and after the games. Only coaches, players and refs are allowed on the players' side of the field.

I will not use profanity at any time. I will compliment the children, refs, and coaches on their efforts.

_____, 2005
Please print name Date Signature Telephone

Lance Roth
Regional Commissioner
AYSO Region 76 Beverly Hills, CA 90213
310-859-9663
commissioner@ayso76.org

Appendix 13. AYSO Region 76 Calendar

Day and date	Time	Description	Location
Tue, Jun 7, 2005	7:00 pm - 9:30 pm	Regional Board Meeting	Roxbury Park
Tue, Jul 5, 2005	7:00 pm - 9:30 pm	Regional Board Meeting	Roxbury Park
Tue, Aug 2, 2005	7:00 pm - 9:30 pm	Regional Board Meeting	Roxbury Park
Mon, Aug 15, 2005		Draft week	
Tue, Aug 23, 2005		Player drafts must be completed by this date	
Thu, Aug 25, 2005		First day players may be notified of team assignments	
Sun, Aug 28, 2005		Practices on Beverly Hills fields may begin (date to be confirmed and schools may be open at an earlier date)	
Tue, Sep 6, 2005	7:00 pm - 9:30 pm	Regional Board Meeting	Roxbury Park
Wed, Sep 7, 2005	7:00 pm - 8:30 pm	Annual Pre-season Referee meeting/dinner	TBA
Thu, Sep 8, 2005	7:00 pm - 8:30 pm	Uniform Distribution Meeting	La Cienega Park -Main Auditorium
Sat, Sep 10, 2005		Opening Weekend of 2005-6 Regular Season	
Mon, Sep 12, 2005	7:00	MANDATORY Team Administrator meeting	TBA

2005		pm 8:00 pm	-		
Fri, 2005	Sep 30,			Last day to register for Divisions U16 and U19	
Sun, 2005	Oct 2,			Picture Day - MANDATORY DIVISION DIRECTORS AND ALL BOARD MEMBERS TO HELP	La Cienega Park - K Field
Mon, 2005	Oct 3,	6 - 6		Rosh Hashanah - practices optional	
Wed, 2005	Oct 12,	6 pm - 6 pm		Yom Kippur - practices optional	
Mon, 2005	Oct 31,			Halloween Carnival in the evening; La Cienega Park East Field is closed for practices	La Cienega Park - East Field
Mon, 2005	Oct 31,			Last day to register for Divisions U6-U8-U10-U12-14	
Thu, 2005	Nov 24,			Thanksgiving weekend; no regular season games; practices optional	
Tue, 2005	Dec 6,	7:00 pm 9:30 pm	-	Regional Board Meeting	Roxbury Park
Sat, 2005	Dec 10,			Final weekend of the regular season; championship games on December 11	
Sat, 2005	Dec 17,			9th Annual Beverly Hills Sportsmanship Cup	
Sun, 2006	Jan 1,			Happy New Year!	

Appendix 14. What Division Will I Play In -2005?

Players are assigned to divisions according to age. Here are the divisions for the 2005 season for which registration for returning players has begun.

Division Assignments 2005			Division Directors	
Division	Born on or after:	Born on or before:	Boys	Girls
U19	August 1, 1985	July 31, 1988	David Nik	Terri Rebell
U16	August 1, 1988	July 31, 1990	David Nik	Terri Rebell
U14	August 1, 1990 (see note 1)	July 31, 1992	Luis Fuentes and Brian Sixt	Scott Markowitz
U12	August 1, 1992 (see note 2)	July 31, 1994	Lynne Fiedler and Gallagher	Mark Landry and Peter Rosen
U10	August 1, 1994	July 31, 1996	Farid Novian and Dean Ward	Kieron Swaine and Jeff Wolfe
U8	August 1, 1996 (see note 3)	July 31, 1998	U8A Larry Fernandez (7-year olds) U8B Allen Roth and Colleen Sternshein	Olivia Karlin
U6	August 1, 1998	January 31, 2000	Greg Segal	Susan Edelman

Note 1. Players age eligible for Division U14 who will enter the ninth grade in the fall are required to play in Division U16 unless they formally commit not to try out for or play in any high school soccer team. The reason for this is that CIF rules under which all of our local high schools play do not allow high school players to participate in AYSO or any other organized programs during the CIF season. This used to result in Division U14 9th graders leaving the program in November, thereby unbalancing the teams and leaving them short of players. Division U16 plays a shortened season with two games a week which ends before the CIF season begins and does not conflict with CIF rules. For more information, see our [June 21, 1998 newsletter](#).

Note 2: Players who (a) are in the seventh grade at school and (b) are age eligible for Division U12 and (c) as a result may only be eligible for one year of Division U14 under the above rule may (but are not required or even encouraged to) apply to be transferred to

Division U14 a year early. No player who will not turn 12 until after December 31 of this year, no player in 6th grade, and no player without at least one year of experience in AYSO or club soccer is eligible for transfer under this rule.

Under our Section's rules, a player who is age eligible for Division U14 but plays in Division U16 during the regular season is not eligible for selection to the Division U14 All Star tournament. Similarly, any player who is age eligible for Division U12 but plays in Division U14 during the regular season is not eligible for selection to the Division U12 All Star tournament team. They can be selected to play in any other tournament at the division level for which they are age appropriate, if those tournament rules permit. Sorry for the bureaucratic rules, but it does help the program.

Note 3: Because of the huge number of players (250+), we divide BU8 into BU8B (6 year olds or mostly 1st graders and some younger 2nd graders) and BU6A (7 year olds or mostly 2nd and some younger 3rd graders).

Note 4 (new): Our divisions generally correspond to grades, as follows:

U19	11 and 12 (and college)
U16	9 and 10
U14	7 and 8
U12	5 and 6
U10	3 and 4
U8A	2
U8B	1
U6	K and pre-school

However, because age is determined on July 31 for our purposes but in December for purposes of most Southern California schools, we often see players born in August through November who are in a higher grade. For example, a player born in August might be in 1st grade but the player's age was 5 on July 31. In recent years, we have given all parents a choice of whether to move their children up to be in a division with the majority of the players from the same grade. (As note in Note 1, moving up is mandatory for certain high school players.) We expect this policy to continue in 2005, although we may choose the alternative of automatically assigning players according to their grade and then allowing parents the choice of moving their children down to a division if eligible based on their age. However, we do it (a) we don't have to allow move-ups or move-downs once a player has been assigned to a team unless we determine that the change can be done without disrupting the program; and (b) except in unusual circumstances in our absolute discretion (which might be exercised to accommodate a child with documented developmental or physical challenges), we do not allow a player to move down if the player would be older than the maximum age for the division.

Appendix 15. Rules Governing Post-Season Play

This document describes the selection process of coaches, teams, and players for post-season play in Region 76. Our objective is the participation of the largest possible number of players in

post-season play and to keep them playing for as long as possible. Following the AYSO philosophies, we hope the players will have a positive experience during post-season play.

The following sections of the National AYSO Policy Statements (as stated in <http://soccer.org/> dated September 14, 2004) regulate post-season play:

2.7 All-Star Programs. An All-Star“ program is any program which is an extension of the regular season (basic) program and which selects players for participation based primarily on their ability.

The National Board of Directors recognizes that such programs have historically been a part of the AYSO program in various parts of the country and allows it as an optional part of the overall program. The National Board of Directors, however, advises caution when conducting these programs because it is by its very nature exclusionary, not inclusionary, and because it may diminish volunteer resources to be expended on regular season play, which is the heart of the AYSO program.

All-Star programs, if implemented, shall abide by the following policy:

It shall not be allowed to become a more extensive or important part of any program than the basic or regular season.

Participants should have participated in the regular or basic season (a minimum of one-half the regular season games is a good rule-of-thumb).

A determination should be made by the region, area, or section supervising the program whether such program should be self-supporting and not use regular season funds.

These programs shall not involve U-8, U-6, and program administrators are strongly urged not to include U-10.

Principles of fair play, everyone plays (one-half of every game), good sportsmanship, and positive coaching shall continue to be stressed.

Each section may adopt All-Star Rules & Regulations that further define and restrict All-Star competition.

Our Region’s policy statement will be guided by the AYSO philosophies and will be consistent with the above rules. The ideal solution of organizing and implementing a Spring Regular season like our fall season is not feasible given the lack of field space. Therefore, we need to rely on tournaments to provide our players with a positive soccer experience in the spring and summer.

There are three types of postseason teams in Region 76: (1) League champions from divisions U10, U12, and U14, (2) teams from divisions U10, U12, and U14 that represent our region in the Area 1-P All Star Tournament, and (3) tournament teams from divisions U10, U12, U14, U16, and U19. In U16 and U19 divisions, regular season play involves interregional competition and some of our teams could make the Area playoffs in upper divisions.

The league champions in U10, U12 and U14 divisions represent Region 76 at the Area 1-P League Champions Tournament in early January. These teams have absolute priority over the other postseason teams regarding players. A league champion team might advance to the Sectional and Tri-Sectional tournaments to be played in March.

Our representative All-Star teams in divisions U10, U12 and U14 participate in the Area 1-P All Star tournament in mid-January, following the conclusion of the Area 1-P League Champions Tournaments. These teams might advance from this tournament to the Sectional Tournament in early March, and after that, to the Tri-Sectional Tournament in late March. All Star teams cannot be formed before December 1. Once an All Star team does not advance to the next level of playoffs, it has no special status.

Other than the all-star teams, we also have tournament teams in U10, U12 and U14 divisions and, based on player demand and coach availability, we typically have U16 and U19 teams as well. We encourage as many teams and players as there are qualified coaches and committed players.

Appendix 16. All-Star/Tournament Coach Selection

DIVISIONS U10, U12, U14, U16, AND U19

WHEN: By the October Board Meeting

All candidates must fill out the AYSO Region 76 Beverly Hills All-Star/Tournament Team Coaching Application Form and deliver/mail it to the appropriate Division Director (DD).

Candidates are typically, but not necessarily, coaches of record for regular fall season play.

Division Directors are not eligible to coach All-Star/Tournament teams in their own divisions.

All candidates must have Safe Haven training and the division-appropriate coaching certificate; typically the Intermediate and Advanced Coaching Certificates. Please consult the Coach Administrator

Under no circumstances will a coach be a professional coach, someone who is being paid to coach.

HOW:

Each Division Director notifies the Board of Directors about candidates, and makes recommendations. The Board of Directors evaluates the recommendations and approves the selection of each all-star/tournament team coach.

The appointment of a coach to an all-star/tournament team does not guarantee that his/her child will be on the team.

The following criteria, in the stated order of importance, guide the selection: (i) The coach has demonstrated his/her ability to implement the coach-related AYSO philosophies (everyone plays, positive coaching, and good sportsmanship) towards all players, referees, parents, and coaches during practices and games, (ii) commitment to continue with the team for the rest of the Spring tournament season, (iii) soccer knowledge, and, (iv) previous success in keeping the team together for many tournaments and for having provided a positive experience for the players.

It should be emphasized that the Board of Directors is ultimately responsible for the selection of post-season team coaches.

The selection of coaches should be made early on to give the coaches time (at least two weeks) to observe as many players/teams as possible, prior to the player selection process.

Appendix 17. All-Star/Tournament Team/Player Selection

Teams will play in a Thanksgiving Weekend tournament and the Beverly Hills Sportsmanship Cup (mid-December). The Area League Championship will take place during (or right after) the

first week of January, and the Area All-star tournament will begin mid-January. There are several tournaments throughout the spring and summer.

General Guidelines for All Divisions

No later than the third weekend in October, all coaches will provide information on players whom they believe to meet the criteria for playing in tournaments. They will provide the player's name, position(s) played, and jersey number to the DD. The DD makes the required effort to ensure the participation of all coaches in the player identification process.

The selection criteria for the players (not in any particular order) are (i) skill level of the player, (ii) commitment to AYSO principles, and (iii) attitude and commitment to play through the spring. If a player is unavailable for one or more games for the Area All-star Tournament, then that player might not be selected to that team or may be an alternate on a team with a roster size greater than that allowed by the Area.

If there are two or more tournament teams in a division, then the top group of players (15 in U14 and U12, and 10 in U10), as determined by the coaches, form TEAM RED, the next group of players form Teams WHITE and BLUE. The age of the player is not a deciding factor in order to be selected to the all-star team, unless there are two players of roughly equal skill/commitment, in which case preference should be given to the older player as this player must move up to the next division at the end of the season. Otherwise, there is no age discrimination.

The best group of players forms the All-star team, TEAM RED, that will represent Region 76 in the Area playoffs. Under the guidance of the DDs, the remaining tournament teams can be formed so that they are balanced. An alternative is to form them so that one team is older“ and the other is younger“. As mentioned before, we encourage as many teams and players as there are qualified coaches and committed players.

Tournament team and all-star coaches are required to confirm their understanding that teams are not their“ teams but the region's teams. Coaches have an affirmative duty to know these and all other applicable rules. Under no circumstances at any point in the tournament season may a coach either add a player from within the region or borrow a player from another region without consent of the Division Director or, in an unavoidable emergency, the Tournament Director or the Regional Commissioner. Players may not be borrowed unless a diligent good faith effort has been made to recruit qualified players from within the region.

Coaches may not solicit a player from one tournament team or the parents of such player to leave that team – this is ground for immediate dismissal as a coach.

In all cases, the Division Director retains ultimate authority over the selection of players. The Division Director may in his or her discretion adjust teams for purposes of balance or for any other reason if necessary or appropriate in the interests of the children in question or the program as a whole. A Division Director's decision is not subject to appeal. The Division Director is encouraged to consult with the Tournament Director and/or the Regional Commissioner whenever he or she thinks it would be helpful.

We encourage Division Directors and tournament team coaches to select an extra set of players (2-3 depending on the division). Although one cannot exceed the maximum number of players on the roster for almost all tournaments, one can rotate the extra players for individual tournaments and include a larger number of players for post-season play, and have some insurance against player drop-outs.

Division-Specific Guidelines

U19 and U16: These older divisions typically field one tournament team per gender. Division directors select coaches and the coaches, under the guidance of the DDs and RC, select players. Because these divisions cannot field teams during the High School soccer season (December 1 through the end of the CIF regular season and any playoffs), the time for selecting upper division tournament teams may differ from the general guidelines given above.

U14: In division 14, there will likely be one team (per gender) only, in which case it is strongly recommended that the team select 18 (or even 20) players with the understanding that only 15 players are eligible for the Area All-Star Tournament, but that all players will ultimately play in other post season tournaments. The larger than usual size of the roster not only allows the participation of a larger number of players but it also provides the coach with the flexibility of player unavailability for some tournaments. We welcome efforts to form a second team if there is strong interest on the part of the players and coaches.

U12: This division is larger than U14 and therefore more structure is needed in the selection process. All coaches in this division, under the guidance of DD and RC, select tournament teams. DD designs a ballot to form the teams by the collective votes of all coaches. The ballot is designed so that each coach (one coach per team) can select his/her team consisting of 15 players, paying close attention to staffing all positions (keeper, sweeper, stopper, fullbacks, halfbacks, and forwards). Each player gets 1 point per appearance on a coach's team. The players with most points make the team, provided that certain key positions (e.g. goal keeper) are carefully staffed. The top 12 players automatically make the team. The all-star/tournament team coach then selects 3 players from the remaining pool of players to complete the roster to 15 players. This all-star team is called TEAM RED. Under the guidance of the DDs, the remaining tournament teams can be formed so that they are balanced. An alternative is to form them so that one team is older and the other is younger.

U10: This division typically has the largest number of teams among the divisions that have post-season play. The regular fall season is not long enough to have all teams to play each other. A given team will likely not face about half the other teams. This means that the information provided by the coaches will be incomplete. Therefore, it seems desirable to allow the tournament team coaches and the DDs more discretion and responsibility. The coaches and the DDs are required to evaluate all teams/players over at least a 3-week period. It is essential especially in this division that the coaches are selected sufficiently early in the season, and that the DDs are actively involved in the information gathering and player evaluation processes for the sake of fairness. The number of players in the all-star team has to be 10 to allow for conformity with the Area rules. Play is 7 on 7. It may be desirable to select 2 reserves that will not play in the Area all-star tournament (and the Sectional and Tri-Sectional if the team goes that far), but to rotate these players into the roster in Spring/Summer tournaments. Most tournaments

now restrict the roster size to 10 in this division so two players may not be able to play. The benefit from having 2 extra players is to insure against player dropouts over the course of the season. If nobody drops out, then 2 different players might be asked to sit out the next tournament until all players have taken their turn. It is recommended that each team maintain 12 players. After the selection of the all-star team, called TEAM RED, under the guidance of the DDs, the remaining tournament teams can be formed so that they are balanced. An alternative is to form them so that one team is older“ and the other is younger“.

PLAYER TRANSACTIONS

If for some reason a team loses players or is short of players for a particular tournament, then it can borrow players from the other team provided that the coach of the lending“ team and the DD are consulted prior to the borrowing of the players.

If the two teams want to go to the same tournament and there are not enough players to field two teams, then no team has priority, and one of two procedures will be followed: (a) additional players will be called upon; these names can come from the original coaches' ballots, (b) a single team with a large number of players will participate with the understanding that some players (never the same player twice) will sit out one game; for example if there are a total of 18 players then 12 players will sit out one game each (with 20 players, each player sits out exactly one game in a typical 4-game tournament), assuming (i) a roster size of 15, AND (ii) the tournament organizer's approval of different rosters/line-ups for each game. Some tournaments allow teams to keep more than 15 on the roster with a different line-up for each game; some do not. If they do, the second procedure will allow all of the players to go as one team and have fun at the tournament, with minimal heartbreak. If there are more than 20 players, it should be easy to come up with 4 additional players to field two teams. With 20 players or less, procedure (b) is easily applied. However, if a tournament does not allow the implementation of the second procedure, then some players will be left off the roster for that tournament, with the promise to guarantee them spots in the roster in the next available tournament, so that the players are rotated in successive tournaments.

To facilitate movement between teams, whether by permanent transfer or by loan for a specific tournament, the region will continue to follow the practice of recent years of having the same uniform for all tournament teams (uniform styles may be different for boys and girls) and of having a unique number for every player within a particular division. For example, TEAM RED might be given jerseys between 1 and 18 and TEAM WHITE would receive jerseys in the same style numbered 19 to 36. For U10, it would be 1-13, and then 14-26.

TOURNAMENTS PARTICIPATION

All teams participate in the Thanksgiving and Sportsmanship tournaments. In mid-January, TEAM RED represents Region 76 in the Area 1P All-Star tournament, and possibly in early-March and April as well if the team advances to the Sectional and the Tri-Sectional Tournaments. All teams continue play in available tournaments.

The Tournament Director makes available a list of tournaments that are historically relatively competitive, and tournaments that allow grouping of teams according to strength/experience.

This raises the probability that all teams will have competitive games and that the tournaments will be fun for the players. In addition, participants will find tournament information on the AYSO National website at <http://www.soccer.org>

Appendix 18. Guidelines for Post-Season Teams

The following is addressed to coaches and administrators of All Star and Tournament teams:

1. Team Status

All post-season teams are Tournament teams until December 1. After this date All Star teams may be announced. It is important to note that post-season play may not in any way interfere with the regular season. Once the Area All Star tournament (including the Sectional and Tri-Section tournaments) has been completed, each All Star team becomes another Tournament team and will have no special status or priority.

2. Team Organization

It is recommended for each team to appoint a team administrator. The team administrator will need to:

Collect three medical release forms per player. Make sure the forms are completely filled out, are dated and have a wet signature, keep one set and give the other two sets to coaches.

For teams participating in Area tournaments, collect a birth certificate or other proof of age for each player.

Request players' AYSO ID or registration numbers from the Division Director.

Collect all pertinent information from players and parents for a team roster (address, phone numbers, including cell phone, e-mail etc).

Collect uniform and tournament fees (tba by Tournament Director). Write one personal check to the region (payable to AYSO Region 76).

Provide a list of referees that are planning to support the team during the post season to the Referee Administrator at referee@ayso76.org.

3. Team Expectations

At the first team meeting the following needs to be discussed with the parents and players:

Notify parents that they are required to volunteer at the Beverly Hills Sportsmanship Cup, end of December. Team coach or administrator is responsible for signing up the team's volunteers and their scheduling.

Stress the fact there is a long-term commitment; most teams will play well into the spring or until the summer.

Discuss the team's expectations in regards to practices.

Discuss that parents are expected to pay for tournament/travel/field fees.

Encourage parents to become referees. Tournament teams will directly benefit from bringing a referee team to a tournament. Many tournaments prefer complete referee teams to come along (3 referees completing 3 games each), rather than banking the referee deposits. Many tournaments are now rejecting applications if a team does not provide certified referees. Other tournaments may not accept teams that come from regions that did not supply referees in the past; this is not always explicitly stated. It is important for each team to do its utmost to bring referees to each tournament. There is higher likelihood of admission to a tournament if a team brings a complete set of referees.

4. Fees

There is a one time uniform fee for each tournament team player, which is around \$70. All teams are responsible for all tournament fees and referee deposits for all tournaments, including the tournaments that we will apply to as a region: Thanksgiving tournament, Beverly Hills Sportsmanship Cup (no referee deposit required) and the Riverside Locomotion tournament. Tournament application fees are typically \$250-\$400, and the referee deposits are about \$150-200. Tournament team players share the full cost of participating in these post-season tournaments including the costs of travel, hotel, meals, and other incidentals.

5. Uniforms

Uniforms must be ordered through the Region.

The primary uniforms for all teams will be the same pattern, each shirt having a unique number. This will facilitate players moving between teams. There will be extra uniforms available to each team in case of new players or other changes later on in the season. Contact the Tournament Director(s).

It is optional for a team to order bags, jackets and other team items. Each team orders these individually. The region's color scheme (black/white/orange) and logo need to be adhered to.

6. Tournament Applications.

Every tournament team must follow these procedures:

a. You may not enter a team in a tournament without first notifying our Tournament Directors. E-mail to tournamentdirector@ayso76.org

b. All rosters must be signed by the [Regional Commissioner](#) or, if the Commissioner is unavailable, the [Registrar](#). Most tournaments require that players be listed in order of uniform number. It is recommended to have a few rosters signed at the same time. However any roster changes (other than an absent player) need to be signed by the Regional Commissioner.

c. All tournaments must be paid for by a Region check, to be issued by our Treasurer, and the funds for payment must be remitted to the region before we will issue a check.

d. Please follow this procedure when applying to tournaments (other than those that we apply to as a Region): Call or e-mail the Tournament's Director of the tournament you are interested in directly, asking to reserve a spot for your team. Write a single check payable to AYSO Region 76 that covers the application fee and the referee deposit for the tournament. Notify the

Tournament Directors so we can cut a Regional check. Bring your check and pick up the Regional check from the Tournament Directors. Fill the roster for the tournament and get the team roster and check signed by our Regional Commissioner. Note that obtaining the regional check typically takes about **two weeks** since tournament teams have to first notify the tournament director with the proper information (the amount of the check, to whom it should be written, and where it should be sent) and deliver the team's check, and the tournament director must notify the regional treasurer with the proper instructions for the regional check to be cut.

e. If any player is unable to afford the cost of participation in a tournament, please let us know and we will determine if funds are available to subsidize participation. Unfortunately, we are prohibited from using general Region funds but we hope the Sportsmanship Cup will provide us with a profit that can be applied for this purpose. For full or partial scholarship requests, the applicant is required to contact the Regional Commissioner.

f. The Thanksgiving, Beverly Hills Sportsmanship Cup and Riverside Locomotion Tournament are the only tournaments we will apply to as a region. The teams need to apply to all other tournaments on an individual basis. Information about tournaments can be found on the National website. The Tournament Directors will also notify the teams of additional tournaments as they become available.

7. Referees

For all tournaments, teams are responsible for providing their own referees and they must provide this information at the time of application to a tournament; if they do not have any referees, they might lose their referee deposit. The Referee Administrator will make a complete list available to teams with the names of referees in the region who will be available for post-season tournaments. We suggest that teams contact referees on this list as soon as they apply to a tournament. Whenever a tournament team is accepted into a tournament, the team must finalize the referees by contacting the referee(s) and notifying our Referee Administrator by e-mail at referee@ayso76.org.

8. Referee Deposits

Tournaments will refund the referee deposit when referees have been supplied. The region will receive a check and will reimburse each team for referees that have been submitted directly by the team. Any refunds for additional regional referees, who were able to officiate at the tournament, will be used by the region to fund the referee program. Teams may opt to donate their refunds to this regional referee program as well.

9. Conduct

We expect coaches, assistant coaches, parents and players to remember that they represent our Region and to conduct themselves appropriately. In particular, everyone is required to cooperate with tournament officials and referees and to make sideline comments that are positive, instructional (in the case of coaches only) and encouraging.

10. Practice Fields and Scrimmage Games

Teams may contact the Field Allocation Director for practice time field space availability. After the city permit ends, the region will try to secure field space at local parks, however there may be a cost to the teams. In addition it is recommended for teams to find or rent space at the surrounding parks on an individual basis. Scrimmage games can be arranged with the

surrounding regions by contacting the region (e.g.: Santa Monica, Culver City, Pacific Palisades, West LA, Hollywood/Wilshire).

11. Player Transactions

Please refer to Rules Governing Selection of Coaches, Teams and Players for Post-Season Play for information about player transactions between tournament teams.

12. Fundraising

Please refer to the memorandum on fundraising rules and guidelines for information on team fundraising.

PLEASE NOTE that failure to adhere to any of above mentioned rules may result in your being terminated as a coach or even disbanding of the team.

Appendix 19. Fundraising Rules

This page summarizes the rules which need to be observed in fundraising for teams with which you are associated. Fundraising is defined as solicitation of funds or engaging in profit making activities to obtain funding or benefits for a team or members of a team (including coaches). It does not include routine requests for or taking advantage of discounts from suppliers made available to all members of a team.

Categories of Fundraising. Fundraising falls into three categories:

Fundraising for the Region.

Fundraising for a particular team.

Fundraising for a particular player.

It should be remembered that all teams are the Region's teams. They do not belong to any coach or sponsor. Priority will be given to fundraising for the Region. However, we recognize that, especially for teams which may undertake significant travel or participate in numerous tournaments, fundraising for that team may be more effective. The following rules are intended to ensure that fundraising for the Region's teams is handled in an appropriate manner.

Approval Required.

Participation in Tournaments. Participation in any tournament must be pre-notified to the Tournament Director or if he or she is unavailable to the Regional Commissioner. Please note that special rules can apply, especially for teams participating in tournaments after the Area/Section All Star tournament.

Fundraising Projects. All fundraising projects in the first two categories must be approved in advance by the Regional Commissioner or his designee. A copy of AYSO National's Guidelines will be made available to all persons involved in fundraising. Fundraisers' attention is drawn, in particular, to the rules concerning sponsor logos. The Regional Commissioner or his designee must be informed of any agreements or conditions to which a donation is subject. Donations subject to conditions deemed unacceptable to the Region will be returned to the donor.

Approval is not required for fundraising where the solicitations are limited to the immediate families of the team members and coaches.

Handling Funds. All funds for teams actually raised must be deposited into and disbursed from a separate Region 76 bank account for tournament teams. No exceptions are permitted except under emergency conditions.

Handling Receipts. A person responsible for fundraising must make a full accounting of all cash receipts and checks. Checks must be made payable to "AYSO Region 76" or "Beverly Hills AYSO". All cash and checks received must be turned over promptly to the Regional Commissioner or the Regional Treasurer with an itemized list of donors. All mail enclosing

donations must be sent to the Region's address (P.O. Box 1761, Beverly Hills, CA 90213) and all solicitations requesting donations must request that donation checks be mailed to that address. If a user wishes to use a credit card or pay by PayPal, they may do so by prior arrangement with the [webmaster](#).

Handling Expenses. Wherever possible, payments of expenses are to be made by Region check direct to the supplier upon presentation of an invoice with adequate supporting detail. If an individual seeks to have an expense reimbursed by the Region, that individual must present a receipt (except if the amount of the expense is less than \$5) and (in all cases) adequate supporting detail.

Donor Identification and Tax Receipts. Donors and their relationship (if any) to any player must be identified to the Region in writing, except where the fundraising consists of the sale of products or services.

Donations for the particular players, as opposed to donations for the Region, are not deductible for tax purposes as charitable contributions. No tax receipts will be given by the Region for such donations and no representation is to be made concerning the deductibility of such donations. Whether a donation is deductible as a business expense is a matter for the donor with which the Region shall not be concerned. A receipt may be provided for a donor requesting one but such receipt will make clear that it is not a charitable contribution tax receipt.

Tax receipts for donations to the Region as a whole will be given and, to the extent required by law, indicate any value received by the donor. Under no circumstances may anyone other than the Regional Commissioner or the Regional Treasurer provide a tax receipt to a donor.

Fundraising for Individual Players. Fundraising for individual players is permitted. For example, gifts from family and friends to pay for registration and tournament fees, uniforms, balls, travel expenses and accessories (sweatshirts, bags, warm-up suits, etc.) are not subject to these rules. However, it must be made absolutely clear to the donor that he or she is giving to an individual or his or her family and not to AYSO or any Region of AYSO and that no advertising relating to the sponsorship shall be permitted. Tax receipts will not be given for these types of donations.

In General. These rules generally are to be interpreted flexibly and with common sense; exceptions and dispensations should be requested from the Regional Commissioner or the Tournament Director. However, no exceptions can be made to the rules relating to handling and accounting for receipts and expenses.

I acknowledge having received and read these rules:

Coch/Team Administrator Division and Team Name

Appendix 20. The Beverly Hills Sportsmanship Cup 2004

AYSO INVITATIONAL 2004

TOURNAMENT RULES

1. Name, Location and Contact Information of Tournament.

The Beverly Hills Sportsmanship Cup

This tournament will be played under the 2004 FIFA Laws of the Game, as modified by AYSO, Section 1 Rules and Regulations, Area 1-P Rules and Regulations and these Tournament Rules. When these Tournament Rules are in conflict with any of the preceding, these Tournament Rules shall prevail.

Games will be played at fields in La Cienega Park, Roxbury Park, Horace Mann School and Beverly Hills High School in Beverly Hills, and Fairfax High School in Los Angeles. The tournament telephone number is 310-854-0897; fax 310-388-5537; email: cup@ayso76.org and website <http://www.ayso76.org>.

2. Tournament Dates

Boys and Girls: Saturday and Sunday December 18-19, 2004

All teams will play 4 games.

There are no rainout dates. For information on rainouts and other conditions affecting play, call 310-854-0897.

3. Tournament Format

There will be a minimum of 6 teams in Division U14, Division U12 and Division U10 with the possibility of an expansion, depending upon demand.

Games will be played 11-a-side in Divisions U14 and U12 and 7-a-side in Division U10.

Each team will be guaranteed to play 4 games unless weather, field conditions, or other acts of nature or other events beyond the control of the tournament prohibit play, the opposing team forfeits, or does not show. We will attempt to schedule the games as close to standard length as possible but games may be slightly shortened for scheduling purposes and referees will be instructed not to stop the clock for substitutions, injuries, etc.

Teams will earn Sportsmanship points for the conduct of players, coaches, and spectators. Sportsmanship points will be awarded by the referees of each game. Sportsmanship points will be totaled for each team and the winner in each division will be determined after the 3rd game. The medals will be awarded after the 4th game.

4. Team Selection

All Star, tournament, select and regular season league teams are welcome. Teams will be selected on a first-come, first-served basis, subject to the discretion of the Tournament Director where needed to balance the levels of the teams. Applications will be accepted until the Tournament fills up. One place in each division will be reserved for a Beverly Hills team. Please indicate on your application if you wish to be waitlisted if the tournament is expanded.

5. Registration

Tournament fee is \$300 per team for U10 teams and \$400 per team for U12 and U14 teams, payable by regional check only. (No credit cards or personal checks or money orders will be accepted). If for any reason, a registered team selected for participation in this tournament gives notice within 30 days prior to the tournament that it has elected not to participate, the registration fee will be forfeited unless a replacement team participates. If the notice of such election is given more than 30 days prior to the tournament a full refund will be given.

Any team not selected for participation will be notified by letter postmarked not later than December 10, 2004 (e-mail for applications submitted with a valid e-mail address). Late registrants will be notified as quickly as possible.

Checks received after December 10, 2004 will be promptly returned if the team is not accepted but will be cashed if the team is placed on the waitlist at the coach's request. Teams not accepted whose checks have been cashed will receive a prompt refund.

If a multiple teams are registered from a single region, it may pay by a single reasonable check or one check per team, according to its preference.

6. Age Divisions

The Boys and Girls Divisions shall be in two-year age groupings, as follows:

Under 10 years of age - Division U10

Under 12 years of age - Division U12

Under 14 years of age - Division U14

The effective date of age determination shall be the player's age as of July 31, 2004.

A player who played on a regular season team in a division above that for which that player was age eligible (i.e., the player played up) is eligible to play in the lower division or the division in which he or she participated. If such a player is chosen for the lower division team, he or she must be treated as a top player in the self-rating form to accompany all registrations.

7. Team Rosters

All completed rosters must include the AYSO identification number for each player and must be certified by the respective Regional Commissioner. Teams will be limited to a maximum of 10

players in Division U10 and 15 players in U12, and U14. All players will be required to play a minimum of two quarters.

No roster changes will be permitted after December 10, 2004.

Any team found to be playing an ineligible player will be disqualified from the tournament. The respective Regional Commissioner will be notified of the infraction.

All coaches will be responsible for having the original AYSO player registration form signed by a parent or legal guardian, or a copy with an original signature and date, in their possession at the tournament at all times.

Each player entering this tournament must have played in the same division and in the same region in the regular AYSO season. A maximum of two guest players is permitted. Guest players must be identified as a guest on your roster, and must have played in the same division in the regular AYSO season, and must have that Regional Commissioner's consent to participate.

8. Teams and Check-In

Each team must check-in at the Field Director's Station one hour prior to the team's first scheduled game in full uniform and with original signature AYSO registration forms.

After the first game check-in, a game official will check in the team 30 minutes prior to each subsequent game at the scheduled field of play.

Home team will be the first team listed on the schedule and will be responsible for the game ball, unless the tournament provides the ball. Home teams are on the north or west side of the field, except at La Cienega Park East, where the home team is on the south side.

A minimum of 7 players shall constitute a team in Divisions U12 and U14 and a minimum of 6 players shall constitute a team in Division U10.

Home team will change jerseys or both teams will don vests in the event of a color conflict with the opposing team.

Properly completed game cards with players listed in uniform number order, must be presented to the game official prior to each game. All players listed on the roster shall be listed on the game card, with any reason for absence noted.

Game cards will be delivered to the Field Director Station directly after each game by the game official.

9. Coaching

A maximum of 2 coaches are limited to the coaching area 10 yards on either side of the mid-field. All other spectators are to remain behind the marked spectator lines.

Coaching from the side line is limited to positive instructions and encouragement, as provided in AYSO guidelines. No spectator coaching is permitted.

Coaches and spectators may not enter the field of play without the referee's permission.

Coaches are responsible for their conduct as well as that of their players, parents, family, and friends. All participants are responsible for showing good conduct throughout the tournament.

Coaches are responsible for assuring that their team, assistant coaches and other spectators remain on their designated side of the field during games. Home team and visiting team designations will be indicated on the schedule and field maps.

Referees are not to be questioned during game play. It is up to the individual referee if he/she will entertain questions at the end of the game. A Field Director and Referee Station will be available for any questions that may arise.

10. Games and Scheduling

Each team will play 2 games each day for two days.

Duration of the games is as follows:

Division U10 - 2 x 25 minute halves	}	
Division U12 - 2 x 25 minute halves	}	As noted earlier, games may be shortened to
Division U14 - 2 x 30 minute halves	}	accommodate scheduling.

Games ending in a tie at the end of regulation play will stay as a tie, with no overtimes played.

All game scheduling will be conducted making such use of the information about the teams as is available to the tournament director and scheduler.

Schedules will be posted on-line at least one week prior to the tournament at <http://www.ayso76.org>.

In the event that unusual conditions necessitate rescheduling, curtailment, or cancellation of games, the tournament committee shall have the sole authority to make these changes in the best interest of the tournament.

11. Substitution

All players must play a minimum of half a game (in accordance with AYSO rules and regulations). If a player does not play at least one half of the game, the offending team will not be entitled to sportsmanship points and the coach of the offending team will be reported to the regional commissioner of his or her region.

Approximately midway through each half, the referee will halt play allowing for substitutions. The clock will not stop. Additional substitutions may be made at half-time.

Players may be substituted due to injury. The injured player may not return until the next substitution period. If the injured player is not substituted, he or she can reenter the field with the referee's permission. Only the injured player gets credit for the quarter's play.

Substitutes may not enter the field of play until allowed by the referee.

12. Sportsmanship Points

Each referee team will submit a single score to the Field Director after each game. The referees' scoring is final and not subject to protest.

Individual teams will be evaluated using a point system. Each team can earn a maximum of 100 points per game. The factors to be evaluated at each game in the following table: A more detailed description of the factors will be provided to coaches and referees.

Players	Coaches	Spectators
Total of 50 points	Total of 25 points	Total of 25 points
courtesy to opponents and to teammates	cooperation with officials	cooperation with official
cooperation with officials	positive coaching and encouragement	remaining 2 yards off the line;
appearance (see 13 - Uniforms)	line-up cards properly completed - see 8.G (Teams and Check-in)	encouragement without coaching

13. Deductions and Cards.

Ten (10) points will be deducted for each yellow card infraction and fifty (50) points will be deducted for a red card infraction.

Red Card or Send-Off: Player must leave the field and is suspended for the next game.

Yellow Card or Caution: if player receives two yellow cards in different games, player is suspended for the following game.

In accordance with the Laws of the Game, coaches and spectators are not subject to receiving cards. However, the referee may note coach and spectator conduct in awarding sportsmanship points, and may eject and send off from the area of a field a coach or assistant coach or spectator who, in the referee's opinion, is disruptive or interfering with the control of the game. The

referee may suspend play until the person leaves, and can terminate the game for willful noncompliance. A written referee's report will be filed with the Tournament Director in the case of all red cards or send-offs, and a copy will be forwarded to the offending team member's Regional Commissioner and Area Director.

14. Uniforms

All uniforms shall be in accordance with AYSO rules and regulations.

Shin guards must be worn by all players and must be worn inside of and completely covered by the socks.

Sliding pants/bicycle shorts may be worn but (except when a player is the goalkeeper) cannot extend below the knee. The color must be the same for all members of the team who choose to wear them and must be the same color as the predominant color of the uniform shorts or shirt.

Hard or metal knee braces are to be brought to the attention of the referee prior to any game played. Metal knee braces can have no exposed metal parts.

Eye-glasses should be worn with a safety strap.

All shirts must remain tucked in throughout the game.

No jewelry (including pierced earrings), casts (soft or hard) or splints of any kind may be worn. In addition, no other articles, which in the opinion of the referee may be dangerous to the player or other players, will be allowed.

Fingernails are to be trimmed to a reasonable length. In case of doubt, the referee should consult with a tournament official.

15. Jurisdiction

No protests of any kind will be allowed.

The Tournament Director, or designee, has the full power and authority to rule on any matters not covered by these rules, or to modify these rules in the event of unforeseen circumstances. The Tournament Director's or designee's decision shall be final and binding.

All efforts will be made to keep this tournament a safe and pleasant experience. All participants are expected to share in that responsibility.

16. Awards

All participants will receive individual pins and all coaches (two per team) will receive a T-shirt.

The team with the most Sportsmanship Points in each division as totaled at the end of the third game will be awarded Sportsmanship Medals.

In the event two or more teams are tied for the lead in total Sportsmanship points at the end of Game 3, then all such teams will be awarded Sportsmanship medals.

17. Refund Policy

Team Selection Stage. All checks received on or before Friday, December 10 will be cashed. Checks received after December 10 will be promptly returned if the team is not accepted but will be cashed if the team is placed on the waitlist at the coach's request. Teams not accepted whose checks are cashed will receive a prompt refund.

Withdrawal After Team Selected. Once a team has been selected in accordance with the tournament team selection method, if the team withdraws, a full refund will be paid only if a replacement team can be found or if notice of election not to participate is given not later than 30 days before the date of the tournament.

Rainout or Tournament Cancellation. If a game cannot be played as a result of weather, field conditions or other acts of nature or other events beyond the tournament's control, every effort will be made to reschedule the game during the two days of the tournament but there is no rainout date. The rainout number is 310-854-0897. If one or more games cannot be played either at the originally scheduled time or at some other reasonable time within the tournament weekend, refunds will be given on the following basis:

One game canceled	\$70.00 refund
Two games canceled	\$140.00 refund
Three games canceled	\$210.00 refund
All four games canceled	full refund

Forfeits/No Shows. No refund will be given in the event a game is canceled by reason of a registered opponent forfeiting or failing to show up. Every effort will be made to arrange games against alternative opponents in such circumstances but this is not guaranteed.