

AYSO MATRIX 11-R/V Guidelines

ARTICLE ONE

PURPOSE

These AYSO Matrix Guidelines (“Guideline”) regulate the affairs of the AYSO Matrix Program (“Matrix Program”) and its extended family of teams. In the event of a conflict between these Guidelines and the American Youth Soccer Organization National Bylaws, Rules and Regulations and/or Policy Statements (“AYSO Governing Documents”), the AYSO Governing Documents shall take precedence. These Guidelines are not meant to be all-inclusive and are to be updated annually. Finally, issues that arise that are not expressly addressed by these Guidelines shall be resolved pursuant to Article Three below, and in a manner consistent with the AYSO Governing Documents and AYSO Six Philosophies.

ARTICLE TWO

MISSION

- A. AYSO Matrix is dedicated to providing a quality training program for players and coaches using the philosophies and programs of the American Youth Soccer Organization to enhance future opportunities through soccer.
- B. The Purpose of the Matrix Program is to:
 - 1) Provide an opportunity for players who wish to play soccer at a more advanced level.
 - 2) Retain and regain AYSO players, volunteers and families.
 - 3) Provide an incentive for valuable, skilled volunteers to contribute to Regional and Area programs.
 - 4) Expand the existing program through additional opportunities to play as well as access to different skill levels of play.
 - 5) Provide programs that enhance primary season play.
 - 6) Accomplish these goals by using the AYSO philosophies of:
 - a) **EVERYONE PLAYS** – The program will mandate that every player in the program play no less than half of every league or tournament game.
 - b) **BALANCED TEAMS** – The program has established Guidelines to ensure that the teams formed are balanced in the best interests of the players relative to the age and skill level of the teams they will play against during the season.
 - c) **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.

- d) **OPEN REGISTRATION** – Any player is eligible to try-out for teams developed under this program.
- e) **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.
- f) **PLAYER DEVELOPMENT** – We believe that all players should be able to develop their soccer skills and knowledge to the best of their abilities, both individually and as a member of a team, in order to maximize their enjoyment of the game.

ARTICLE THREE

MATRIX PROGRAM GOVERNANCE

A. BOARD OF DIRECTORS

- 1) The Matrix Board of Directors shall be responsible for the overall management of the Matrix Program including adherence to the AYSO Governing Documents.
- 2) The Matrix Board of Directors shall consist of the Regional Commissioners of any AYSO Region with one or more teams participating in the Matrix Program during the current AYSO membership year.
- 3) At each January meeting of the Matrix Board of Directors, a Chairperson shall be elected.
- 4) Each member of the Matrix Board of Directors shall hold one vote regardless of the number of teams from a participating region.
- 5) All members of the Matrix Board of Directors shall be registered as AYSO volunteers for the current AYSO membership year.
- 6) All members of the Matrix Board of Directors shall have completed AYSO Safe Haven and CDC concussion training.
- 7) The Matrix Board of Directors shall be responsible for enforcing these guidelines and representing the AYSO teams.
- 8) All votes of the Matrix Board of Directors are subject to review by the Area Directors for the participating areas.
- 9) The AYSO Matrix Board of Directors shall hold at minimum quarterly meetings at a designated time and place to be determined.
 - a) The Chairperson shall be responsible for announcing, organizing, and conducting all Matrix Board of Director meetings.
 - b) The date and time of the meeting may be changed by a majority vote of the Matrix Board of Directors.
 - c) Additional meetings of the Matrix Board of Directors may be called as necessary to conduct the business of the AYSO Matrix Program.
 - d) All Board meetings shall be open to all participating members as defined by the AYSO Governing Documents, unless the Board determines that it is necessary to hold an executive session.
 - i) An “executive session” is permitted only to review personnel matters, disciplinary matters, or legal matters, and should not be used where a vote upon any issue involving the affairs of AYSO Matrix is taken
 - e) No business can be conducted unless a quorum of the Matrix Board of Directors is present. A quorum means at least a majority of the Matrix Board of Director Members. Meeting minutes will be available upon request.

- 10) The Matrix Board of Directors delegates the day-to-day operations of the Matrix Program to the elected Matrix Program president, vice-president, secretary, registrar, treasurer and director of coaching (“Club Administrator(s)”) and the Matrix Board of Directors may create staff positions as necessary to the operation of the AYSO Matrix program.

B. DAY TO DAY ADMINISTRATION

- 1) All Club Administrators shall be registered as AYSO volunteers for the current AYSO membership year.
- 2) All Club Administrators shall have completed AYSO Safe Haven and CDC concussion training.
- 3) Club Administrators are advisory members of the Matrix Board of Directors and shall not vote on any matter that calls for a vote by the Matrix Board of Directors.
- 4) The Club Administrators, through the positions defined below, have the authority to conduct the day-to-day affairs of the Matrix Program.
 - a) Matrix Program President: The President shall:
 - i) Preside over all meetings other than committee meetings.
 - ii) Coordinate the activities of all AYSO Matrix administrative personnel in such a manner as to achieve the goals and objectives of AYSO Matrix.
 - iii) Coordinate and communicate as needed with participating Regional Commissioners, Area Directors, the Section 11 Director and/or his or her designee, the AYSO National Board of Directors, employees of AYSO’s National Office, California Youth Soccer Association – South (CYSA-S), SDDA, and the Presidio League.
 - iv) Enforce and administer these Guidelines as well as adhere to the AYSO Governing Documents as well as the rules and regulations of CALSouth and the associated gaming leagues.
 - v) Present an annual budget to the Matrix Board of Directors in advance of the January annual meeting.
 - (1) Upon approval by the Matrix Board of Directors, the annual budget shall govern the Matrix Program’s Operations for the coming year.
 - vi) Present an annual audit of the financial records to the Matrix Board of Directors.
 - vii) The President, while not a voting member of the Matrix Board of Directors, shall serve as the Matrix Program’s designated executive of the AYSO Matrix Program and shall serve as its voting member of CalSouth and Presidio.
 - b) Matrix Program Vice-President: The Vice-President shall:
 - i) Assume the duties of the President in his/her absence.
 - ii) Perform any specific duties as designated by the President.
 - c) Matrix Program Secretary: The Secretary shall:
 - i) Take, keep and distribute the minutes of all AYSO Matrix Board meetings within one week following the meeting.
 - ii) Assist other Club Administrators and the Matrix Board of Directors in communications with the participating regions.

- iii) Communicate periodically with all board members to assure follow through on designated duties.
 - iv) Perform any specific duties as designated by the President.
- d) Matrix Program Registrar: The Registrar shall:
 - i) Register with CYSA-S all players and team administrators participating in AYSO Matrix.
 - ii) Keep and maintain registration records of AYSO Matrix players and team managers.
 - iii) Verify and administer matters of player/team administrator eligibility with CYSA-S and the registrars of the participating regions.
 - iv) Support the functions of the participating regions' registrars who shall maintain the responsibility for the proper registration of players and team volunteers with AYSO.
 - v) Perform any specific duties as designated by the President.
 - vi) The Registrar should be CVPA qualified.
- e) Matrix Program Treasurer: The Treasurer shall:
 - i) Be defined as stated in the AYSO Position Descriptions.
 - ii) Keep and maintain all financial records for AYSO Matrix as required by AYSO, CYSA-S and the Presidio League.
 - iii) Keep and maintain records of a general fund for the operating expenses of AYSO Matrix.
 - iv) Maintain a checking account associated with one of the participating areas, exclusively for the use of the AYSO Matrix program and conforming to the AYSO requirements for Regional checking accounts.
 - v) Receive and deposit all funds from AYSO Matrix into the AYSO Matrix checking account.
 - vi) Issue checks to disburse funds consistent with the approved annual budget, these Guidelines, and AYSO's national accounting program.
 - vii) Two (2) signatures are required on all AYSO Matrix checks. Required signors are: President, Treasurer, Area R/V Directors, and Section 11 Director.
 - viii) Provide the President, Matrix Board of Directors or team administrators financial status information as needed.
 - ix) Provide a monthly financial report at each regular monthly meeting of the Board.
 - x) Provide the 1099 Report to the National Office as defined by current IRS rulings, and AYSO practices.
 - xi) Perform any specific duties as designated by the President.
- f) Matrix Program Director of Coaching (DOC) The DOC shall:
 - i) Hold a USSF "C" license or equivalent/higher.
 - ii) Attend and represent AYSO Matrix at SDDA/Presidio meetings.
 - iii) Assist and provide mentoring to all AYSO Matrix coaches.
 - iv) Coordinate and direct the framework of AYSO Matrix try-outs.
 - v) Assist in developing and teaching coaching clinics and player training.
 - vi) Coordinate USSF licensing classes for the AYSO Matrix coaches.
 - vii) Recruit, screen, schedule, and approve of all trainers.

viii) Perform any specific duties as designated by the President.

- 5) The Club President shall have the authority to appoint a replacement for the positions of vice-president, secretary, treasurer, and/or registrar if one or more of those positions is vacant. The appointee shall serve on an interim basis until the next annual meeting.

C. ELECTION OF CLUB ADMINISTRATORS

- 1) Club Administrators shall be elected annually by the Matrix Board of Directors during the January board meeting.
- 2) Notice of the annual election must be published so that any interested candidate has an opportunity to be considered.
- 3) At the November board meeting, the President shall solicit nominations for all Club Administrator positions. The final slate of nominees will be presented at the December meeting and the Matrix Board of Directors shall vote at the January meeting.
- 4) Club Administrators shall not be permitted to cast a vote in the election for Club Administrator positions.
- 5) Area Directors from the participating areas shall be required to approve the Club Administrators consistent with the procedures in place governing the election of regional commissioners.

D. MATRIX TEAM ADMINISTRATION

- 1) Regional Commissioners or his/her designee from participating regions shall oversee and be responsible for the day to day operations of their region's Matrix Program ("Regional Representative").
- 2) Regional Representatives may be a voting delegate of the Regional Commissioner. The Regional Commissioner or his/her designee shall serve as the liaison between the AYSO Matrix Program and their regional board.
- 3) Regional Commissioners and/or their designee shall provide a list of their region's approved coaching list to the Matrix Club Administrators as follows:
 - a) 14U and below April Meeting
 - b) 15U and above May Meeting
- 4) Discipline
 - a) The Matrix Club Administrators have the responsibility to inform the participating regions of any minimum sanctions required by the Presidio Gaming League as they relate to incidents involving AYSO Matrix personnel.
 - b) The Regions will be responsible for discipline related to the behavior of their coaches, players, administrators, parents, and fans.
 - c) A person involved in the AYSO Matrix Program may be suspended from further involvement in the program on notice (by telephone, fax, writing or in person) if there is found to be an imminent danger to players, to the program, or to AYSO by his or her continuing involvement, or if a crime has been alleged to have been committed by such participant. The suspended person may request a hearing. At the due process held by the appropriate, disinterested Executive Member or review panel of disinterested persons, the suspended person has the opportunity to respond to the allegations of misconduct and introduce information, testimony, and documents, if any, in

support of her or his position. AYSO guidelines for suspending, limiting, or removal of such person will be followed.

E. GOVERNANCE:

- 1) The AYSO Matrix Program is a program run under the auspices of AYSO Section 11.
- 2) While the Section 11 Director and/or his/her designee is not a member of the Matrix Board of Directors, the Section 11 Director has the authority to conform any action(s) taken to the AYSO Governing Documents.
- 3) The Area Directors for regions participating in the AYSO Matrix Program shall have oversight of the Matrix Board of Directors and shall have a responsibility to ensure that decisions taken by the Matrix Board of Directors or Matrix Club Administrators are not in conflict with the AYSO Governing Documents.
- 4) If a question arises with respect to whether an action of the Matrix Club Administrators or Matrix Board of Directors conforms to the AYSO Governing Documents, the Section 11 Director and Area Directors for the participating regions shall have the right of review as well as the authority to reverse any action determined to be in conflict with the AYSO Governing Documents. All other votes of the Matrix Board of Directors are subject to review by the Area Directors for the participating regions and, if necessary, can be reversed by a vote of the majority of those Area Directors.

ARTICLE FOUR

FINANCES

A. AYSO Matrix Program funding:

- 1) AYSO Matrix Program finances and funds shall comply with AYSO National Accounting Program requirements.
- 2) No regular regional monies may be expended on the AYSO Matrix Program.
- 3) The AYSO Matrix Program may raise money for operations through fundraising events, tournament, league sponsors, team sponsors, and fees assessed through player registration.
- 4) Money from the AYSO Matrix Program account shall be used for normal operating expenses of the AYSO Matrix Program.
- 5) Any extraordinary expense outside of the approved annual operating budget must be approved by a majority of the Matrix Board of Directors.

B. Player Registration Fees:

- 1) All players shall be charged a player registration fee as established by the annual operating budget approved by the Matrix Board of Directors to cover the costs associated with play as an AYSO entry in the California State Soccer Association – South (CAL South), participating in:
 - a) Presidio Soccer League (Presidio)
 - b) San Diego Development Academy (SDDA)
- 2) Player registration fees must be paid by their respective region's AYSO Matrix Program.

- 3) Player registration fees shall be structured in order to reflect the following player, team and league expenses:
 - a) Required AYSO Matrix fees
 - i) Required CYSA-S fees
 - ii) Required Presidio League or SDDA fees
 - iii) AYSO Matrix operating costs
 - b) Optional AYSO Matrix fees
 - i) Player development fees
 - ii) Coach development fees
 - c) Required AYSO Regional fees
 - i) AYSO registration fees
 - d) Other expenses that should be considered by the Regions as part of team funds
 - i) Uniforms
 - ii) Risk Management fees
 - iii) Referee fees
 - e) Game fees
 - i) Assignment fees
 - ii) Fields
 - iii) Coach licensing fees
 - iv) Equipment maintenance and replacement
 - v) Pictures

C. Team Finances:

- 1) All fundraising must comply with AYSO requirements.
- 2) Member teams may raise money for team expenses and activities through traditional fundraising means such as car washes, candy sales, etc. or through sponsor donations
 - a) All fundraising money collected shall be deposited with that team's regional treasurer for credit to that team's regional account.
 - b) Sponsors solicitation must be from sources not currently being used by the local region.

D. The team's regional treasurer will maintain team accounts.

E. Teams will be responsible for maintaining a record of team finances and make a copy of said record available.

F. A letter of solicitation approved by the Region must accompany solicitation of sponsorships.

- 1) Sponsors will be provided with the AYSO Donation Tax ID acknowledgement letter, in order to be able to claim tax-deductible donations.
- 2) All funds must be deposited with the regional treasurer.
- 3) All Other Donations.

G. Should a team disband or leave the AYSO Matrix Program for any reason, any and all funds remaining in that team's account will become the property of that team's region.

H. Team funds may be used only for the following team expenses:

- 1) Player scholarships or the reduction of player registration fees up to 100% of such fees.
- 2) Tournament fees (including referee fees)
- 3) Player premiums (jackets, warm-ups, bags, etc.) provided all premiums are distributed equally to all registered players on that team at the time the premium is provided.

- 4) Miscellaneous team operating expenses (such as travel expenses for tournaments, team equipment, training, etc.).
- 5) Regular Season and Playoff Referee Fees.
- 6) Field use and maintenance expenses.
- 7) Coaches licensing fees for E, D, AYSO Intermediate and Advance.
- 8) Team funds may be used for team parties, trophies, etc.

ARTICLE FIVE

PLAYER EVALUATIONS PROCEDURES

- A. **Field Availability:** As early as possible each region participating in the AYSO Matrix program will procure fields for evaluations.
- B. **Advertising:** The dates, times and places for AYSO Matrix evaluations should be posted on the league's website as well as the local regional websites. Fliers could be distributed to schools when possible and posters will be displayed in each regional local area. If possible, advertisements should be placed in the local newspapers.
- C. **Open Evaluations:** Any child whose age is between 9U and 19U as of December 31 is eligible to be evaluated for an AYSO Matrix team. Each player attending evaluations must fill out a release form and have it signed by a parent or guardian (if player is under 18 years of age) before being allowed to try out. All players must be evaluated each year. It is possible that not all players including returning players who are evaluated will be selected to a team. It is recommended that each region utilize the Director of Coaching to administer their evaluations to ensure uniformity throughout AYSO Matrix.
- D. **Evaluators:** Each region must ensure that the evaluations will be staffed with an adequate number of administrators to check players in, assist in moving the players through the session and to evaluate the players. It is recommended that the Director of Coaching approve each region's evaluators.
- E. **Notification:** Notification of all players not being assigned to a team is handled in a professional and caring manner, in adherence to the AYSO Philosophies.

ARTICLE SIX

COACHES

- A. Before the evaluations begin, each region must certify that it has a qualified coach for a proposed team. Coaches must meet the following requirements:
 - 1) AYSO:
 - a) Be a registered AYSO volunteer.
 - b) Be Safe Haven and CDC Concussion certified:
 - c) Possess AYSO Coaching Certificate
 - i) Advanced for age groups 15U and older
 - ii) Intermediate for age groups 14U and younger.
 - 2) CYSA South (Cal South) or USYSA:
 - a) Current Risk Management
 - b) Possess age appropriate USSF license or higher.

- c) Must earn a minimum of 5 continuing education credits each year. Credits are earned as follows:
 - i) Two credits for each increase in coaching license level (includes instructors coaching courses).
 - ii) One credit for attending a Matrix coaches training session, up to a maximum of four credits.
 - iii) One credit must be earned for assisting regions with evaluations, local training, refereeing, etc. Credit is subject to Regional Commissioner's validation.
- d) Must be in good standing with Matrix and local Region organizations as well as with Presidio and CALSouth.
- e) New coaches must be pre-approved by their Regional Board and the AYSO Matrix Club Administrators. Approval will be based on the applicable criteria outlined above. All new coach applicants must submit the following in writing to the Director of Coaching:
 - i) Coaching Request
 - ii) Coaching Resume/Profile
- 3) Returning coaches must be approved by their Regional Commissioner and the AYSO Matrix Club Administrators annually. Approval will be subject to the requirements as described in Article Six, Section A, Subsections a, b, c, and d.
- 4) Coaches primary responsibilities include:
 - a) Knowledge and understanding of the AYSO Vision, Mission Statement and Philosophies, the AYSO Key Results, and the AYSO Matrix Guidelines.
 - b) Insuring all players have both an AYSO and CalSouth registration form in their possession, signed by the players parents or guardians
 - c) Report all incidents and player injuries to the regional Safety Director.
 - d) Notify the Regional Commissioner of all non-league play, tournament participation, and travel outside of the local area.
 - e) Insure those AYSO Philosophies in their control are enforced.
 - i. Everyone Plays – All players will play at least half of every game as outlined in the AYSO Rules and Regulations.
 - ii. Positive Coaching
 - iii. Good Sportsmanship
 - iv. Player Development
 - v. Balanced Teams
 - vi. Open Registration = Open Evaluations

ARTICLE SEVEN

TEAM MANAGEMENT

- A. Uniforms: All teams will be required to wear only the designated AYSO Matrix uniform.
- B. Selection of Players: Player selection will be done by the impartial evaluators and coaches immediately after the final evaluation date. Impartial evaluators will determine which players have the ability to compete and the designated level. Coaches will use this information to make player selections.
 - 1) Impartial evaluators should be AYSO Advanced Coaches
 - 2) Impartial evaluators should not be associated with the team or teams holding the evaluation.

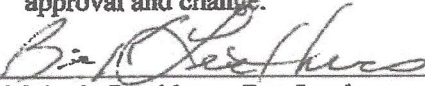
- C. Notification of players: All players who attend evaluations will be notified within 5 days of the final try out date whether he or she was selected to a team. This will be done promptly so the player may seek another evaluation with another league or still be able to register with the local AYSO Core Program.
- 1) Any players not registered when the roster is submitted to the registrar must be notified in a written statement or email if their status is anything but a roster player. The team and region must retain a copy signed by all parties of this notification.
 - 2) Players participating in practice, non-league games, and tournaments must be reported to the Regional Representative and the AYSO Matrix Program Registrar.
 - 3) Players not registered in either AYSO or CalSouth systems are not insured and may not participate in any activities.
- D. Balanced Teams: Teams in each age group will be balanced to compete in their designated level of play (i.e. AA-B, AA-A, AAA, etc.). There must be a minimum of twelve (12) players to form a 13U – 19U team, ten (10) to form a 11U-12U team, or eight (8) players to form a 9U-10U team that can compete at the designated level of play.
- E. Vacancies: In the event of a vacancy, a special evaluation can be held to evaluate potential new players.
- 1) If the local Region has not yet balanced teams in its Core Program, a player may switch from the Core Program to the Matrix program.
 - a) With all involved Regional Commissioners written approval, Area_Directors written approval, and the Director of Coaching recommendation.
 - b) The player transfer may only happen within the first two weeks of the associated regions season start date.
 - 2) Any player applying after June 30 must be asked the following questions.
 - a) Are you currently registered in any AYSO Region? If the answer is Yes, then that player may not register with the AYSO Matrix team until released by the Regional Commissioner of the registered region.
 - b) Are you currently registered with any other club program? Players may be released to the team by this club prior to August 1, after this date a release and transfer will require the appropriate CalSouth District Commissioners to be involved.
- F. Players who are selected to Matrix teams and accept the invitation may not play in the Core Program during that seasonal year. Matrix players are not eligible for the All-Star program. No player will be assigned to more than one AYSO team at a time. This includes both the Core and the Matrix programs.
- G. Player Participation: All players participating in the AYSO Matrix Program must be currently registered in AYSO and CalSouth. The team must have in their possession the appropriate registration form and Identification Card.
- H. Player Rosters: All teams will have in their possession an AYSO and Presidio Soccer League Roster signed by the applicable Regional Commissioner.
- I. Team Size:
- 1) Minimums:
 - a) 13U - 19U: Twelve (12) Players
 - b) 11U - 12U: Ten (10) Players
 - c) 9U - 10U: Eight (8) Players
 - 2) Maximums:
 - a) 15U - 19U: Eighteen (18) Players
 - b) 13U - 14U: Sixteen (16) Players

- c) 11U, 12U: Fourteen (14) Players
 - d) 9U-10U: Twelve (12) Players
- 3) Exceptions: Any team may apply on a case-by-case basis for an additional player. The team must submit a request their Regional Commissioner, who in turn must submit a request to the appropriate Area Director.


ARTICLE EIGHT

CHANGES IN GUIDELINES

- A. Approval of Guidelines: These Guidelines shall become effective after being approved by the Matrix Board of Directors (or their designated representative), the Area Directors for the participating areas, the Section 11 Director, and then submitted to the National Support and Training Center.
- B. Changes in Guidelines: Once adopted, these Guidelines may only be amended by a vote of the Matrix Board of Directors (or their designated representative), the Area Directors for the participating areas, the Section 11 Director, and then submitted to the National Support and Training Center.
- C. Policy Statements: Policy statements may be attached to the guidelines to provide expanded explanations of the intent of these guidelines. Any such statements will be considered to be a part of the guidelines and be subject to the same requirements for approval and change.



 AYSO Matrix President – Ben Leathers 2-13-2019
Date



 AYSO Section 11 Area R Director – Chhem Young-Pen 2-14-2019
Date



 AYSO Section 11 Area V Director -- Stephanie McDonald 2/14/19
Date



 AYSO Section 11 Director – Audrey Castreje 2/14/19
Date

 Received by National Office Date