



AYSO MATRIX

Guidelines

ARTICLE ONE

PURPOSE

The purpose of these Guidelines is to regulate the affairs of the AYSO Matrix Program and its extended family of teams. In the event of a conflict between these guidelines and the national American Youth Soccer Organization governing documents, National Guidelines will take precedence. These guidelines are not meant to be all-inclusive and are to be updated annually.

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 AYSO Matrix program is to:
 - a. Provide an opportunity for players who wish to play soccer at a more advanced level.
 - b. Retain and regain AYSO players, volunteers and families.
 - c. Provide an incentive for valuable, skilled volunteers to contribute to Regional and Area programs.
 - d. Expand the existing program through additional opportunities to play as well as access to different skill levels of play.
 - e. Provide programs that enhance primary season play.
 - f. Accomplish these goals by using the AYSO philosophies of:
 - i. **EVERYONE PLAYS** – The program will mandate that every player in the program play no less than half of every league or tournament game.
 - ii. **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.
 - iii. **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.
- iv. **OPEN REGISTRATION** – Any player is eligible to try-out for teams developed under this program.
 - v. **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.
 - vi. **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

ORGANIZATION

- A. The Executive Board shall consist of the following administrative positions:
 - a. 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 the AYSO Club Program and AYSO Matrix.
 - iii. Coordinate and communicate with participating Regional Commissioners, Area Directors, Section Director, AYSO National Board of Directors, California Youth Soccer Association – South (CYSAs-S), and the Presidio League.
 - iv. Enforce and administer the bylaws, guidelines, and rules and regulations of AYSO Matrix, AYSO Club Program, AYSO National guidelines as well as the rules and regulations of CALSouth and the associated gaming league.
 - v. Ensure that an audit of the financial records is performed annually and the results of that audit are submitted to the Board of Directors and the Section Director.
 - vi. The President while not an executive member of AYSO is an executive of the AYSO Matrix Club and a voting member of CalSouth.
 - b. 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. Secretary: The Secretary shall:
 - i. Take, keep and distribute the minutes of all Executive and General Board meetings.
 - ii. Assist the members of the 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. 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.
 - 1. Participating regions' registrar has the responsibility for the proper registration of players and team volunteers with AYSO.
 - iv. Perform any specific duties as designated by the President.
 - v. The Registrar should be CVPA qualified.
- e. 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 as needed by AYSO Matrix in accordance with the uses set forth in these guidelines or as directed by the President of AYSO Matrix and the Executive Board. Two (2) signatures are required on all AYSO Matrix checks. Required signors are: President, Treasurer, Area Director, and one additional volunteer.
 - vii. Provide the President, Board of Directors or team administrators financial status information as needed.
 - viii. Provide a monthly financial report at each regular monthly meeting of the Board of Directors.
 - ix. Provide the 1099 Report to the National Office as defined by current IRS rulings, and AYSO practices.
 - x. Perform any specific duties as designated by the President.
- f. Director of Coaching (DOC) The DOC shall:
 - i. Assist and provide mentoring to all AYSO Matrix coaches.
 - ii. Coordinate and direct the framework of AYSO Matrix try-outs.
 - iii. Assist in developing and teaching coaching clinics and player training.
 - iv. Coordinate USYSA licensing classes for the AYSO Matrix coaches.
 - v. Recruit, screen, schedule, and approve of all trainers; paid individuals, volunteers, or otherwise.
 - vi. Perform any specific duties as designated by the President.
- g. Area Directors

i. Member Areas Director.

B. ELECTION OF EXECUTIVE OFFICERS

At the November board meeting, the President shall solicit nominations for all positions on the Executive Board. The final slate of nominees will be presented at the December meeting and the election held at the January meeting. All current board members and a representative from each current team are eligible to vote in board elections. This provision is made to allow proportional representation in the selection of the board members. If a Regional Representative is elected to an Executive Board position, that person shall be replaced by a new regional representative. The new regional representative shall be appointed in accordance with that Region's guidelines.

C. All Executive members, Board, and Staff members shall be currently registered volunteers of AYSO through their respective Region.

D. The Board shall be the Administrative body of AYSO Matrix.

- a. The Board shall be responsible for enforcing these guidelines and representing the AYSO teams.
- b. Matters not governed by these guidelines will be decided by a majority vote of the Board at either a regularly scheduled board meeting or a special meeting as called by the President or the Vice-President, if necessary.
- c. The voting Board members shall consist of the Executive Board, and the Regional Representatives, each region is entitled to one vote.
- d. Regional Representatives; Each Region with teams participating in the program has a responsibility to be represented on the AYSO Matrix Board. The Regional Commissioner as the region's AYSO Executive Member has the duty to attend AYSO Matrix meetings; they may appoint an individual to act on the regions behalf as a designated representative.
 - i. **The Regional Commissioner is responsible for the day to day operations of their region's AYSO Matrix Program.**
 - ii. Regional Representatives are voting members of the Board. The Region Representatives shall:
 - iii. Be the liaison between the AYSO Matrix board and their regional board.
 - iv. Provide the AYSO Matrix board any regional information needed to operate.
 - v. Perform any specific duties as designated by the President.
 - vi. Annually provide the AYSO Matrix Board their Region's coaches list for approval.
 1. U14 and Below April Meeting
 2. U15 and above May Meeting

E. No business can be conducted unless a quorum of the Executive Board members is present. A quorum shall be one more than 50% of the Executive Board positions filled.

F. Should a vacancy occur on the Board, nominations to fill the position may be made by any existing board member. Nominees must be approved by a majority vote of the remaining board members, though less than a quorum and the person filling such vacancy shall serve until the next annual election and until his/her successor has been duly appointed.

G. Discipline

- a. The Regions will be responsible for discipline related to the behavior of their coaches, players, administrators, parents, and fans. AYSO Matrix has the responsibility to inform the Regions of any minimum sanctions required by the Presidio Gaming League as they relate to incidents involving AYSO Matrix personnel.
- b. Suspension
 - A person involved in AYSO Matrix 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.
- H. The AYSO Matrix Board shall hold regular monthly meetings at a designated time and place to be determined. The date and time of the monthly meeting may be changed by a majority vote of the board. All Board meetings shall be open to all participating members as defined by AYSO Bylaws, unless the Board determines that it is necessary to hold an executive session. 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. Monthly meeting minutes will be posted on the AYSO Matrix website.
- I. The Board of Directors may create staff positions as necessary to the operation of the AYSO Matrix program.
- J. Meetings of the Executive Board members may be called as necessary to conduct the business of the AYSO Matrix Program. Executive Board meetings may be called by the President or by two of the other Executive members. Minutes will be recorded and available upon request.
- K.
- L. Board Members may be comprised of individuals that perform services for AYSO Matrix for a fee.
 - a. These individuals are prohibited from participating both in discussion and voting of items that concern the services they provide.
 - b. Termination of these individual’s services by AYSO Matrix does not mean their Board position is surrendered.
- M. All Executive Board and Regional Representatives members must be registered with AYSO.

ARTICLE FOUR

FINANCES

- A. AYSO Matrix program funding:

- a. AYSO Matrix Finances and funds shall comply with AYSO National Accounting Program requirements.
 - b. No regular regional monies may be expended on the Inter-Play Program.
 - c. The AYSO Matrix program may raise money for operations through fundraising events, tournament, league sponsors, team sponsors, and fees assessed through player registration.
 - d. Money from the AYSO Matrix account may be used for the normal operating expenses of AYSO Matrix and for extraordinary expenses as they arise. Any extraordinary expense must be approved by a majority of the Executive Board.
- B. Player Registration Fees:
- a. All players shall be charged a player registration fee as established by the executive board to cover the costs associated with play as an AYSO entry in the Presidio League.
 - b. Player registration fees may be paid all or in part by their respective teams with funds from the team account maintained by AYSO Matrix, or through a league scholarship program (if such funds are available).
 - c. Player registration fees shall be structured in order to reflect the following player, team and league expenses:
 - i. Required AYSO Matrix fees
 - 1. Uniforms
 - a. All teams will be required to wear only the designated AYSO Matrix uniform and colors.
 - 2. Required CYSA-S fees
 - 3. Required Presidio League fees
 - 4. AYSO Matrix operating costs
 - ii. Optional AYSO Matrix fees
 - 1. Player development fees
 - 2. Coach development fees
 - iii. Required AYSO Regional fees
 - 1. AYSO registration fees
 - iv. Other expenses that should be considered by the Regions as part of team funds
 - 1. Risk Management fees
 - 2. Referee fees
 - a. Game fees
 - b. Assignment fees
 - 3. Fields
 - 4. Coach licensing fees
 - 5. Equipment maintenance and replacement
 - 6. Pictures
- C. Team Finances:
- a. All fundraising must comply with AYSO requirements.
 - b. 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
 - i. All fundraising money collected shall be deposited with that team's regional treasurer for credit to that team's regional account.

- ii. 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.
 - a. Sponsors will be provided with the AYSO Donation Tax ID acknowledgement letter, in order to be able to claim tax-deductible donations.
 - b. All funds must be deposited with the regional treasurer.
 - c. All Other Donations.
- G. Should a team disband or leave AYSO Matrix 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:
 - a. Player scholarships or the reduction of player registration fees up to 100% of such fees.
 - b. Tournament fees (including referee fees)
 - c. 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.
 - d. Miscellaneous team operating expenses (such as travel expenses for tournaments, team equipment, training, etc.).
 - e. Regular Season and Playoff Referee Fees.
 - f. Field use and maintenance expenses.
 - g. Coaches licensing fees for E, D, AYSO Intermediate and Advance.
 - h. Team funds may not be used for team parties, trophies, etc.

ARTICLE FIVE

PLAYER EVALUATIONS PROCEDURES (TRY OUTS)

- A. **Field Availability:** As early as possible each region participating in the AYSO Matrix program will procure fields for try outs.
- B. **Advertising:** The dates, times and places for AYSO Matrix try-outs 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 Tryouts:** Any child whose age is between U9 and U19 as of July 31 is eligible to try out for an AYSO Matrix team. Each player attending tryouts 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 try out each year. It is possible that not all players including returning players who tryout will be selected to a team. It is recommended that each region utilize the Director of Coaching to administer their tryouts. This will insure uniformity through out AYSO Matrix.

- D. Evaluators: Each region must ensure that the tryouts 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 tryouts begin, each region must certify that it has a qualified coach for a proposed team. Coaches must meet the following requirements:
 - a. AYSO:
 - i. Be a registered AYSO volunteer.
 - ii. Safe Haven certified:
 - iii. Possess AYSO Coaching Certificate
 - 1. Advanced for age groups U15 and older
 - 2. Intermediate for age groups U14 and younger.
 - b. CYSA South (Cal South) or USYSA:
 - i. Current Risk Management
 - ii. Possess an "E" 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 tryouts, 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 Board. 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
- B. Returning coaches must be approved by their Regional Commissioner and the AYSO Matrix Board annually. Approval will be subject to the requirements as described in Article Six, Section A, Subsections a, b, c, and d.
- C. 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

ARTICLE SEVEN

TEAM MANAGEMENT

- A. Selection of Players: Player selection will be done by the impartial evaluators and coaches immediately after the final tryout 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.
 - a. Impartial evaluators should be AYSO Advance Coaches
 - b. Impartial Evaluators must not be associated with the team or teams holding the tryout.
- B. Notification of players: All players who attend tryouts 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 tryout with another league or still be able to register with the local AYSO Core Program.
 - a. 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.
 - b. Players participating in practice, non league games, and tournaments must be reported to the Regional Representative and the AYSO Matrix Registrar.
 - c. Players not registered in either eayso or CalSouth system are not insured and may not participate in any activities.
- C. 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 12 players to form a U11 – U19 team or nine (9) players to form a U10 team that can compete at the designated level of play.
- D. Vacancies: In the event of a vacancy, a special tryout can be held to evaluate potential new players.
 - a. Once the local Region has balanced teams in its Core Program, a player may switch from the Core Program to the Matrix program.
 - i. With all involved Regional Commissioners written approval, Area Directors written approval, and the Director of Coaching recommendation.
 - ii. The player transfer may only happen within the first two weeks of the associated regions season start date.
 - b. Any player applying after June 30 must be asked the following questions.

- i. 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.
 - ii. 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.
- E. 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.
- F. Player Participation: All players participating in any AYSO Matrix event must be currently registered in AYSO, CalSouth, or Club Soccer. The team must have in their possession the appropriate registration form and Identification Card.
- G. Player Rosters: All teams will have in their possession a Regional Commissioner signed eayso roster and a Presidio Soccer League Roster.
- H. Team Size:
 - a. Minimums:
 - i. U12 – U19: Twelve (12) Players
 - ii. U9-U10: Nine (9) Players
 - b. Maximums:
 - i. U15, U16, U17, U18, U19: Eighteen (18) Players
 - ii. U11, U12, U13, U14: Fifteen (15) Players
 - iii. U9-U10: Eleven (11) Players
 - c. Exceptions: U14 teams 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

U9 - U10 PROGRAM

- A. The AYSO National Board of Directors have approved AYSO Matrix to offer an under 9-10 (U9 - U10) program. The AYSO Matrix U9 - U10 teams will play 8 v 8, with a minimum of nine players (9) and a maximum of eleven players (11) on the team roster.
 - a. To be eligible to play in AYSO Matrix U10 divisions a player must:
 - i. Be at least 8 years of age and not older than 10 years of age as of July 31st in the year that they are applying / registering.
 - b. To be eligible to play in AYSO Matrix U9 divisions a player must:
 - i. Be at least 8 years of age and not older than 9 years of age as of July 31st in the year that they are applying / registering.
 - ii. Players participating in the U9 program must be recommended by the Director of Coaching.
 - c. Participate in a skills evaluation session (tryout) to verify that the player has the minimum soccer skills (based on the player evaluation guidelines) to compete at their age level in the AYSO Matrix program.

- d. The AYSO Matrix U10 program is monitored by the AYSO Matrix U10 program administrator. For an AYSO region to register a U10 team in the AYSO Matrix program, the region must:
 - i. Inform the AYSO Matrix U10 program administrator of their intent to form a U10 team, and receive permission to form the team from the AYSO Matrix U10 program administrator and the AYSO Matrix Board of Directors.
 - ii. Inform the AYSO Matrix U10 program administrator of their U10 team practice and game schedules and locations.
 - iii. Ensure that all players to be added to the U10 team roster(s) are within the age guidelines for the AYSO Matrix U10 Program (see ARTICLE EIGHT, U10 Program – A.a.i).
- e. The AYSO Section 11 Director governs the AYSO Matrix U10 program and AYSO Matrix programs. The AYSO Matrix President reports directly to the Section 11 Director.

ARTICLE NINE

CHANGES IN GUIDELINES

- A. **Approval of Guidelines:** These Guidelines shall become effective after being approved by the President and the existing Board of Directors, 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 the Board of Directors and only by a majority vote of the Board Members, with the approval of the President, 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.

Ben K. Leathers III bkleathers@juno.com June 30,2011
AYSO Matrix President Date

AYSO Area Director Date

AYSO Area Director Date

AYSO Area Director Date

AYSO Section Director Date

Received National Support Center Date