



REGIONAL POLICIES AND GUIDELINES

ADDENDUM

AYSO REGION 147 AREA W OF SECTION 10
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As adopted by the General Board on 5/17/2016

In addition to registration policies outlined in AYSO National Rules and Regulations, the following are adopted:

I. Refund Policy

1. If a player decides to drop before the first game of the season, a full refund will be issued, upon completing the region Drop/Refund Form, with the requirement that the player must return all uniform items, in a reusable condition, prior to receiving the refund. In the event some or all of the uniform is not reusable, the cost of those items shall be deducted from the refund.
2. If a player decides to drop after the first game but before October 1st, a partial refund will be issued upon completing the region Drop/Refund Form.
3. No refund will be issued, without board approval, if a player decides to drop after October 1st.

II. Financial Policy

1. Any non-budgeted expenditures shall be made with the following approvals:
 - A. From \$0.00 to \$250.00 – Regional Commissioner
 - B. From \$250.01 to anything over – Executive Board
2. The Regional Commissioner can approve normal operating expenses if they are itemized in the budget, they are within the budgeted amounts, and the Board of Directors has approved the budget. All expenses will be reported at the next Board of Directors meeting.
3. A purchase order must be obtained from the Region Treasurer prior to any purchases being made.
4. Receipts must accompany reimbursement to individuals for Region expenditures on a completed Region 147 Request for Reimbursement Form. These forms will be available from the Region Treasurer.

III. Registration

1. The Regional Board may establish a Registration End Date. After this date, all new registrations shall be placed on a waiting list. To fill vacancies that might occur prior to the season, players on the waiting list may be placed after teams are balanced, upon Regional Board approval to ensure the integrity of team balancing.

2. For competitive divisions, the list must be used on a rating replacement basis only. No new players will be added to a team after the second week of play unless approved by the Board of Directors.
3. Players will be placed in the division corresponding to their birthday, unless a request is made by the parents.
 - A. For players asking to play one division up, a decision will be made by a board vote with the recommendation of the child's previous coach or other, unbiased, qualified representative taken into account.
 - B. Per Area 10W Guidelines, AYSO registered players who are in the U14 division and are going to attend high school should be offered a place in the U16 division program, upon request.

IV. Coach Selection, Team Formation & Draft (Regular Season)

1. Coach Selection: It is always our intent to select the best coaches available for teams. However, there are those rare instances where we will have too many volunteer coaches for the amount of teams fielded during any given season. In the event that there are too many coaches within a given division, the coaches will be contacted in an effort to select the best possible coach. In the event that this does not work, the board will select the coach and may use, but is not limited to using, the following considerations:
 - A. A parent whose child is on the team and who has coached in the same division the previous year and been trained for that division, and who does not have another child in a different division that they can coach in.
 - B. A parent whose child is on the team, whose parent coached the child's team the previous year but the child has moved up a division, and the parent has been trained in the lower division (and will train in the new division), and who does not have another child in a different division that they can coach in.
 - C. A parent who has no child playing in the division, has coached the division the prior year, and who is trained in the division.
 - D. A parent who has not coached prior to this season.
2. Assistant Coaches: Volunteers willing to be assistant coaches will be assigned, following the conclusion of the draft, to their child's team unless a prior agreement has been made with a specific coach. It is the Region's intent to honor these requests as long as balanced teams can be formed to the satisfaction of all coaches present at the draft.
3. Introduction to Draft: The biggest advantage to a draft is that it gets more people involved in the process, encourages the accurate rating of players (for future drafts), and limits complaints that only a few are involved in the team formation process. Many regions use some form of draft to organize and balance their teams. While there are several types of drafts available, we, the Regional Board for AYSO Region 147, believe the following "blind" draft would serve our purposes well. Prior to the draft, a player's

name and rating along with their participation in any previous post-season play (All-Stars, playoffs, or as All-Stars alternates) will be assembled, including a notation if the child has had experience as a goalie or has played “Club” soccer. Additionally, there should be information included about their parents’ willingness to be an assistant coach, referee or team parent. This information should be listed separately or on cards that are organized by division, gender, age, post-season play and then by rating. The drafts will be conducted during meetings held for each division by gender (i.e. U12B, U12G, etc.) prior to the beginning of practice. The draft will be used for all of the divisions (U10 and above). There will be no draft for divisions with only one team.

A. Draft Specifics:

1. The Draft will be supervised by a member of the executive board who will act as a mediator during the process. In the event of a conflict, the board member will resolve the issue. Their decision is final.
2. The registrar (or their designee) will attend the Draft meeting to document and record the results of the Draft.
3. The Drafts will be completed by Division and Gender.
4. Prior to the start of the Draft, the coaches that are present will review the ratings and notes for each player. In the event that a discrepancy is found for any player, the coaches will be allowed to adjust the ratings prior to the beginning of the Draft if they all believe that an adjustment is warranted and ALL of the coaches agree to the change.
5. It is expected that there will be some discussion between coaches, executive board members and other interested parties present prior to the selection process about the new and unrated players. Some of the players may be involved in other sports and their abilities known. It is encouraged that, if any of the coaches have information about a new player, the coaches will share any information with the group
6. The head coaches, previously approved by the Region, will be identified.
7. Numbered columns, equal to the number of teams to be selected, will be laid out on the table.
8. The head coaches, working together, will assign players to the columns, such that each column (team) will be roughly equal with all other columns based on player ratings and groups (tiers) outlined as follows:
 - a. Second-year All-Stars players
 - b. Second year rated players
 - c. Second year unrated players
 - d. First-year All-Stars players
 - e. First-year rated players
 - f. First year unrated players

Note: The distinction of a first or second year player is determined solely on the player's age within the division. For example, for the U12 division, an 11 year old would be a second year player and a 10 year old would be a first year player, regardless of the number of years they've actually played soccer.

9. If, within a group (tier), there are not enough players to be equally distributed to each team, the remaining players will be grouped or added to the next group to be picked from, and then the selection process will continue.
10. Once all players have been assigned within the columns, there will be a discussion among the coaches with the intent to ensure that the teams are balanced such that any coach would feel comfortable being assigned any team. Changes may be made as long as all of the coaches involved in the selection process agree on the changes made. Again, the idea is to better balance the teams so the games will be competitive in nature.
11. Once the teams are balanced to the satisfaction of all present, each column number will be placed, together, in a container (a hat or other suitable item) for a "blind" draw.
12. The mediator will hold the container so the contents are out of sight and the coaches, in ascending alphabetical order based on their last name, will select a number from the container.
13. The coaches will then put their name at the top of the column corresponding with the number they drew from the container.
14. In the likely event that a coach's child is not listed in their team's column, the coaches from the two affected teams (the coach (Coach A) whose child is not on their roster, and the coach (Coach B) of the roster that contains Coach A's child) will select a player from Coach A's roster with an equivalent rating or tier as Coach A's child and will propose an exchange. Further, if a request has been made by a head coach to work with a specific assistant coach, then the coach requesting a specific assistant coach will propose an exchange to move the requested assistant coach's child to his or her team. All coaches present MUST approve these exchanges.
15. Following the player movement outlined above, the coaches will reevaluate the rosters to ensure they are balanced. If more than one-third (1/3) of the coaches object to the relative strengths of the teams, the coaches as a group will attempt to balance the teams to the satisfaction of at least a 2/3 majority. In the event no consensus can be reached, the draft will be abandoned and the board will select teams.

V. Rules of Play and Laws of the Game

1. Coaching:
 - A. The minimum age for a Team Coach shall be 18 years old. Youths under the age of 18 wishing to volunteer, are encouraged to participate as an Assistant Coach.
 - B. Coaches are responsible for the conduct of their players, parents, and friends and all are expected to demonstrate good sportsmanship through the season.
 - C. No spectator coaching will be allowed.
 - D. Coaches shall not enter the field of play unless requested by the referee.
 - E. All parents, players, and coaches on the same team shall occupy the same side of the field.
 - F. Home team shall be the first listed team on the schedule day of play.
2. Game Equipment - Each coach must have the following at each game:
 - A. A completed lineup card.
 - B. A game ball.
3. Protests – There shall be no protests of games or Referee decisions allowed within the Region.
4. Events:
 - A. A team may participate in a maximum of four (4) events per week; this includes practices and games not to exceed six (6) total hours for “League.” The week will be defined as Sunday through Saturday. A game shall be defined as 1½ hours for Divisions U10 through U19.
 - B. Note that any AYSO-sponsored “player clinics” are not counted against the “four (4) event per week” list.
 - C. Also note that any second games in the same week, scheduled by the Region or Area, are not counted against the “four (4) event per week” limit.
5. For Divisions U12, U14, U16 and U19:
 - A. A referee may issue a caution (yellow card) or send off (red card) to a player (of any division) before, during or after any match within the soccer complex.
 1. Cautions (Yellow Cards)
 - a. A coach may substitute, for the remainder of the period, a cautioned player with another if the referee and coach believe it is best for the player.
 2. Send Off (Red Card)
 - a. If a player in a game is issued a Send Off, that person is ejected for the remainder of that game and the next game that the team plays.
 - b. Play will not resume until the ejected person has left the vicinity of the playing fields.
 - c. The Regional Commissioner, Regional Referee Administrator, and the Regional Coach Administrator will review all ejections within one week.

6. Fall Season Format:

A. For Divisions U10, U12, U14, U16 and U19:

1. The Fall Season will consist of two parts: a regular “League” season; and playoffs.
2. No games will be played on Labor Day weekend.
3. It is the policy of Region 147 that regular season games are not to be played on Sundays and that the Region will try to ensure that no playoff games are scheduled on Sundays.
4. Playoffs will consist of pool play followed by a Championship Day.
5. All teams in each division will compete during pool play, with pools determined by regular season standings using points as follows:

Win = 3 points

Tie = 1 points

- a. If teams end in a tie, placement will be determined, in order, as follows:
 1. Both teams must meet the minimum volunteer points. If one team meets the minimum number of volunteer points and the other does not, the team with the required volunteer points shall be the higher seed.
 2. By the outcome of “head to head” game winners (not counting scrimmages) during the regular season.
 3. By the number of goals scored against each team over the regular season (not counting scrimmages). Note, the number of goals to be tabulated as “scored against” a team in a given match shall be capped at 3 goals in any given match. This is intended to prevent a team from “running up” the score at any time during the season and to reduce the effect of any one particularly lopsided match.
 4. Coin toss performed by an Executive Board Member in the presence of both affected coaches.
- b. If a team is forced to forfeit their game due to lack of players or failing to arrive in a timely manner, the other team will receive a win with a designated score of 1-0.
- c. The first place team within a division and the winner of the division pool play will be eligible to move on to Area playoffs. However, any team failing to accumulate the minimum Referee and Volunteer Participation points (as specified in Article XVII) will be ineligible to move forward to Area Championship play. In this case, the second place league team will move on to Area play. If the second place team is ineligible or is unable to attend, the spot will be awarded to the third, fourth, or fifth place team, in that order.

- d. For traveling teams, Regional rankings will be determined by the interregional standings. In the event of a tie within the region, the standings will be determined in accordance with 5a. above.
- 6. No player in the division U10 shall play more than two (2) quarters as goalkeeper during the regular "League" season. No player in the division U12 shall play more than three (3) quarters as goalkeeper during the regular "League" season. For both U10 and U12 league play, a player must play a minimum of one (1) quarter on the field (if a player plays in goal for three (3) quarters, they must play their fourth quarter on the field). During "playoffs", a player may play the entire game as goalkeeper.
- 7. Substitution: During the regular season and playoffs, each player MUST play at least three-fourths (3/4) of each game.
 - A. Substitution Exceptions:
 - 1. The only exceptions to the above substitution rules are injury, illness and pre-approved disciplinary action through the Division Director, or other pre-approved reasons. If a player arrives late for a game (after the beginning of the second half), they must play one (1) quarter.
- B. For Divisions U5, U6 and U8:
 - 1. Fall Season format for the division U5 shall be jamboree style play. The division U6 will be a combination of jamboree style play and round robin play. The division U8 will consist of a round-robin format. These divisions are non-competitive age groups for instructional purposes only; no standings or game results are kept or published. Each player MUST play three-fourths (3/4) of each game, except for the substitution exceptions listed above.
 - 2. In U5, parent involvement is required. For each registered player, one parent must register as an adult volunteer with AYSO.

VI. Post Season and Secondary Season Play

- 1. Post Season Play is defined as an extension of the regular season for League Championship teams and All-Star teams participating in Area, Section and Tri-Section playoffs.
- 2. Secondary Season Play is defined as Tournament play.
- 3. Coach Qualifications for Post Season and Tournament Play:
 - A. All coaches must be trained at the age level they are coaching through an AYSO coach training course. U10 coaches must be trained at the U10 level. U12 coaches must be trained at the U12 level. U14 coaches must be trained at the Intermediate coach level. U16 and U19 coaches must be trained at the Advanced coach level.
 - B. In addition to being trained at the appropriate level, all coaches must have completed the AYSO Safe Haven and the AYSO Concussion Awareness classes.

- C. All Coaches must be registered by completing the AYSO Volunteer Form.
- 4. Player Qualification and Responsibilities:
 - A. For Post Season, players must have played in at least three-fourths (3/4) of their team's regularly scheduled Saturday fall season league games except for games missed due to medical reasons. For Tournament Play, players must have played in at least one-half (1/2) of their team's regularly scheduled Saturday fall season league games except for games missed due to medical reasons.
 - B. Players' names must be on every game card even if the player is not available for the game. A player on both Post Season league and All-Star teams must give priority to the league team at all times.
 - C. The Regional Commissioner may remove players from the All-Star team who miss league practices and/or games.
 - D. Players on Tournament teams must honor their league and All-Star commitments first.
 - E. Any player who has received a Send Off (red card) or Caution (yellow card) during the fall season must be approved by the Regional Commissioner before playing any post season play.
- 5. Division League Championship:
 - A. The Championship Team(s) from Divisions U10 through U19 may be invited to participate in Area, Section and Tri-Section playoffs, providing that all participation points are current and completed, and provided that the coach is certified in their respective division.
 - B. The First (1st) Place "League" team and the Playoff Champion team shall be invited to Area play. In the event that the first place league team also wins the tournament playoff, the second place league team will also go to Area playoffs.
 - C. Region 147 will bear the team fee expense of this play, provided it is within the normal ladder (Area W, Section 10, and Tri-Season 1, 10 & 11).

VII. All-Star/Tournament Teams

- 1. Each U10 through U19 Division may form an All-Star team for Area, Section and Tri-Section playoffs.
- 2. Region 147 will not bear the team fee expense for this play.
- 3. All-Star Coach Selection:
 - A. All coaches interested in being an All-Star coach must submit a written application to the Board between the first (1st) and eighth (8th) week of the season. This form is available on our website.
 - B. Prior to the fifth (5th) week of the season, the Coach Administrator and/or Division Directors shall solicit recommendations for All-Star Coach Candidates from each division. This will remind candidates to turn in their application forms.

- C. When selecting an All-Star coach, the following shall receive consideration:
 - 1. Commitment to AYSO philosophy
 - 2. Sportsmanship
 - 3. Enthusiastic and supportive of the players
 - 4. Demonstrates respect for referees and opponents
 - 5. Soccer knowledge
- D. Names of selected All-Star coaches must be reviewed by the Regional Coach Administrator and Regional Referee Administrator and approved by the Executive Board. If possible, this review and vote should be completed before the 8th week in the season.
- E. The All-Star coach candidate must be AYSO age appropriately trained and be certified at the level they wish to coach. Further, candidates must maintain certifications on Concussion Awareness and Safe Haven training.
- 4. All-Star Player Selection – Nomination Procedure:
 - A. Each regular season team coach shall submit a listing of All-Star candidates prior to the coach's meeting at the end of the season.
 - B. The coach shall nominate players who have demonstrated outstanding soccer ability and who have displayed an attitude of fair play, enthusiasm, cooperative team spirit and who contribute to the team in practice and at games. Each nomination shall include a short description of the player's best position and his contribution to the team. Coaches shall nominate players for at least three (3) positions, among the following: forward, halfback, defense, and goalkeeper. It is preferred that coaches nominate players in discussion and cooperation with the chosen All- Star coach.
 - C. Each coach shall nominate his/her team's best players regardless of whether it is known that the player cannot play due to injury, Sunday games, or other reasons.
 - D. In Divisions U10 and older, the number of players each coach shall nominate is determined by the following and approved by the Executive Board:
 - 1. Number of players required on All-Star team
 - 2. Number of All-Star teams (playing in Area playoffs)
 - 3. Number of League teams (during fall season)
 - E. At the All-Star meeting, after the completion of regular league play and player ratings have been completed (the player rating meeting may occur the same night), the Division Director will present the All-Star nomination lists for final review with another list of the choices from the All-Star coach and player applications. For each planned All-Star team in the division, a minimum of four (4) additional players shall be added to the lists for alternates. It will be up to the individual coach whether they choose to have alternates practice with the team.
- 5. All-Star Player Selection Procedure:

- A. Players nominated by the All-Star coach and the other coaches (or their assistant coach standing in proxy) unanimously at the end of season coach's meeting are automatically chosen for the All-Star team. The All-Star coach is allowed three (3) player selections of any player he/she chooses, from within the pool of nominated players and their own child. Once the unanimous players and the All-Star's coach's selections are chosen, the remaining players are listed in order of votes received from the coaches (or their assistant coach standing in proxy) present at the end-of-season coach's meeting. The attending coaches will then work out the best team in conference with the All-Star coach, considering player position (each team needs a goalkeeper, for instance), player ability, motivation and votes received.
 - B. Once the list is created and agreed to by a majority of coaches, which must include the All-Star coach, the list is given to the Division Director and to the All-Star coach. In the event of a tie in voting for the complete team, the team with the vote of the All-Star coach will prevail. These players will then make up the All-Star team.
 - C. The Division Director will keep a copy of this list for his/her records and screen the players for eligibility. The All-Star players are not to be notified of their status until after "League" play ends. Notification of a player's All-Star status will be made by the All-Star Coach. Notification of a player's All-Star status will not be made by the regular season coach.
 - D. The All-Star coach may contact the parents of the selected (potential) All-Star players to determine if the player will be available for post season play.
 - E. In Divisions U14 and younger, no coach may inform a player of their possible All-Star status without prior permission from the player's parents.
6. Post-Meeting Selection Procedure:
- A. Should additional players be needed after the selection meeting, the All-Star coach may select from any player nominated for the All-Star team first and, should those not be available, from any eligible player in the league.
 - B. Players may be selected based on their current season performance or the result of a post season try-out, if a try-out is desired by the All Star Coach and the AYSO Board.

VIII. Volunteer Participation

- 1. All Region 147 fall season teams will be required to provide volunteer assistance throughout the season.
- 2. Each team in Divisions U10 through U19, prior to receiving their team uniforms, must show volunteer support from their team for the following positions: two (2) Referees, one (1) Assistant Coach, one (1) Team Parent, two (2) Field Volunteers and one (1) Information Booth Volunteer.

3. Participation points shall be awarded as follows:
Information Booth = 2 points (complete all assignments)
Field Duties = 2 points (complete all assignments)
4. Referee points shall be awarded as follows:
Center Referee* = 2 points per game U8 and U10
= 3 points per game U14 and above
Assistant Referee* = 1 point per game
= 2 points per game U14 and above
Referee Mentor** = 1 point per game
Completion of Referee Training = 1 point per upgrade
*Note: Referee must be trained, certified, and approved by the Regional Referee Administrator to earn points.
**Note: Referees must be approved by the Regional Referee Administrator before they are eligible to become a Referee Mentor.
5. For Divisions U10 and Older: Eligibility to compete in Area Playoffs shall require each team to accumulate a minimum number of Referee Points (15 points) and Participation Points (TBD).
6. Referee and Participation points will be posted on a weekly basis on the Region website, along with the team standings.
7. The coach shall be responsible for verifying all points are credited to the team.
8. Discrepancies in standings must be reported to the Regional Coach Administrator within two weeks of the date the discrepancy occurred.