



Region 174 Addendums to
AYSO's Standard Policies and Protocols

(Updated June 5, 2019)

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ADDENDUM 1 – ETHICS AND CONDUCT

All individuals associated with AYSO, whether parents, referees, coaches, executive members or players, should not forget that an important reason for participating in AYSO is so that the players receive an appreciation of team work, sportsmanship, and acceptance of order. Therefore, all participants should demonstrate a good example of these qualities. Involvement and vocal participation in games is an important part of the game but should always be positive and never critical of players, coaches or referees.

No alcoholic beverages, smoking or vaping are permitted anywhere on the Granada Hills Youth Recreation Center (GHYRC) property.

The Regional Commissioner will communicate with and instruct subordinate officials and coaches with regard to the policies and protocols contained herein. They shall support decisions made in the application of the Regional policies and protocols as well as anticipate problems and take the appropriate action. The AYSO Standard Policies and Protocols, as well as the Region 174 Addendums, will be made available on the Region 174 website.

Coaches should be knowledgeable about the game, the governing rules, and Regional addendums. They are obliged to teach to the best of their ability all aspects and rules of the game of soccer. Coaches, more than any other influence, determine the success and development of the participants for which they are responsible.

Referees and volunteers must be treated with respect at all times. Mistakes will happen but a referee's call must be universally accepted.

In the interest of good sportsmanship and to maintain order at all Region 174 games, any Region 174 official, present as a spectator, has the obligation to help promote order in the event that another spectator violates an AYSO or Region 174 rule or regulation.

ADDENDUM 2 – MEMBERSHIP

The membership shall consist of the Administrative Board Members, the Regional Board Members, and Participating Members.

A. Administrative Board Members

Administrative Board Members shall consist of the Regional Commissioner and Treasurer as elected officials, and the following appointed Administrative Board Members: Assistant Commissioner(s), Secretary, Regional Coach Administrator, Regional Referee Administrator, Safety Director, and Child and Volunteer Protection Advocate.

B. Regional Board Members

Regional Board Members shall consist of registered volunteers appointed by the Regional Commissioner to specific Board functions.

C. Participating Members

Participating Members shall consist of all properly registered and accepted players and volunteers (except for RCs).

D. Electorate

The Electorate shall be comprised of existing Administrative Board Members plus currently registered coaches, referees and Board Members.

ADDENDUM 3 – ELECTED OFFICERS AND NOMINATIONS

A. Responsibilities of Elected Officers

1. Regional Commissioner

The Regional Commissioner shall have the responsibility and the authority to manage the day-to-day business of the Region. The Regional Commissioner's responsibility and authority shall also include but is not limited to:

- a. Filing the Reginal Information Form with AYSO on a timely basis.
- b. Reviewing on an annual basis the AYSO Standard Policies and Protocols as well as other written Regional operating regulations.
- c. Attending and representing the Region at the AYSO annual and semi-annual meetings, the Area 10/V meetings, Granada Hills Youth Recreation Center (GHYRC) meetings, and any other meetings affecting the Region.
- d. 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.
- e. Acting as an ex-officio member of all committees.
- f. Acting as the tiebreaker in any stalemated issue put before the Administrative Board.
- g. Supporting and being advised of all Region 174 activities.
- h. Submitting a completed Regional Assessment Program (RAP) to the Area Director prior to June 1 of each calendar year.
- i. The Regional Commissioner may delegate any of the responsibilities listed under subsections c and d as necessary.
- j. The Regional Commissioner shall serve a term of three years.

2. Regional Treasurer

The Regional Treasurer shall be responsible for but not limited to:

- a. Attend Regional Board meetings and report on the financial condition of Region 174. The report will be in writing and will detail all the expenses and receipts for the period covered.
- b. It is recommended, but not required, that the Treasurer not be a relative or business partner of the Regional Commissioner.
- c. The Regional Treasurer shall serve a term of three years.

B. Nominations

1. A nominating committee shall be formed for the purpose of obtaining nominees for the offices of the Region. Such committee shall be comprised of the Regional Board Members.
2. The nominating committee shall be organized no later than November 1. Nominations must be submitted in writing to the committee no later than November 30.
3. The Regional Commissioner shall meet with the nominating committee by November 1 and preside of the election of a chairman. She/he shall review, with the committee, the duties of the officers for which they are to seek nominees.
4. The committee will study the qualifications of the individuals whose names have been submitted as well as those the committee feels should be considered. The committee shall discuss with the nominees the duties they are being requested to consider and shall ask permission to place their names in nomination. Before accepting, all nominees shall sign a statement declaring their understanding of the AYSO Standard Regional Policies and Protocols as well as the Region 174 Addendums and shall indicated their willingness to abide by those rules.
5. The committee must obtain an up-to-date list of registered Administrative Board Members, Regional Board Members, coaches and referees.
6. The nominating committee shall announce to the Electorate the date of the election and the slate of nominees two weeks prior to the election.
7. Floor nominations will be allowed on Election Day.

C. Administrative Board Member Appointments

1. All non-elected Administrative Board Member positions (Addendum 2, Section A) shall be appointed by the Regional Commissioner for a period of one year. The term of office is to be from April 1 to March 31.
2. The Administrative Board Members will assume the responsibility for the preparation and yearly review of the AYSO Standard Regional Policies and Protocols and the Region 174 Addendums.
3. The Regional Commissioner, through her/his Regional Board, shall manage the business and properties of Region 174. They shall supervise all activities to assure compliance with the AYSO Standard Regional Policies and Protocols. The Regional Board shall hold monthly meetings presided over by the Regional Commissioner in considering and deciding any questions relating to the region.

ADDENDUM 4 – OPERATIONS

A. Election

The election of the Regional Commissioner and Treasurer is to be by secret ballot on or before December 15. The officers will be elected by the Electorate and the presence of two-thirds of the Administrative Board Members will be required. A majority vote will be required to elect. If no single nominee receives a majority on the first vote, a run-off election will be held between the two individuals (or more in case of ties) receiving the most votes, no later than 14 days after the initial vote.

The Area Director must approve the duly elected Regional Commissioner. In the event the Regional Commissioner is not approved, the election procedures must be repeated. When approved, the new officers will assume their new responsibilities on April 1. All ballots must be retained for a minimum of 60 days.

B. Budget

By May 1 of each year, a budget shall be prepared and presented to the Administrative Board. During the May Board Meeting, a majority of those present and voting will be required for passage.

C. Procedures and Standing Rules

In conducting the operations of Region 174, Robert's Rules of Order shall prevail when consistent with the provisions these Standard Regional Policies and Protocols.

D. Amending the AYSO Standard Regional Policies and Protocols

1. The AYSO Standard Regional Policies and Protocols may be amended only at a meeting of the Regional Board Members, provided written notification of the proposed changes to the Policies and Protocols has been received by the Regional Board Members two weeks prior to said meeting.

2. Amendments to the Policies and Protocols may be proposed by any of the Regional Board Members. Proposed amendments must be submitted as a written petition.

E. Vacancy and Removal of Regional Board Members

1. Any elected officer may be removed by vote of the Electorate at a meeting called for such purpose, provided written notification of such intent has been received by the Electorate two weeks prior to said meeting. Such meeting shall require the presence of two-thirds of the Administrative Board Members. The removal will require an affirmative action of two-thirds of the voting Electorate. Voting will be by secret ballot. Vacancy may be filled in accordance with the provisions set forth in Addendum 4, Section A.
2. Appointed Administrative Board Members may be removed from office at a meeting by a majority vote of the Administrative Board Members, the position will be filled by appointment by the Regional Commissioner.
3. If an Administrative Board Member resigns, the position will be filled in accordance with Addendum 4, Section E, Subsections 1 and 2.

F. Voting

1. Absentee voting submitted in writing shall be permitted. Proxy and cumulative voting shall not be permitted.
2. Ballots shall be counted by three Administrative Board Members, other than the Regional Commissioner and Regional Treasurer, selected by the Secretary.

ADDENDUM 5 – HEAT POLICY

In order to ensure the safety of players, coaches, referees, volunteers, and spectators, the following Heat Policy has been instituted for all games and practices beginning August 2011. The Heat Policy only applies to core players in the Fall or Spring Programs. Additionally, this Heat Policy may not apply to events not sponsored by Region 174 (e.g., non-Region 174 tournaments and Area Playoffs).

Temperature (°F)	New Game/Practice Policy	And if Humidity is over 50%
Less than 82 °F	Regular Game/Practice Times and Breaks	Regular Game/Practice Times and Breaks
82 °F - 92 °F	Extended Substitution/ Water Breaks	Shortened Game/Practice Time Extended Substitution/ Water Breaks
93 °F - 99 °F	Shortened Game/Practice Time Extended Substitution/ Water Breaks	Games/Practices Rescheduled
100 °F or higher	Games/Practices Rescheduled	Games/Practices Rescheduled

Additional Information:

1. No games will start if the temperature is 100F or higher.
2. An “official” thermometer will be used to assess current temperature.
3. Information from the Los Angeles Unified School District regarding Heat Stress, Signs, Symptoms, and First Aid is attached.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

BULLETIN NO. BUL-963

ATTACHMENT A

HEAT STRESS SIGNS, SYMPTOMS, AND FIRST AID

PHYS.DISORDER	SIGNS AND SYMPTOMS	FIRST AID
Early Heat Stress	<ul style="list-style-type: none"> • Fatigue • Lethargy • Decreased productivity • Normal body temperature • Sweating • Pallor • Headache • Nausea • Nosebleeds • Heat Rash 	<ul style="list-style-type: none"> • Send person to a cool place • Have person sit or lie down and rest • Supervising adult should be able to observe person frequently or assign someone to monitor or assist • Give generous amounts of cool water • Giving salt is usually not necessary • Loosen or remove excess clothing • Sponge down or immerse the person in cool or cold water • Check temperature periodically • Watch for cessation of sweating • Notify parent or guardian as needed • Recommend medical care if needed
Heat Cramps	<ul style="list-style-type: none"> • Painful spasms of abdominal wall and heavily used skeletal muscles 	<ul style="list-style-type: none"> • Treat as above • Commercially available replacement fluids for athletes may be used if on hand • Having person stretch (not massage) muscles may help • Notify parent or guardian if needed
Heat Exhaustion	<ul style="list-style-type: none"> • Normal/slightly elevated body temperature • Sweating/moist, clammy skin • Extreme weakness • Nausea/vomiting • Fainting • Dizziness • Headache 	<ul style="list-style-type: none"> • Obtain medical care at once • If possible, remove person to a cool location or protect from exposure to direct heat • Have person lie down with head low • Give water if conscious and able to swallow • Watch for progression to heat stroke • Paramedic may need to be called (911) • Notify parents or guardian
Heat Stroke	<ul style="list-style-type: none"> • Elevated body temperature (over 103 °) • No sweating • Hot, dry, red skin • Vomiting/diarrhea • Mental confusion • Convulsions • Loss of consciousness 	<ul style="list-style-type: none"> • CALL 911 IMMEDIATELY • If possible, remove person to cool place or protect from direct heat • Cool body with cool water, fanning, and other means • Notify parent or guardian

ADDENDUM 6 – RESPONSIBILITIES OF APPOINTED ADMINISTRATIVE BOARD MEMBERS

1. Assistant Commissioner(s)
 - a. To represent and act on behalf of the Regional Commissioner in her/his absence.
 - b. To replace the Regional Commissioner in the event of a vacancy in that office until a new Regional Commissioner is elected.
2. Secretary
 - a. To attend all Regional Board Meetings, take minutes and ensure Robert's Rule of Order are followed.
 - b. To ensure that the meeting minutes are distributed to the Regional Board Members within two weeks after each meeting.
3. Regional Registrar
 - a. To act on behalf of the players in all inquiries.
 - b. To distribute the registration forms to their appropriate destinations.
 - c. To maintain an up-to-date master player list by division at all times.
 - d. To maintain an up-to-date waiting list and to keep this list strictly confidential.
4. Regional Coach Administrator
 - a. To be present during the drafting of players to ensure that an Administrative Board Member or duly authorized representative is present.
 - b. To appoint a Division Coordinator for each Boys' and Girls' division and/or age group.
 - c. To assist the Regional Commissioner and/or Administrative Board Members on any grievance from coaches that cannot be resolved at the divisional level.
5. Regional Referee Administrator
 - a. To maintain good communications with her/his referees and to resolve any grievances or protests concerning referees.
6. Safety Director
 - a. In case of an accident, properly notify the Regional Commissioner within 48 hours.

- b. Secure a Participation Release Form for seriously injured participants prior to their return to play.
- c. Obtain liability insurance certificates for all facilities used by the Region.
- d. Evaluate the need for Regional equipment insurance.
- e. Coordinate with the CVPA to implement the AYSO Safe Haven Program.
- f. Ensure that AYSO policies regarding medical release forms, shin guards and blood borne diseases are disseminated to Region officials.

ADDENDUM 7 – ADDITIONAL REGIONAL BOARD MEMBERS

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 including, but not limited to, the following:

Division Coordinators

The Division Coordinators shall coordinate with the Regional Coach Administrator to be responsible for recruiting coaches and ensuring they are trained and certified for the appropriate age group; organize team balancing and team rosters; coordinate player evaluations and ratings; and monitor coaches and teams for use of Safe Haven guidelines and Stewards of the Game.

Team Parent Coordinator

The Team Parent Coordinator shall serve as a liaison between the Regional Commissioner, Regional Coach Administrator and other Regional Board Members, and individual Team Parents. The duties of the Team Parent Coordinator may include distributing information to the coaches, players and families of Region 174 players through the individual Team Parents, and assisting other Regional Board Members in distributing team and individual photos, fundraising materials, and awards or certificates. The Team Parent Coordinator shall schedule and conduct the annual Team Parent Meeting prior to the start of the regular season.

Spring Season Commissioner

The Spring Season Commissioner shall be responsible for working with the Regional Commissioner to organize, coordinate and run the Spring Soccer Season.

Tournament Team/Post Play Coordinator

The Tournament Team/Post Season Play Coordinator shall be responsible for working with the Regional Commissioner and the Regional Board in the planning, implementation and supervision

of participation in Regional tournaments and other post season play opportunities for Regional players outside the primary regular season programs.

VIP Program Coordinator

The VIP Program Coordinator shall serve as a liaison between the Regional Commissioner and the parents or guardians of children eligible to play in the Region's or Area's VIP Program for children with physical or mental disabilities or challenges. The VIP Program Coordinator's responsibilities shall include the division of the VIP players into balanced teams, when appropriate, and the arranging and scheduling of practices and games for such VIP play.

Candy Drive Coordinator

The Candy Drive Coordinator shall serve as a liaison between the Regional Commissioner, Division Coordinators, if any, and the Team Parent Coordinator, if any, with the vendor providing fundraising products for the planning and implementation of the Candy Drive. The Candy Drive Coordinator shall also supervise the collection of any fundraising monies and transfer the same in a timely fashion to the Regional Treasurer, and the collection and return of any unsold fundraising products to the vendor providing such products. The Candy Drive Coordinator shall be responsible for obtaining information about, and for compliance with, any and all local laws or regulations that may be applicable to the Region's fundraising activities.

Snack Bar Coordinator(s)

The Snack Bar Coordinator(s) shall serve as a liaison between the Regional Commissioner, Regional Board and the vendor(s) supplying food, concessions or other products for sale at the Regional playing fields. These activities may include operating a concession stand or snack bar. The Snack Bar Coordinator(s) shall also supervise the collection of monies for products sold and transfer the same in a timely fashion to the Regional Treasurer.

The Sponsorship Coordinator

The Sponsorship Coordinator will work with the team parents to obtain team sponsors by the deadline set by the Regional Board. Team sponsors will receive an ad space in the yearbook and a plaque recognizing their sponsorship. The Sponsorship Coordinator will supervise the collection of all sponsorship money and turn in the money to the Regional Treasurer in a timely manner. Additionally, the Sponsorship Coordinator will coordinate with team parents and the Yearbook Coordinator to ensure the sponsorship names and artwork are turned in for publication.

Uniform Coordinator

The Uniform Coordinator shall be responsible for the purchasing of uniforms.

Opening Day Coordinator

The Opening Day Coordinator shall be responsible for organizing the activities and running Opening Day of the Fall Season.

Blood Drive Coordinator

The Blood Drive Coordinator shall be responsible for organizing the annual Blood Drive.

Soccer Camp Coordinator

The Soccer Camp Coordinator shall be responsible for coordinating the running of the summer camps.

Statistician/Scheduler

The Statistician/Scheduler shall be responsible for scheduling games and other Regional activities in cooperation with the Regional Commissioner and other Regional Board Members. The Statistician/Scheduler shall also gather match data every week for use for standings and playoff information.

Picture Day Coordinator

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

Yearbook Coordinator

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

North Valley Classic Tournament Director

The North Valley Classic Tournament Director shall be responsible for working with the Regional Commissioner and the Regional Board to organize and run the North Valley Classic Tournament.

ADDENDUM 8 – COACH SELECTION

The following procedures are intended to establish an organized and equitable approach to the selection of coaches for the regular and All-Star seasons. They are to be considered guidelines. From time to time, there may be circumstances that must be considered in the selection process. It will be at the discretion of the Administrative Board Members to determine the validity of the circumstance and whether it should or should not have a bearing on the final coach selection.

The Regional Coach Administrator and/or Division Coordinators will supply the Regional Board Members with a list of coaches indicating those who are selected and those who are not, together with any data deemed essential to the selection process. The Regional Board Members must review and endorse the selections prior to the coach's notification. The Regional Coach Administrator, or her/his designee, will notify all coaches of the decision.

1. Criteria for Regular Season Coach Selection (in the following order)
 - a. Region 174 coaching experience
 - b. Total AYSO coaching experience
 - c. Region 174 assistant coaching experience
 - d. Total AYSO assistant coaching experience
 - e. Other coaching/playing experience

This selection criteria is an essential one requiring judgment on the part of the Regional Board Members. An individual may meet all other criteria but may not be selected as a coach based upon personal traits/coaching abilities.

2. All-Stars

The coach of the All-Star team shall be selected by the Regional Board. In order for a coach to be eligible, they must have fulfilled all coach requirements (completed volunteer application, Safe Haven certified and trained, and trained per the National Coaching Program Guidelines at the age/skill level of the team they wish to coach) and submitted all necessary documents (i.e., ratings sheets, rosters, etc.) on a timely basis during the regular season.

ADDENDUM 9 – TEAM SELECTION

1. Draft
 - a. The draft shall take place in divisions 12U and up. The Division Coordinator, Regional Coach Administrator, or an Administrative Board Member appointed by the Regional Commissioner, shall preside over the team selection meeting. The Division Coordinator shall neither be a coach in that division nor have a child in that division unless approved by the Administrative Board.
 - b. Team selection shall be made from a list of players given to the coaches at least two weeks prior to the selection date or whenever feasible. Any additions to this list must be given to all coaches present at the selection meeting before any drafting begins. The list of players must be split into two age groups for each division and must be listed in the order of their overall rating starting with the

highest rated player at each age and then in descending order of rating. Prior to the draft, all players without a rating must attend New Player Ratings. All players to be selected must have a rating. There should be an equal number of players to be selected for each team, if feasible.

- c. To determine the initial order of selection, the Division Coordinator will conduct a lottery. After the order of selection has been established, drafting shall commence. The oldest age in each division will be drafted first. The drafting will continue until there are not enough players in the older age group to complete a full round. The remaining players in the older group will then be put with the younger age group and drafting will continue. From the second round on, the coach with the lowest combined rating shall select first. If there is a tie, the last one on the previous round will go first.
- d. A coach must select her/his child at the first opportunity at that rating level, unless there are enough players of the same rating and age to complete a full cycle of selection after her/his child is selected (e.g., if 12 teams are being selected, there has to be 12 or more players at the rating and age after her/his selection, irrespective of her/his place in the selection on that particular round, before she/he can be allowed to pass over her/his child in that round).
- e. In order to honor parents' requests to have siblings on the same team, a coach must select the oldest sibling first at the appropriate rating before the last round in that age group is completed. The younger sibling will be drafted at her/his appropriate rating.
- f. Open trading may take place immediately following the draft and will last until the end of the draft meeting. The trade must be approved by the Division Coordinator.
- g. The Division Coordinator will record the final team rosters and will turn these rosters over to the Regional Coach Administrator at the earliest opportunity.
- g. All coaches will be given one copy of the registration form for each of the players they have selected. The coaches must notify each player within 48 hours.

2. Vacancies on a Team

- a. All players registering after the draft for their division will be placed on a confidential waiting list by the Regional Registrar. No player may be added to any team without the consent of the Regional Registrar, Division Coordinator, Regional Coach Administrator and/or Regional Commissioner. No coach shall be allowed to select a player from the waiting list or to select a player not on the waiting list.
- b. If a vacancy occurs on a team before five games are played, either due to a player quitting the team or a player sustaining an injury which will necessitate the player

missing four or more games, the coach must notify the Division Coordinator immediately. The Division Coordinator must then immediately notify the Regional Registrar and Regional Coach Administrator. If there are players on the waiting list the Division Coordinator must assign a player of equal, or as near as possible, rating. In the case of the substitution of an injured player, the substitute shall remain with the team until the end of the season, even if the injured player returns to the team.

3. Every effort must be made to ensure that all teams are properly balanced to allow for teams to compete fairly.

ADDENDUM 10 – ALL-STAR TEAM SELECTION

1. All-Star teams shall be formed in all appropriate age groups that qualify for Area play.
2. Team Selection:
 - a. At the beginning of November, All-Star procedures will be given to each coach and all coaches will meet with the Division Coordinator.
 - b. Eligibility
For a player to participate in All-Stars, they must have played at least half of six regular season games. This does not, however, guarantee participation in the All-Star program. The Regional Commissioner has the absolute discretion to determine participation by any coach, player, and/or team in the All-Star program.
 - c. Nominations
Coaches making nominations must provide the player's jersey number and position normally played. A coach from one team may nominate a player from another team. The Division Coordinator may also nominate a player for All-Stars. Any nominee for All-Stars must be rated between 65-100, where possible.
 - d. Selections
Selection will be made at a meeting of the coaches of each division, to be scheduled and chaired by the Division Coordinator and attended by the Regional Coach Administrator or a representative appointed by the Regional Commissioner. The chairperson will not be a coach of the same division.

The coaches of each division will select two-thirds of the players for the All-Star team. The All-Star coach will select the remaining one-third of the team from the list of eligible players, subject to the approval of the Division Coordinator.

Numbers of players on a team shall be as follows:

10U: 9 players

12U: 11 players

14U: 14 players

The coach, with the approval of the Division Coordinator, may add one additional player to the above number.

For all votes taken during this meeting, each team has only one vote. Coaches who are unable to attend may designate a qualified alternate whose qualifications are subject to the approval of the applicable Division Coordinator. Voting can be by secret ballot at the discretion of the Division Coordinator and counted by the chairperson.

All-Star players will be notified by the coach within 24 hours of the end of Regional Play-Offs. **In no event shall a coach contact any player or discuss selection of players with anyone else prior to the end of Regional Play-Offs.** Players selected for the All-Star team will be required to provide a completed All-Star Guarantee form by December 7. (In the event the coach is undetermined at the time of the voting, the Division Coordinator will make the notifications.)

In the event a player drops, the All-Star coach - with the approval of the Division Coordinator - may select any qualified player.

ADDENDUM 11 – RATING OF PLAYERS

The following procedure is intended to establish an organized and equitable approach to the rating of players. All information pertaining to players' rating must be kept confidential. The Rating Sheet (exhibit A) must be completed by the coach for each registered player on her/his team.

When rating each division, the coach's overall ratings should have some relationship in comparison with the season's results. Information for uniform completion of the Ratings Sheet is as follows:

Player's Name – Self-explanatory

Age – Age should agree with that shown on the registration form.

Birth date – Birth date should agree with that shown on the registration form.

Normal Position – Show only regular position as FORWARD, MIDFIELDER/HALFBACK, FULLBACK or GOALKEEPER. No need to designate right, left or center.

Rating – Do not use any other values (e.g., o, +, - etc.)

10 – Player(s) with the least ability in the division.

20 – Poor player but interested and tries. Could improve.

30 – Fair player, some contribution to team effort and has potential.

40 – Player whose skills fall between 3 and 5.

50 – Average ability, interest and attitude.

60 – Player whose skills fall between 5 and 7.

70 – Good player, can always be counted on when necessary. Good ball and game sense. Very good ball handling.

80 – Player whose skills fall between 7 and 9.

90 – Excellent player. Super ability and attitude. Very good ball and game sense. Able to set up and execute key plays.

100 – Best player(s) in the division.

Comments – Fill in some remark for each player. Try to make it constructive. Think of this as information you would use or would like to know if you were a new coach or moving into a division where you did not know anything about the players.

Overall Rating – Leave blank for the Division Coordinator to complete.

Mid-Season Ratings Sheets are to be submitted by October 17.

Before the second-to-last weekend of the season, all ratings sheets must be turned in to the Division Coordinator to be compiled. Prior to the last weekend of the season, the coaches will meet with their Division Coordinator to finalize the ratings. Final ratings must then be turned in by the Division Coordinator to the Regional Coach Administrator by a date specified by the Administrative Board.

ADDENDUM 12 – REGISTRATION AND REFUND POLICY

1. Registration shall be open to all interested parties, ages 4 -18, to the extent that openings exist. Division vacancies will be filled on a first come, first served basis. When available vacancies have been filled, a waiting list shall be established for each division. This shall be maintained and kept up to date by the Regional Registrar.

2. Registration fees, as determined by the Administrative Board, shall be paid at the time of online registration.
3. Refund requests shall be directed to the Regional Registrar via email or in writing to the Regional mailbox. A refund will be processed, less the National Player Fee, for those requests made prior to July 31 for Fall and March 17 for Spring. No refunds will be issued after this date. Processing of refunds may take 6 to 8 weeks.

ADDENDUM 13 – DISCIPLINE (PLAYERS)

1. Cause: Disruption of practices, continual absence from practice, refusal to cooperate with teammates and/or coaches, fighting, etc.
2. Prior to disciplinary action being taken, every effort must be made by the coach to resolve the situation by discussions with the player and parents. If problems persist, a written request for disciplinary action must be sent to the Regional Commissioner, who in turn will forward it to the Review Board for a decision.
3. If the disciplinary action is approved by the Review Board, the opposing coach and referees must be notified prior to game time.
4. A coach may take disciplinary action without prior approval of the Review Board, at the risk of a protest being allowed if disciplinary action is eventually not allowed. This method should be used only when a spontaneous situation arises within 48 hours of game time (e.g., fighting).
5. The following rules shall apply on red and yellow cards issued during the season.
 - e. First Red Card – Automatic suspension from at least the next scheduled game, unless the referee issuing the red card, or the Regional Referee Administrator recommends that such player be allowed to play in the next scheduled game.
 - f. Second Red Card – Automatic suspension from at least the next two scheduled games and must appear before the Review Board.
 - g. Third Red Card – Automatic suspension from at least the balance of the current season.
 - h. Three Yellow Cards – Three yellow cards in three separate games will equal one red card.

ADDENDUM 14 – REVIEW BOARD (RB)

1. The RB exists for the purpose of reviewing all disputed red cards, arbitrating any disputes, and acting on any other disciplinary action. The RB shall consist of the

Division Coordinator, Regional Coach Administrator, and Regional Referee Administrator. Members of the RB shall be excused if there is a conflict of interest on any given review. The Regional Commissioner shall select a replacement.

2. All requests for RB action shall be submitted within 48 hours after the cause for review has taken place. Such requests must be sent to the Regional Commissioner. The Regional Commissioner will convene the RB within five days of receipt of the request or violation.
3. Within 48 hours, all disputed red card violations will automatically be brought before the RB by the Regional Commissioner. All decisions on red card violations must be determined before the next regularly scheduled game.
4. The first action of the RB will be to elect a chairperson. The RB will then study the written request or violation and speak to all individuals involved in the dispute. All discussions are to be held strictly confidential.
5. All decisions reached shall be announced within 48 hours of convening the RC. All decisions shall be final.
6. The decision shall be passed on to the Regional Commissioner, who shall in turn notify the parties involved.

ADDENDUM 15 – POST SEASON AND TOURNAMENT TEAMS GUIDELINES

1. Coaching or assistant coaching during the regular season at Region 174 shall be a prerequisite for being a tournament head coach. If there are no regular season coaches who are willing to coach a tournament team, the Region has the discretion to approve a properly trained coach who did not coach during the regular season.
2. All head coaches shall be approved by the Regional Board. All assistant coaches shall be approved by the Regional Commissioner. In order for a coach to be eligible, they must have fulfilled all coach requirements and submitted all necessary documents (i.e. ratings sheets, rosters, volunteer forms, etc.) on a timely basis during the regular season.
3. The Regional Commissioner must approve all players on the roster for the tournament team. The Regional Commissioner can stop a team from participating in a tournament if she/he feels there are players, coaches or spectators who are not behaving in a respectful and sporting way.
4. Each coach shall submit to the Administrative Board a financial statement outlining the disbursement of all costs for the tournament team. Region funds cannot and will not be used for any tournament teams. There are no scholarships available for tournament teams.

5. All players shall be properly registered in Blue Sombrero.
6. In those cases where two or more requests to coach a tournament team are received for the same division, the individual prospective coaches shall be encouraged to work together to form one team.
7. In the event that individual coaches are unable to form one team together, then two or more teams may be formed. In this situation, the following procedures need to be adhered to:
 - a. Coaches submit to the Regional Commissioner or Division Coordinator a list of players they wish to invite.
 - b. The Regional Commissioner or Division Coordinator shall send a letter to the parents of the players overlapping or listed on more than one team.
 - c. Parents respond to the person who sent the letter.
 - d. The person sending the letter logs the responses and communicates the results to all involved.
 - e. Coaches finalize their teams by putting a final roster together. The final roster must be turned in to the Regional Commissioner and Division Coordinator prior to contacting anyone.
 - f. After the roster has been approved by the Regional Commissioner, the coach may communicate with the players/parents.
8. Coaches must use players who have participated in at least half of the previous Fall season. There are some exceptions within 16-19U and depending on the rules of the individual tournament.

If a coach chooses to use a player from another tournament team within the Region, the coach of that player must be asked first. There can be no contact with the player or the player's parents without approval of the player's tournament coach.

If a coach wants to use a player from another Region, the Regional Commissioner from Region 174 must be contacted first. It is understood that tournament season is for the benefit of Region 174's players and Region 174's players must be considered first.

9. Players are required to play in their age appropriate division. However, if the player is not offered a position in an age appropriate division, they are then available to play in an older division. If no tournament team is formed in an age appropriate division, the player is free to play in an older division. If a coach wants to use a player from a younger division, the Regional Commissioner from Region 174 must be contacted first. It is understood that all tournament-type players within the correct age group should be

asked before this happens. There are many steps in the approval process in this case, including Area approval.

10. Players with repeated sportsmanship problems (e.g., fighting, red cards, etc.) should not be selected for tournament teams.
11. Tournament team coaches are responsible for submitting tournament applications for their own teams with the appropriate signatures and forms. The applications and forms shall be completely filled out before requesting signatures.
12. Tournament team coaches are responsible for fulfilling tournament referee assignments where required. Referees in the Region who don't have kids playing during tournament season may help out, but coaches should not rely on them. If there is a tournament for which a team needs referees, coaches are to reach out to the Regional Referee Administrator as soon as possible in order to coordinate with the Region's referees. There are no guarantee referees will be available.
13. Tournament and All-Star teams shall wear uniforms selected by the Regional Commissioner utilizing the region colors of red and gold. Black and white may be used along with the region colors. All uniforms will be paid for by the parents. Uniform sets will be handed out once all uniforms on the teams are paid for. There are no deposits. The uniform(s) is for the player to keep. All sweatshirts, backpacks, or any other items will be paid for by the tournament teams. Black, white and gray can be mixed in with the region colors for these types of items.
14. Tournament coaches and players shall abide by the same Regional Policies and Protocols as regular season coaches and players of Region 174. The goals of a tournament team are to improve the skills of the individual players and the overall play of the team. All players are expected to play at least 3 quarters in pool play. Winning a tournament should not be the ultimate goal of the team.
15. Any player or team official receiving a red card or anyone else sent off must not be in attendance for the next game of the tournament team. If a red card or send off happens, the head coach is expected to explain to the Regional Commissioner the circumstances behind the red card or send off as soon as possible.

If the red card or send off happens in the last game of a tournament, the person will then sit out the first game of the next tournament. If the red card or send off happens in the last game of the final tournament, the person could be asked to sit out the first game of the Fall season. The Regional Commissioner may choose to extend or revoke the punishment of any red card or send off.

16. Tournament teams are required to help the Region for the North Valley Classic and at other times during the tournament season.

ADDENDUM 16 – REFEREE REQUIREMENT

8U Division

Reaching out to 8U teams to recruit new referees is a priority for Region 174. Not only would it help the Region to fully staff its regional matches, but it also would create a pool of referees that would be available for 8U tournaments.

In an effort to meet an ever-growing need for referees, all 8U teams are encouraged to provide a new regional referee for the Fall season. Additionally, it is asked that each new referee complete at least 6 referee assignments, either as a Center Referee or Assistant Referee, for 10U matches or higher. Each team that meets this goal will receive a free pizza and ice cream social at the end of the season.

Note: A new referee is one that has not refereed in Region 174 previously.

10U-14U Divisions

All teams in the 10U-14U Divisions shall be required to provide at least one referee, and each team is responsible for completing at least 6 referee assignments (either as a Center Referee or Assistant Referee), during the Fall season. Teams that do not complete their 6 assignments by the last day of the regular season will not be allowed to participate in Regional Playoffs.

For the 10U division, each team must have at least one NEW Regional Referee, and that referee must complete at least 3 of the referee assignments. A new Regional Referee includes those that were new referees the previous season in the 8U division.

Each referee can only represent one team. The assignments that each referee completes will only count towards one team's requirement. They cannot split their assignments between multiple teams.

The Region will conduct Regional Referee training for those who wish to become referees. Training dates will be announced prior to the beginning of the season. Teams that need new referees are encouraged to recruit a volunteer early and get them to the earliest possible training date.

There will be no exceptions for teams that fail to meet their referee requirement. Referees are encouraged to sign up for games early in the season. The Region is not responsible if a team runs out of refereeing opportunities.

For all referee requirements (including for 8U), referees must be at least Regional Referees. Junior Referees cannot fulfill these obligations.

