

# **SECTION TEN**

## **Rules and Regulations**

### **ARTICLE ONE**

#### **Purpose**

These Section Rules and Regulations have been adopted by the American Youth Soccer Organization (AYSO) pursuant to the authority granted in AYSO National Bylaws to provide guidance to the Section in its organization and operation.

Under AYSO National Bylaws and National Policy Statements, the Section has the responsibility to operate in accordance with these Rules and Regulations.

These Rules and Regulations are subject to AYSO's Articles of Incorporation, National Bylaws, National Policies statements and National Rules and Regulations (collectively referred to as the "operating regulations"). The Section Rules and Regulations are meant to enhance and to conform to the operating regulations. To the extent that there may be any contradiction or conflict among these documents, the operating regulations shall prevail.

These Rules and Regulations, or such other rules and regulations as the Section may adopt, must be made available to the members of the Section.

# ARTICLE TWO

## **Mission**

The AYSO Mission is to develop and deliver quality youth soccer programs where everyone builds character through participation in a fun, fair, safe, family environment based on the AYSO philosophies:

1. Everyone Plays
2. Balanced Teams
3. Positive Coaching
4. Open Registration
5. Good Sportsmanship
6. Player Development

The core values guiding AYSO are:

1. Fun
2. Ethics
3. Education
4. Accessibility

Our Section accomplishes the mission by providing these essential services:

1. Coaching and refereeing programs including quality delivery systems
2. Quality administrative and operating systems with a support network
3. Strong financial position
4. Special network for volunteers, supported by a Section and National Staff
5. Program research and development

# ARTICLE THREE

## **Duties and Responsibilities of the Section**

The duties and responsibilities of the Section shall be, to the extent permitted by its size and available resources:

- a. To operate and offer a quality youth soccer program to all youth from ages 4-18 years old (defined in the operating regulations) in a safe, fun, fair, positive environment that complies in letter and spirit with the Bylaws, policies, rules, regulations, and philosophies of AYSO.
- b. To maintain good community relations and become involved in youth development and community activities.
- c. To register with the National Support and Training Center all administrators prior to the commencement of the season.
- d. To obtain and maintain safe playing facilities and equipment.
- e. To schedule inter-area post season Section League and All Star tournament games for those Areas that desire to participate.
- f. To recruit and assign volunteer coach and referee staffs and to assist the Areas and Regions with appropriate training and certification through clinics and audio/visual programs.
- g. To disseminate information to the participants and the community concerning the Section Ten and its programs.
- h. To recognize volunteer efforts.
- i. To hold periodic meetings of the Section Board and disseminate to the participants and communities appropriate information concerning the operation of the Section.
- j. To publish for the Section and the files of AYSO, and make available to the participants at least annually, financial statements of the Section and guidelines for the operation of the section.
- k. To collect and disburse fees and other monies for the sound financial organization and of the Section, to keep and submit to the National Support and Training Center as required, accurate financial records to insure continuation of the tax exempt status of AYSO, to participate in the Accounting Program, and to pay the National Support and Training Center all amounts due in respect to its purchases.
- l. To elect a Section Director who in turn will appoint at a minimum a Coach Administrator, Referee Administrator, Management Administrator, and a Treasurer.
- m. To comply with the Soccer Accident Insurance (SAI) Plan and to submit insurance claims according to current procedures.
- n. To immediately notify the National Support and Training Center of any threatened or actual claim or lawsuit brought against the Section.
- o. To cooperate with neighboring Sections and develop personnel to promote growth, development, and cooperation throughout AYSO.
- p. To participate in Section and National events and programs.
- q. To cooperate in policies and procedures developed by the Board or the National Support and Training Center with respect to requiring designated volunteers to complete a volunteer form, and with respect to verifying the information obtained, before permitting such volunteer to participate.

# ARTICLE FOUR

## Membership in the Section

There shall be three kinds of members in the Section.

Participating Members: Those persons serving in their Region or Area in coaching, refereeing or in administrative capacity, including the members of the Section board. All coaches, referees, and other volunteer positions designated by the AYSO National Support and Training Center shall be registered volunteers and the appropriate forms completed as prescribed by AYSO.

Playing Members: All registered soccer players.

Contributing Members: Those other persons whom the Section board grants a membership for providing a contribution of value to the Section as an expression of its gratitude.

The names, addresses, telephone numbers, and email addresses of all members of the section, as well as the information contained in the AYSO Executive Member Directory (EMD) are private and confidential. All member information contained within E-AYSO is considered private and confidential and shall not be made available for use in mailing lists, email blasts, or disclosed to anyone, including any vendor or sponsor, without the prior written approval of the National Executive Director.

# ARTICLE FIVE

## Management of the Section

1. The Section Board shall conduct the business and affairs of the Section.
2. The Section Board comprises the Area Directors or their designees for:

**Area A:** Bakersfield, Lake Isabella, Frazier Park, Tehachapi, Taft, McFarland, Delano, Shafter

**Area D:** High Desert Communities of California City, Rosamond, Lancaster, Quartz Hill, Palmdale, Edwards Air Force Base, Lake Los Angeles, Tri-Communities (Phelan, Pinon Hills & Wrightwood), Hesperia, Helendale, and Victorville

**Area E:** Agoura/ Westlake, Thousand Oaks, Newbury Park, Moorpark, Simi Valley, Malibu

**Area O:** Visalia, Tulare, Porterville, Fresno, Coalinga, Mariposa, Tipton, Cutter-Orosi

**Area Q:** Five Cities, Lompoc, Santa Ynez, San Luis Obispo, Nipomo, Paso Robles

**Area S:** Santa Clarita Valley, Newhall, Canyon Country, Castaic, Saugus, Stevenson Ranch

**Area V:** Granada Hills, North Valley/North Hills, Encino/Tarzana, Van Nuys/Sherman Oaks, Burbank/North Hollywood, San Fernando, Woodland Hills/West Hills, Chatsworth/Porter Ranch, Winnetka

**Area W:** Camarillo, South Oxnard/Port Huememe, Ventura/Saticoy, Santa Paula, Santa Barbara, Ojai, Fillmore, North Oxnard/El Rio, Carpenteria

3. Unless otherwise specifically provided by these rules and regulations, all decisions of the Section shall be made by a simple majority decision of the Board Members voting on any such matter pertaining to the section, however, that the Section Director may veto any such decision if the effect of such decision would be to violate any of the National operating regulations. Such veto may be reviewed by the Section 10 Board of Director Liaison on request by a one third vote of the Board Members voting on such matter.
4. The Section Director shall appoint their support staff who shall serve concurrent terms with the Section Director who appointed them.

5. The Section Director shall fix at its initial meeting each year, the dates, time, and place of each regular meeting of the Section Board and send notice of such meetings to its participants in the program. In addition, the Section Director or one third of the Board Members may call a special meeting of the Section Board on three day's prior notice stating the purpose of the meeting, which notice may be given in writing, email, or by telephone, or in person. A majority of the Board Members shall constitute a quorum for the purpose of holding either a regular or special meeting. It shall be the policy of the Section to hold one Board meeting in each month during the playing season and at least one every two months outside of the season. All Section Board meetings shall be open to all participating members unless the Section director determines that it is necessary to hold a special session. The Section Board shall provide for the taking of minutes of the proceedings at each meeting and make them available to the members of the Section.
6. The Section Board shall, by a simple majority vote, nominate ninety days prior the National Annual General Meeting (NAGM), a Section Director and forward such nomination to the National Board of Directors. In the absence of a Section Board or in the absence of a nomination by a majority vote from the Section Board, the Section Director will be nominated by the National Board of Directors. The nominee for Section Director shall be appointed by the AYSO National Board of Directors for a term of three years unless a shorter term is specified in these Rules and Regulations. New Section Director's term shall commence after the conclusion of all Section playoffs or March 15, whichever is sooner.
7. In the event of a vacancy in the position of Section Director other than at the expiration of the term, the Section Board including (if available) the outgoing Section Director, shall recommend an interim Section Director and submit such recommendation to the National Board of Directors. The interim successor shall remain in office until the completion of the election procedures in paragraph 6.
8. The Section Director may serve multiple terms so long as they are nominated and appointed as indicated above.
9. It is the general policy of the Section that the Section Director will have normally served a year as an Area Director before serving as Section Director.
10. No Board Member or any other participant in the Section shall receive monetary or other compensation for their services to the Section, nor may they use their position to benefit directly or indirectly in any way, such as a supplier of equipment or camp programs to the Section. Nothing in this paragraph prohibits a Section Board staff member or volunteer from being reimbursed for their out-of-pocket expenses incurred for work on behalf of the Section with the approval of the Section Director or designee.
11. Any Section Staff Member may be removed in accordance with Article Nine of these Rules and Regulations. The Section Director may be suspended or removed only by the National Board of Directors in accordance with National Bylaws.

# ARTICLE SIX

## Officers

The Section Board consists of the Section Director and the Area Directors. The Section Director shall appoint other non-voting members to the board. At a minimum the following non-voting positions will be appointed; Treasurer, Coach Administrator, Referee Administrator, and Management Administrator. Other members may include Assistant Section Director, Secretary, Director of Coach Instruction, Director of Management Instruction, Director of Referee Instruction, Director of Referee Assessment, Child and Volunteer Protection Advocate, Auditor, Director of VIP Programs, and any other positions as the Section Director may from time to time deem necessary or desirable. Job descriptions for required Section staff are located at [www.soccer.org](http://www.soccer.org) and may be downloaded for review.

# ARTICLE SEVEN

## Information about the Program

1. Section Fees: Annual fees may be assessed to each Area based upon the number of Area's in the Section. The total fees assessed will be based upon the annual budget as provided by the Section Treasurer, and approved by a simple majority vote of the Section Board.
2. Length of Season: The official playing season of Section 10 shall be from August 1 through the Section tournaments. Player cut-off dates will be set each year by the Section Board. The Section tournaments shall be conducted in accordance with all National rules, regulations, and operating guidelines.
3. Teams/Players
  - a. No registration, placement or transfer of player names shall be accepted after a cut off date as established and published in the Section Calendar. There are no cut-off registration dates for the VIP, U5, U6 and U8 divisions.
  - b. A complete listing of regional teams, by division, and indicating the player names and birth dates shall be submitted to the Area Director and Section Director upon request.
  - c. Regional league champions shall be determined by a system devised by the Regional Commissioners prior to the start of the season and approved by the Area Director.
  - d. In order for a region to be eligible for Section Tournament participation, the region must be compliant in all fiscal obligations to AYSO.
  - e. In order for a team to be eligible for Section Tournament participation, the team must have played half of the regional or inter-regional AYSO games scheduled.
  - f. In order for a player to be eligible for Section Tournament participation, he/she must have played a minimum of half of the regional or inter-regional AYSO games as defined in the National Rules and Regulations.
  - g. In order for a coach to be eligible to participate in Section Tournament participation, he/she must at be age appropriate trained and Safe Haven certified for the level coaching.
  - h. All teams that participate in the Section League and All Stars Tournament must have two certified and trained coaches. The head coach shall be designated no later than October 1 for U16-U19 teams and October 31 for U10, 12 and 14 teams. The assistant coach shall be designated upon submission of the Section League Tournament roster. The roster must be submitted by the roster deadline. Only certified and trained coaches shall be allowed to coach
  - i. In case of postponed games, the full power to reschedule region games shall reside with the Regional Commissioner, area games with the Area Director, and section games with the Section Director, or with the respective designees.
  - j. U5, U6, U7, and U8 teams are not eligible to participate in Section 10 Tournaments.

- k. No roster additions or substitutions may be made for any reason to any league team roster after deadlines established under these Rules and Regulations, except under the following conditions:
- 1) The team has fewer players on the roster due to having played the season with less than twelve (12) players in the U19, U16, or U14 divisions, or the specified number of players under the U10 and U12 short-sided play National Programs.
  - 2) The additional player(s) is selected by a “blind random draw” conducted by the Area Director from all remaining rostered players that are eligible for playoffs within that Region’s division.
  - 3) The roster is not expanded to greater than thirteen players in the U19, U16, and U14 divisions or the specified number of players under the U10 and U12 short-sided National programs.
  - 4) The players who played on the team during the regular league season remain in half of the population of the team after expansion.
  - 5) Under no condition may replacements, additions, or substitutions be made from any league team after the team’s first scheduled game in the Area competition or such earlier deadline as the Area Director may establish.

#### **4. All Star Competition**

The All Star program is intended to provide an opportunity for those players who have demonstrated outstanding soccer ability and who have displayed an attitude of fair play, enthusiasm, cooperation and spirit to participate on a team composed of players who have similar qualifications and desires.

- a. Section 10 offers an All Star program for U19, U16, non- co-ed teams, only, at the discretion of the Section Director with the approval of a majority of the Area Directors.
- b. All Star teams shall be formed no sooner than 10 (ten) days prior to Thanksgiving (November 24) for all U14, U12, and U10 teams unless a written exception is submitted to the Section Director and is approved by the Section Area Directors prior to the requesting region’s start of season. This shall mean that no player can be confirmed as being on an all star team, no final roster may be published, no team meetings can be had, no practice may be conducted, and no tryouts may be held until November 15.

Between November 1 and 10 (ten) days prior to Thanksgiving (November 24), coaches may, however, receive nominations or recommendations, inquire as to whether or not a player will be available to play if selected to the team, and evaluate players. A final roster shall be given to the Area Director on a date established by the Area Director. This date shall be prior to the team’s first game in Area competition, or such earlier date as the Area Director may establish.

- c. Each Area shall determine its own competitive format.
- d. All Star players must compete in the division in which they participated in during the regular season. However, regions that desire to play U-19 through U-10 matches intra-regionally and are unable to field a minimum of four teams per division, may combine players from within U19 through U10 for that purpose. The decision to utilize this format shall be announced prior to the season start, and the region must obtain the approval of the Area Director. A region playing with this format may create all star teams for U19 through U10 with players of the appropriate age to participate in Area and Section play.
- e. To be eligible for all star competition a player must have been registered and played in the minimum number of league games as determined by the region, but not less than half of the total league games played by the team to which he/she was assigned to during the just concluded regular season as defined in the National Rules and regulations. League games shall be the games played by that team prior to playoffs within the region or Area.

Special circumstance eligibility may include a change of residence, an illness, a severe injury, parental custodial rights, and conflict with high school rules (CIF). Approval for the special circumstance eligibility must be obtained by the Area Director.

- f. In order to maintain uniformity of application of these Rules and Regulations, all teams, including tournament and select teams, shall be governed by the rules applicable to all star teams, including the rule relating to the date for formation. All tournaments held in Section 10 shall be governed by the National Rules and Regulations.

## **5. Section Tournament Rules and Regulations**

Section Tournament Rules and Regulations will be published annually upon acceptance by the Section Board. These rules and regulations are specific to each tournament.

## **6. Sponsors**

Section 10 encourages local business and individuals to support its programs. Suitable recognition should be given to them. In addition, the Section strongly encourages the Regions to support AYSO National sponsors in whatever manner possible, and conflicts with these sponsors should be avoided. Contributions should be made to the Regions rather than to the Section. All such contributions are considered charitable contributions and are deductible for U.S. tax purposes, subject to the applicable limitations according to the Internal Revenue Code.

# ARTICLE EIGHT

## FINANCIAL, BANKING, AND RELATED MATTERS

### 1. Budget Financial Statement

The Section Board shall adopt an annual budget no later than July 1 for the upcoming fall season that shall provide for setting Area fees. (See Article 7, Paragraph 1). At the end of each season, the Section Board shall cause to be prepared a statement of income received and amounts expended in connection with the program. The Section Board and staff shall approve a final statement, and a copy shall be made available to Section 10 members upon request.

### 2. Account Signatories

All checks drawn on the Section's bank accounts shall bear two signatures; one of which must either be the Section Treasurer's or the Section Director's. Two signatures from the same household or those related in family, or with common business ownership shall **not** be allowed. There must be at least three signatories on the Section bank accounts.

### 3. Immediate Accounting to Section Treasurer

The Section Treasurer, in cooperation with other Section Board and staff members, shall establish internal control procedures to safeguard against the misuse or loss of Area assets, especially in regard to the immediate accounting to the Section Treasurer for monies received, checks written upon the Section Ten account, invoices received for accounts payable by the Section, and requests for reimbursement to volunteers for out-of-pocket expenses incurred on behalf of the Section. Such internal control programs will include the following:

- No one should sign a Section check in blank or which contains any item to be filled in at a later time
- No one should sign a Section check without verifying the expense by examining the request for reimbursement.
- No request for reimbursement to Section volunteers shall be honored without a voucher signed by the volunteer, itemizing the out-of-pocket expenses incurred, and without receipts or other documentation attached.
- All bills and invoices received for payment by the Section must be forwarded to the Section Treasurer for payment, if not already paid, within five days of receipt.
- The Section Treasurer must be notified of any checks written on the Section bank accounts without his/her knowledge within 48 hours of the issuance or delivery of such check for payment of any Section expense.
- All bank withdrawal transactions and Section checks shall be noted with the appropriate National Accounting Program (NAP) code denoting the purpose for such transactions.

### 4. Monthly Bank Reconciliations

The Section Bank account's shall be reconciled by the Section Treasurer and said reconciliations shall be reviewed by another Board Member who is not authorized to sign on the account.

## **5. Region and Area Bank Accounts**

Banking regulations prevent an individual from obtaining access to a Region's bank account (balances, statements, etc) without a signature on file with the bank. When there is a need for an Area Director or the Section Director to discuss a Region's financial situation with the Region's banking institution, it cannot be done in a timely manner without involvement from the Financial Department at the NSTC without the Section Director or Area Director designated as a signatory on the account.

Therefore, to expedite the access of information from the Region bank accounts, the Area Director shall be an authorized signatory on each account of a Region within that Area. The Section Director shall be an authorized signatory on each of the Area bank accounts. The Area Director and Section Director are not expected to have access to Region/Area checks or the right to remove funds without proper notice to the Region or Area and may only do so if there is good cause to suspect improper and/or misappropriation of AYSO funds.

# ARTICLE NINE

## DISPUTE RESOLUTION

### 1. Policy

It is the policy of the Section to resolve all disputes involving persons involved in Section in amicable way. Compromise should be emphasized whenever possible, and personality conflicts should be avoided when disciplinary action is found to be necessary, it is the Section's policy to take only the minimum action necessary. All means available should be taken to avoid legal action.

It is the policy of the Section to avoid punishing the players for the conduct of the parents, except when no other solution (e.g., where a parent cannot or will not cease their disruptive behavior).

It is the policy of the Section to avoid wiping out years of good memories of AYSO and good service and that suspension or removal procedures are to be used only as a last resort. Voluntary resignation is preferable to a suspension or removal procedure.

It is the policy of the Section to avoid publicizing the suspension or removal proceedings beyond those who need to know, and to respect the privacy of the individuals involved. However, the Section may notify the National Support and Training Center or members of the AYSO Legal Commission of proceedings pursuant to the operating regulations, and must comply with all applicable regulations requiring suspension, abuse, and similar events.

### 2. General Due Process Procedures

Disputes involving day-to-day activities of the regions should first be addressed and resolved, if possible, by the appropriate Regional Commissioner in charge of the activity and/or then by the Area Director. Disputes arising out of Area game conduct should first be addressed and resolved, if possible, by the Area Coach Administrator and/or then by a disinterested Review Board appointed by the Area Director and/or the Section Director, if necessary.

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

### **3. Suspension**

The Section Director may suspend a person involved in the Section from further involvement in notice (by telephone, fax, email, writing, or in person). If there is found to be an imminent danger to the program by his or her continued involvement, or if crime has been alleged to be committed by such participant then suspension must be followed by a disciplinary hearing described in paragraph two, above. A suspension will be considered to be temporary in nature, and such suspension may be removed or set aside by a special vote of the Section Board at any time.

### **4. Removal**

The Section Director may remove a person (whether or not suspended); who is involved in the Section including a Board or staff member, from further involvement in the program. Such removal may incur upon prior notice and after a determination is made that removal is appropriate, as the result of the hearing described in paragraph two, above. Such removal is only permitted when there is a foundation and proof of a violation of the National Bylaws or of the rules, regulations, policies or philosophies of AYSO, or for an action which disrupts the Section's or AYSO's activities or programs.

### **5. Hearing Procedures**

The disciplinary hearing shall be held at a neutral location, when possible. The hearing procedures shall be communicated and understood by all parties prior to the commencement of such hearing. All interested parties are to be informed of the date, time, and location of such hearing in advance with a minimum of 48 hour's notice.

At the hearing, the Committee shall listen to the facts of the situation from all interested parties, and then adjourn to a private session where the decision will be reached. Under no circumstances shall the committee deliberate in the presence of the parties involved in the dispute. The Committee will then decide the issue raised pursuant to AYSO operating regulations and these Section guidelines based on the evidence provided and by a simple majority vote to determine the appropriate action including whether no action should be taken against the individual accused or whether such person should be given a warning or caution, or if the person should be given a written reprimand, or whether such person should be suspended or removed from involvement in Section activities. All interested parties shall be promptly notified of such decision in the case of removal, and where deemed appropriate, such individual is given an opportunity to resign.

### **6. Review**

Any determination made in accordance with this Article shall be final and binding on all concerned parties unless it is determined by the Section 10 Board Liaison, that such determination was arbitrary and capricious, or that the procedure was not fair, or that the person or persons making such determination are found not to have been disinterested. Any interested party dissatisfied with the final decision or final action taken by the Section Director may request a review of such decision by the National Board of Directors, as may be appropriate in pursuant to the operating regulations relating to dispute resolution and due process.

# ARTICLE TEN

## CHANGES IN GUIDELINES

### 1. **Approval of Rules and Regulations**

These Rules and Regulations shall become effective after being approved by the Section Director, the existing Section Board and Section executive membership, and then submitted to the National Board of Directors.

### 2. **Changes in Rules and Regulations**

Once adopted, these Rules and Regulations may only be amended by the Section Board, the Section executive membership, and then submitted to the National Board of Directors for final approval.

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