



AYSO REGION 240 GUIDELINES

REGION 249 REGIONAL GUIDELINES

Region 249 Regional Guidelines are attached and approved below.

APPROVED BY: Regional Commissioner _____ Date _____

APPROVED BY: Area Director _____ Date _____

APPROVED BY: Section Director _____ Date _____

Date Received by the NSTC: _____



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San Bruno AYSO Region 249 Regional Guidelines

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ARTICLE ONE

Purpose

AYSO Region 249 has adopted these Guidelines pursuant to the authority granted in AYSO National Bylaw Section 1.03 (a) (6) to provide guidance to the Region in its organization and operation.

Under AYSO National Bylaw Section 1.04 (l) and National Policy Statement 6.1, the Region has adopted these Regional Guidelines for running the Region. The Region's Area Director and Section Director have approved these guidelines.

These Regional Guidelines are subject to AYSO's Articles of Incorporation, National Bylaws, National Policy Statements, National Rules and Regulations, Section Rules and Regulations, and Area Guidelines (AYSO's "operating regulations"). Copies of these documents will be made available by the Region upon request and are hereby incorporated by reference as a part of these Regional Guidelines. These Regional Guidelines 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 guidelines, or such other guidelines as the Region may adopt, must be made available upon request to the members of the Region pursuant to AYSO Bylaw 1.04 (l).



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ARTICLE TWO

Mission

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

Everyone Plays - Our Region's goal is for kids to play soccer - so we mandate that every player on every team must play at least half of every game.

Balanced Teams - Each year we form new teams as evenly balanced as possible - because it is fair and more fun when teams of equal ability play.

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.

Open Registration - Our program is open to all children between 4 and 18 years of age who want to register and play soccer. Interest and enthusiasm are the only criteria for playing.

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.

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 members of a team, in order to maximize their enjoyment of the game.

The core values guiding AYSO are: Fun for all! Education for all! Ethics for all! Accessible to all!

Our region accomplishes the mission by providing these essential services:

1. Coaching and referee 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 national staff



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Program research and development



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ARTICLE THREE

Duties and Responsibilities of Region 249

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

1. To operate and offer a quality youth soccer program to all youth from 4 through 18 years of age in a safe, fun, fair, positive environment that complies in letter and spirit with the Bylaws, policies, rules, regulations, and philosophies of AYSO;
2. To maintain good community relations and become involved in youth development and other community activities;
3. To register with the National Support and Training Center “NSTC” all participating players, coaches, referees and where appropriate, administrators, prior to the commencement of the season;
4. To assign players and coaches to assure proper balance of teams within each age division within the Region or within a reasonable part thereof;
5. To obtain and maintain safe playing facilities;
6. To obtain and be accountable for uniforms, balls, goals and other equipment and to use such equipment in a safe manner;
7. To schedule practices and games;
8. To recruit and assign volunteer coaches and referees, and train them through clinics and audio/visual programs;
9. To disseminate information to the participants, their families and the community concerning the Region and its programs;
10. To recognize volunteer efforts;
11. To publish for the Region and the files of AYSO, and make available to the participants and their families at least annually, financial statements of the Region and guidelines for



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the operation of the Region approved by the Area Director and Section Director,

12. To collect and disburse fees and other Monies for the sound financial organization and operation of the Region, to keep and submit to the NSTC, as required, accurate financial records to insure continuation of the tax exempt status of AYSO, to participate in the National Accounting.

Program and to pay the NSTC prior to the start of each season the National portion of its registration fees and all amounts due with respect to its purchases.

13. To elect or appoint, at a minimum, a Regional Commissioner, treasurer, safety director, coach administrator, referee administrator, registrar and child and volunteer protection advocate;
14. To comply with the Soccer Accident Insurance (SAI) plan and to submit insurance claims according to current procedures;
15. To notify the NSTC immediately of any threatened or actual claim or lawsuit against the Region;
16. To implement AYSO's National programs available to the Region at least once a season;
17. To cooperate with neighboring Regions, and area, section and development personnel, to promote growth, development and cooperation throughout AYSO;
18. To participate in area, section and National events and programs; and

To cooperate in policies and procedures developed by the Board or the NSTC with respect to requiring each coach, referee, and other designated volunteers to complete a volunteer form, and with respect to verifying the information obtained, before permitting the coach, referee or such volunteer to participate.



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ARTICLE FOUR

Membership in the Region 249

1. There shall be three kinds of members in the Region:
 - a. **Executive Members:** If the Region is a Charter Region, or at such time as the AYSO National Board of Directors approves the Region's conversion from Pilot to Charter status, the duly nominated and approved Regional Commissioner shall be the Region's executive member as long as the individual holds that position. Pursuant to AYSO National Bylaws Section 3.03, the Regional Commissioner may not hold more than one position within the AYSO Organization, which is an executive membership position, and such memberships shall not be transferable.
 - b. **Participating Members:** All Region volunteers, other than executive members, who become registered with the Organization, including all regional administrators, coaches, and referees.
 - c. **Playing Members:** All youth who exhibit a sincere interest in soccer and who have become registered as a participating player pursuant to the Rules & Regulations of the Organization.
 - d. **Honorary Members:** those other persons to whom the Regional Board grants membership to recognize a contribution of value to the Region or to express its gratitude.
2. No one will be considered a participating member or a playing member unless and until an application is submitted to the Region using the appropriate forms prescribed by AYSO and the application is accepted and entered into the AYSO business system by the Region.
3. The names, addresses and telephone number of all members of the Region, as well as the information contained in the AYSO Executive Member Directory or any AYSO database are private and confidential. Such information and mailing lists or access to any AYSO database may not be disclosed or distributed to anyone, including any vendor or sponsor, without the prior written approval of the national executive director.



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ARTICLE FIVE

Management of Region 249

1. The Regional Board shall conduct the business and affairs of the Region.
2. Unless otherwise specifically provided by these guidelines, all decisions of the Regional Board shall be made by a majority decision of the Board Members voting on any such matter; provided, however, that the Regional Commissioner 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 Area Director (the "AD") on request by a 1/3 vote of the Board Members voting on such matter. The regional Commissioner is a non-voting member of the Regional Board, but in cases where there is a tie vote, may vote to break the tie. By a 2/3 vote of the entire Regional Board, any other issue may be put to the participating members of the Region, subject to fair and reasonable voting procedures to be adopted by the Regional Board.
3. Upon the creation of the Region the Regional Commissioner shall appoint the initial Regional Board to serve until the next scheduled board meeting, at which time nominations and voting for Board positions will take place.
4. The Regional Board shall fix, at its initial meeting each year ("Annual Meeting"), the time, date and place of each regular meeting of the Regional Board and send notice of such annual meeting to all participants in the program. In addition, the Regional Commissioner, the Regional Secretary or 1/3 of the Board Members may call a special meeting of the Regional Board on three days' prior notice stating the purposes of such meeting, which notice may be given in writing, 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 Region to hold at least one Board meeting in each month during the soccer season and at least one every two months. All Regional Board meetings shall be open to all participating members unless the Regional Board determines that it is necessary to hold an executive session. The Regional Board shall provide for the taking of minutes of the proceedings at each meeting and make them available to the members of the Region.
5. At the November Selection and Election Meeting, the Board Members shall be appointed with an effective start date of January 1 of the following year, by the Regional Commissioner and with the approval of a majority of the outgoing Regional Board (if



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any), to hold office for twelve months.

6. The Nominating Commission shall submit its recommendations of one or more candidates for the position of Regional Commissioner to the Regional Board. The Regional Board shall, by a majority vote, nominate a Regional Commissioner and forward such nomination to the Region's Area Director as directed by National Bylaw Section 7.03. In the absence of a Regional Board, or in the absence of a nomination by a majority of the Regional Board, the Region's Area Director will nominate the Regional Commissioner. Subject to the approval of the Area Director and the Section Director, the AYSO National Board of Directors shall appoint the nominee for Regional Commissioner for a term of two years.
7. In the event of a vacancy in the position of Regional Commissioner other than at the expiration of the regular term, the Regional Board, including (if available) the outgoing Regional Commissioner, shall recommend an interim Regional Commissioner and submit such recommendation to the Area Director. The interim successor shall remain in office until the completion of the election procedures in paragraph 6.
8. The Regional Commissioner shall be appointed to a two-year term that may be extended by a 2/3 vote of the regional board in November with an effective start date of the following January.
9. It is the general policy of the Region that the Regional Commissioner will have normally served at least one year on the Regional Board before serving as Regional Commissioner.
10. It is the general policy of the Region that the Regional Commissioner not serves as a coach or assistant coach, nor holds any other board or staff position in the Region, except with the approval of the Regional Board.
11. No Board Member or any other participant in the Region shall receive monetary or other compensation for his/her services to the Region. Any Regional board or staff member or Regional volunteer will be reimbursed for his or her out-of-pocket expenses incurred for work on behalf of the Region with the approval of the Regional Board or Regional Commissioner.
12. Any vacancy on the Regional Board may be filled by a majority vote of the then remaining Board Members, though less than a quorum. Or, be appointed by the Regional Commissioner and the person filling such vacancy shall serve until the next Annual Meeting and until his/her successor has been duly appointed.



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Any Board Member (except the Regional Commissioner) may be removed in accordance with Article Nine, paragraph 4 of these Guidelines. The Regional Commissioner may be suspended by the Area Director or the Section Director and suspended or removed only by the National Board of Directors in accordance with Sections 3.07 and 7.03 of the National Bylaws.



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ARTICLE SIX

Officers

The Regional Board shall, at a minimum, consist of the Regional Commissioner, Assistant Regional Commissioners, the Regional Treasurer, the Regional Registrar, the Regional Safety Director, the Regional Coach Administrator, the Regional Referee Administrator and the Child Volunteer Protection Advocate. The Regional Board may create, designate, appoint, or elect such other voting board, or non-voting staff, positions including: a Regional Secretary, Regional Director of Coach Instruction, a Regional Director of Referee Instruction, a Director of Referee Assessment, (Age) Division Coordinators, a Director of Playing Fields, a Youth Player Representative, a Director of Public Relations, a Sponsor Coordinator, a Director of Purchasing, Directors of Special Events, Team Parent Coordinator, and such other positions as the Regional Board may from time to time deem desirable. In addition, there may be such members-at-large as the Board shall create. The following are the job descriptions for the above positions.

1. Regional Commissioner

- a. The Regional Commissioner shall have the responsibility and the authority to manage the day-to-day business of the Region as described in Article III of these Guidelines within the framework of the AYSO operating regulations and these Guidelines. The Regional Commissioner's responsibility and authority shall also include:
 - i. Filing on a timely basis the Regional Information Form with the NSTC.
 - ii. Reviewing on an annual basis these Regional Guidelines and other written Regional operating regulations.
 - iii. Supervising the Regional Treasurer by periodically reviewing the Region's canceled checks and bank statements, reviewing each month the National Accounting Program (NAP) financial report, periodically reviewing internal financial control procedures, and taking other reasonable measures to assure that the Region's assets and expenses are being handled in a fiscally responsible manner.
 - iv. Reporting to the Area Director and being responsible for the performance and growth of the Regional programs for the benefit of the players, the volunteers and their families.



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- v. Organizing, maintaining, supervising and coaching Regional volunteer staffs to assure adequate support and services to the Region, including the development of new volunteers for Regional position succession planning.
- vi. Acting as the official spokesperson for the Region in regard to publicity, internal development, cultural exchange, business systems, and budgets. Regional operating regulations and other matters concerning AYSO programs within the Region.
- vii. Assisting the Regional Board in the planning and implementation of its policies and programs within the Region.
- viii. Overseeing dispute resolution within the Region pursuant to Article Nine of these Guidelines and AYSO operating regulations.
- ix. Presiding at all Regional Board meetings.
- x. Keeping the Regional Board informed of actions and decisions on matters of importance.
- xi. Attending Area meetings, Section Meetings and caucuses, and the National Annual General Meeting.
- xii. Maintaining close liaison with the Area Director and the Section Director, and coordinating all extra-Regional activities through the Area Director.
- xiii. Submitting a completed Regional Performance Program to the Area Director prior to October 1st of each calendar year.
- xiv. Making such other decisions and taking actions as may be required to run the Region, within the limits of the Regional budget and these Guidelines.

2. Assistant Regional Commissioners

- a. Each Assistant Regional Commissioner shall perform such duties as may be delegated to the Assistant Regional Commissioner by the Regional Commissioner and, in his/her absence, shall perform the duties of the Regional Commissioner on behalf of the Region. There may be more than one Assistant Regional Commissioner.

3. Regional Treasurer



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a. The Regional Treasurer shall have custody of all funds, securities, evidence of indebtedness and other valuable documents, and shall deposit funds and securities in the name and to the credit of the Region in a bank or depository. The Regional Treasurer shall keep in appropriate books an accurate account of all money received and paid out. All outstanding bills should be paid in a timely manner at the discretion of the Regional Commissioner.

b. The Regional Treasurer shall be responsible for complying with the National Accounting Program and all procedures specified in the AYSO Treasurer's Manual. The Treasurer shall pay to the NSTC the National portion of the registration fees of the Region within 30 days of the registration dates.

c. The Regional Treasurer shall give a report of the funds, receipts and disbursements of the Region annually or at such other times as requested by the Regional Commissioner or by the Regional Board. The Regional Treasurer shall be responsible for timely approval by the Area Director and Section Director, and filing with the NSTC the Regional Information Form, the annual budget, and such other information as may be required or requested from time to time by the NSTC and for complying with the National Accounting Program.

4. Regional Registrar

a. The Regional Registrar, shall be responsible for the planning and implementation of the annual registration of players, and coordinate such efforts with the Regional Commissioner, the Regional Coach Administrator, Regional Treasurer and the Regional Referee Administrator. The Regional Registrar shall be responsible for the proper registration of each member in the Region on the appropriate official AYSO registration forms. The Regional Registrar shall also distribute the appropriate copies of such forms as required, collect registration fees, and shall turn over such fees to the Regional Treasurer in a timely fashion.

5. Regional Safety Director

a. The Regional Safety Director shall be responsible for administering the AYSO Soccer Accident Insurance (SAI) plan and liability insurance program for the Region. The Regional Safety Director shall also be responsible for obtaining liability insurance certificates for all facilities used by the Region. The Regional Safety Director shall make provisions for the distribution of AYSO's informational flyer on the SAI plan to each player's family. The Regional Safety Director shall handle all reports of accidents and/or SAI claims for such programs.



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b. The Regional Safety Director shall also ensure the safety of all participants in the Region by inspecting all field equipment, goalposts and fields to ensure they are in safe condition. The Regional Safety Director must also ensure that a reasonable number of first-aid kits are available at all playing sites, that all goalposts are properly anchored, that no goalposts have goal net hooks and that AYSO policies regarding blood-borne diseases are disseminated to and observed by all participants. The Regional Risk Management/ Safety Director shall also be responsible for advising Regional participants of approaching dangerous weather and other potentially unsafe conditions, which may exist at the locations where games are played.

6. Regional Child And Volunteer Protection Advocate (CVPA)

a. The CVPA shall have the responsibility of collecting all the volunteer forms for the Region and forwarding them to National. The CVPA along with the Regional Commissioner shall be the designated reporter for the Region. The CVPA shall investigate all reports regarding volunteer misconduct, abuse of volunteers or children, and child safety that come to the region's attention. The CVPA shall support the Regional Commissioner in the promotion and implementation of the AYSO Safe Haven Program and the Kids' Zone Program. The CVPA should insure that all volunteers have been Safe Haven Certified prior to the start of the season,. The CVPA is also expected to be aware of AYSO's definitions of the level of risk, inform AYSO volunteers that they are screened at a level appropriate to the level of risk, and enforce AYSO protocols to protect privacy and privileged information. Prior to the start of each season, the CVPA will present a motion to the regional board at a board meeting to accept the list of referees, coaches and other volunteers.

7. Regional Coach Administrator

a. The Regional Coach Administrator shall be responsible for the recruiting, training and supervising of all coaches in the Region. The Regional Coach Administrator shall require that each coach and assistant coach or other team player trainer complete a volunteer application form in accordance with the NSTC's applicable policies, guidelines and Safe Haven Certification. The Regional Coach Administrator shall nominate for appointment by the Regional Board a Regional Director of Coach Instruction to assist in planning and implementation of coaching orientations, clinics and other training programs, and to coordinate such efforts with area and/or section staff.

b. The Regional Coach Administrator shall coordinate with the Regional Commissioner,



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the Regional Director of Coach Instruction and the Area Coach Administrator to arrange for coaching orientations, clinics and training programs at least once each season where needed and disseminate information when appropriate to assist the Region's coaches.

c. The Regional Coach Administrator shall also be responsible for the implementation of the Region's Coaching Certification and Licensing Programs as may be required or recommended under the operating regulations. The Regional Coach Administrator will oversee the selection of the coaches by the (Age) Division Coordinators.

8. Regional Referee Administrator

a. The Regional Referee Administrator shall be responsible for the recruiting, training and supervising of all referees in the Region. The Regional Referee Administrator shall require that each referee, assistant referee, and youth referee complete a volunteer application form in accordance with the NSTC's applicable policies, guidelines and Safe Haven Certification. The Regional Referee Administrator shall nominate for appointment by the Regional Board a Regional Director of Referee Instruction to assist in planning and implementation of referee and assistant referee orientations, clinics and other training programs in accordance with the AYSO National Referee Program and to coordinate such efforts with area and/or section staff.

b. The Regional Referee Administrator shall nominate for appointment by the Regional Board a Regional Director of Referee Assessment to assist in administering the certification component of the AYSO National Referee Program and to coordinate such efforts with area and/or section staff.

c. The Regional Referee Administrator shall arrange for orientations, clinics and training programs for all referees and assistant referees in the Region at least annually, and shall coordinate his/her efforts with the Regional Commissioner and the Area Referee Administrator.

d. The Regional Referee Administrator shall be responsible for the scheduling of referees and assistant referees within the Region, or delegate such task to another responsible volunteer or assistant and coordinate such efforts with the Region's scheduler of games.

Additional Regional Officers and Staff



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The Regional Board may, when determined appropriate or necessary due to the Region's size or geography appoint one or more additional Regional officers or staff positions.

1. (Age) Division Coordinators

- a. The (Age) Division Coordinators shall be responsible for the operation of their respective division, which would include the formation of balanced teams, allowing players to change teams only if there is a legitimate reason, issuing uniforms to each team and communicating the reasonable additional needs of the coaches to the Purchasing agent.
- b. The (Age) Division Coordinator shall recruit the most qualified person to coach the teams in that division. If there are more coach applicants for a division than there are teams, the following criteria will be used.
 - i. Must have a child on a team in that division.
 - ii. The person with the highest coaching certification.
 - iii. If coaching certification is the same, instructor certification shall be used next.
 - iv. Role Model
 - v. Coached the previous year.
 - vi. The (Age) Division Coordinator shall decide.
 - vii. By vote of the Regional Board.
 - viii. A coach should be certified, Advanced Coach for U16 and U19, Intermediate for U14 and age specific for all others.

2. Regional Director of Coach Instruction

- a. The Regional Director of Coach Instruction implements, monitors, and maintains the AYSO Coach Training Program at the Regional level. The Regional components are the annual orientation of all coaches and assistant coaches, the Region's Coaching Certification and Licensing Programs, and all AYSO training and clinics for coaching staffs up to and including the Youth Coach Course. The Regional Director of Coach Instruction obtains the course guides from AYSO NSTC or area staff; sets up orientations, clinics and training; and obtains qualified instructors to teach. The Regional Director of Coach Instruction works together with the Area Director of Coach Instruction to meet the ongoing training needs of the Region's coaches and assistant coaches.

3. Regional Director of Referee Instruction



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a. The Regional Director of Referee Instruction shall implement, monitor, and maintain the AYSO Referee Training Program at the Regional level. The Regional components are the Regional Referee Course and the Assistant Referee Training Course. The Regional Director of Referee Instruction obtains the course guides from AYSO NSTC or area staff; sets up orientations, clinics and training; and obtains qualified instructors to teach. The Regional Director of Referee Instruction works together with the Area Director of Referee Instruction to meet the ongoing training needs of the local referees, assistant referees and youth referees.

4. Regional Director of Referee Assessment

a. The Regional Director of Referee Assessment shall implement, monitor, and maintain the AYSO Assessment Program at the Regional level. The main Regional component of such program includes arranging with the assistance of the Area Director of Referee Assessment for the assessments of Regional referees seeking improvement and upgrade to a higher certification level. The Regional Director of Referee Assessment shall also establish an ongoing Observer-Friend Program to provide for mentoring of new referees by experienced referees.

5. Regional Secretary

a. The Regional Secretary shall take minutes at all meetings of the Regional Board and general meetings of the Region. The Regional Secretary shall be responsible for publishing the minutes to the Regional Board and for sending a copy of the minutes to the Area Director after they are approved. The Regional Secretary shall ensure that these Regional Guidelines are reviewed annually and copies are made available to all Regional participating members.

6. VIP Program Coordinator

a. The VIP Program Coordinator shall serve as a liaison between the Regional Commissioner and the parents or guardians of children eligible to play in the Region's or Area's VIP program for special children with physical or mental disabilities or challenges. The VIP Program Coordinator's responsibilities shall include the supervision of the division of the VIP players into balanced teams, and the arranging and scheduling of practices and games for such VIP play. 14



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7. Team Parent Coordinator

- a. The Team Parent Coordinator shall serve as a liaison between the Regional Commissioner, Regional Coach Administrator and other Regional board and staff members and the individual Team Parents. The duties of the Team Parent Coordinator may include distributing information to the coaches, players and families of AYSO players through the individual Team Parents, and assisting Regional Board and staff members in the distribution of team and individual photos, fundraising materials and awards or certificates to the players.

8. Director of Playing Fields

- a. The Director of Playing Fields shall be responsible for obtaining and maintaining the playing fields. He/she shall ensure that goalposts, nets and corner flags are provided for each game, that they are put up before the first game of any day and taken down after the end of the last game of such day and properly secured at all times. Nets will remain on goal posts during the season. He/she shall also ensure that the fields are properly lined. He/she shall also assist the Regional Safety Director in maintaining the playing fields in a safe condition. The director of playing fields shall also coordinate the practice field schedule. He/she should coordinate/schedule field availability external to Regional play (area, section or tournament play).

9. Director of Public Relations

- a. The Director of Public Relations shall be responsible for the dissemination of information concerning Regional activities, the preparation of a Regional newsletter, yearly handbook (teams, sponsors, financials, contact and other important information), and community relations and for the promotion of Regional activities through the media.

10. Sponsor Coordinator

- a. The Sponsor Coordinator shall be responsible for the obtaining of sponsors for Regional events and the proper acknowledgment of such support.

11. Director of Purchasing

- a. The Director of Purchasing shall be responsible for the purchasing of uniforms and equipment for the Region.



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ARTICLE SEVEN

Information About the Program

1. Team Assignments

- a. Teams shall be formed as set forth in the National Rules and Regulations, Articles II and III.
- b. The Coach Administrator shall make team assignments of players with the assistance of the Division (Age Group) Coordinator as delegated by the Regional Board.
- c. Retention of players on any team shall be limited to the head coach's child(ren) and the assistant coach's child(ren). Otherwise there shall be no automatic retention of players on any specific team or with any specific coach from the previous season.
- d. Every attempt shall be made to balance the skill level of teams within each division.
- e. After August 1st, no transfer of any player from one team to another may be made without:
 1. the approval of the coaches of both teams involved,
 2. the (Age) Division Coordinator,
 3. the Regional Coach Administrator
 4. the Regional Commissioner and,
 5. the parent or guardian of the player, unless the player is 18 years of age at the time.
- f. In the case where teams are involved in inter-Regional play, no transfer of any player from one team to another after such teams are formed may be made without the additional approval of the Area U12- U14 League Administrator and, if affecting Section play, the Section Director.

9. Registration Fees; Refunds

- a. The Regional Board shall fix the registration fee for each player participant annually. The fee for this season is set forth in Appendix D to these Guidelines. Any player, who withdraws prior to issuance of the uniforms, shall be entitled to a full refund of such registration fee. Refunds after September 1st through the 2nd regular season game will be the cost of the uniform (if it cannot be reused) or other specific non-recoverable costs may be deducted from the full refund. No refund requests will be accepted after the 4th regular season game. All refunds must be requested in writing to the Treasurer
- b. The Regional Board may by specific grant or scholarship, or by Regional policy, waive such registration fee in whole or in part with respect to any participant if such fee



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would create a hardship for such participant or his or her family. Scholarship requests must be made in writing by the parent/guardian with detailed reasons why request is being made. Review of such requests will be made by a committee consisting of at least the (Age) Division Coordinator, Regional Registrar and Regional Treasurer.

10. Eligibility:

a. All boys and girls, between the ages of 4 and 18, based on their age as of July 31st of the year in which the season begins, shall be eligible to register for the program, subject to volunteer support, field availability, AYSO operating regulations, and such rules as may be issued by the Regional Board. Length of Season and Cancellation of Games

11. Length of Season and Cancellation of Games:

b. The season shall be of such duration as determined by the Regional Board, and as set forth in the Regional Calendar attached to these Guidelines. Inclement weather or poor field conditions may necessitate from time to time the postponing or canceling of games. Any such postponement or cancellation will be made at the discretion of the Field Director or the Regional Safety Director as early as practical before game time. Once the game begins, only the referee in charge of the particular soccer field may suspend or cancel the game.

12. Attendance; Participation:

c. Every player shall be entitled to play at least half of every game. Moreover, it is the policy of the Region for U6 to U10 to encourage each coach to (a) play each player at least three quarters of every game (“3 before 4”), wherever possible, and (b) to allow different players to start the first quarter of each game. It also is the policy of the Region, for U8 through U10, to have different players play the same number of quarters as goalkeeper, if any, as in any other different field position. Each player is strongly urged to attend every team practice. Any player who misses practices regularly may have his/her playing time limited to one-half (but not less than one-half) of a game.

13. Protests

a. No protest of games shall be permitted. However, coaches are encouraged to file with the Regional Referee Administrator a written report within 48 hours after a game of any misapplication by a game referee of the Laws of the Game or rules and regulations. This procedure shall not be used as a means of complaining about, or criticizing, any judgment



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call of a referee or assistant referee. If, after investigation by the Regional Referee Administrator, it is found that a law, rule or regulation was misapplied, such referee shall be so informed in order to ensure that no further misapplication occurs.

14. Conduct During Games

- a. The highest standards of conduct and good sportsmanship must be maintained at all times by players, coaches, referees, spectators and all other participants. Offensive, insulting or abusive language is forbidden. The use of alcohol, tobacco products or illegal drugs in the vicinity of the playing field during practices or games is strictly forbidden. Pets are not permitted on playing fields at any time. In accordance with the San Bruno city code, SBPSD and SMUHSD, pets are not allowed.
- b. All participants must wear the official uniforms provided for all games and dress in them in a neat, clean manner. The use of shin guards is required at all practices and games.
- c. Coaches are expected to be positive and set the best possible example for the participants. Excessive coaching from the sidelines shall not be permitted, and the function of the coach should be to provide encouragement and a positive direction. The coach may enter the field of play only with the consent of the referee and may coach only within 10 yards in each direction from the half-way line of the field (in no event in either of the penalty areas or from behind the goals). Only registered coaches with displayed approved passes and regional board members are allowed to be on the designated technical player/coach side of the field during game time.
- d. Spectators at games must remain behind the spectator control line (three yards from the sideline) and between the penalty areas and their vocal efforts should be limited to positive compliments to the participants. Under no circumstances should they attempt to coach or address remarks derogatory to players, coaches or the referee. For U12 through U19, spectators must remain on the side of the field designated for spectators, opposite from the side for player/coaches.
- e. At the end of the game, the players on each team shall line up and shake hands with the players of the opposing team and thank the referee and assistant referees.
- f. Discipline shall be up to the referee at each game. The referee shall have the power and authority to caution and send off players and coaches (as well as spectators, in the case of outside interference) from the playing area, or terminate the match if necessary,



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if their conduct violates the Laws of the Game, these Guidelines or otherwise interferes with the course of play. No appeal of disciplinary action taken by a referee shall be allowed.

g. A player who is sent off (red card) or cautioned (yellow card) may be subject to additional disciplinary action (e.g., parent conferences, game suspensions, expulsions) at the discretion of the Regional Disciplinary committee, upon thorough review of the incident following the procedures outlined in Article 9 (Dispute Resolution). A coach, assistant coach or spectator who is sent off or cautioned may also be subject to similar or additional disciplinary action at the discretion of the Regional Board upon thorough review of the incident following the procedures outlined in Article 9 (Dispute Resolution). The Regional Board may adopt an automatic additional one game suspension for any participant who is sent off the field by a referee for a disciplinary reason. The Disciplinary committee shall consist of The Regional Commissioner as head non-voting member, the Coach Administrator, the Referee Administrator and the (Age) Division Coordinator as voting members. A person may be appointed by the Regional Commissioner to replace one of the previously mentioned members, due to a conflict.

15. Refreshments at Games

a. It shall be the responsibility of each team to supply its own refreshments. It is suggested that the best kind of refreshment is cool water.

16. Parental Participation

a. As AYSO is an “all-volunteer” organization, each parent or guardian who has a player in the Region shall be strongly encouraged to volunteer his or her time and services in some way. The Region shall not reduce or eliminate the player fee based upon voluntary work done by a participant's parents or guardians and shall not charge an additional fee to those parents of players who do not volunteer their services or who do not donate funds to the program. No fee distinction shall be made based upon parental or player participation in Regional fundraising activities. No Region may condition the registration of a player based upon any requirement of volunteer participation by a parent or guardian.

17. Facilities

a. It shall be the responsibility of both teams for the first game each day to set up the goalposts and nets and both teams for the last game of each day to take down the goalposts and nets.



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- b. Each field shall be lined under the direction of the Regional Commissioner and/or the director of playing fields, and each group of fields shall be provided with a first aid kit.
- c. No trash should be left at the facility except in designated containers. Parking shall be limited to those Areas designated at the fields.
- d. The region board shall maintain an appropriate presence at playing fields during the regular season to support and encourage AYSO philosophies and core values. At the main fields, a central location is maintained to provide a place where participants may receive assistance as necessary from Regional Board members.

18. Sponsors

- a. The Region encourages local businesses and individuals to support its program. Suitable recognition shall be given to them. Contributions are strongly encouraged to be made to the Region rather than to a particular team. All such contributions are considered charitable contributions and are deductible for U.S. tax purposes, subject to the applicable limitations in the Internal Revenue Code. It is the responsibility of any sponsor to comply with the Internal Revenue Code and AYSO will give no opinion on whether a particular donation is or is not deductible.

19. Equipment

- a. The Region shall make arrangements to supply each player with a shirt with the original AYSO logo properly affixed thereto and, if possible, a pair of socks, and shorts.
- b. Each player is expected to provide his/her own appropriate footwear and shin guards. No player may participate in a game without such shirt, socks, shorts, and appropriate footwear and shin guards.
- c. **Players may not wear jewelry of any kind (including chains, watches, body jewelry and earrings), bandanas or other ornamentation or anything else that may, in the opinion of the referee, create an increased risk of injury to himself or herself or to other players during the game.**
- d. Medical information bracelets should not be removed, but can be covered with a soft wristband or temporarily modified to fit more snugly.
- e. Prescription eyeglasses may be worn, but must remain firmly on the wearer's head. A restraining strap may be worn. Non-prescription eyeglasses and sunglasses are not permitted to be worn by a player during a game.
- f. Hard casts (including padded casts), splints, helmets and hard padding are not permitted to be worn by a player during any game or practice.
- g. Players with permanent orthodontic braces are strongly encouraged to wear mouth guards.

20. Awards



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- a. At the end of the season, participation awards will be presented on the field of play by the region to all players in the U5 through U10 divisions. Teams are also encouraged to hold an awards ceremony and team party at the end of the season to be funded and coordinated by team volunteers.

The Region will present College Scholarship Awards each year to college bound graduating high school students. The award goes to AYSO players that have shown excellence in AYSO volunteer service, community support and academics. A Scholarship Award Committee is convened each year to refine the award, distribute applications and review submittals and make recommendations to the regional board. The board approves the recipients.



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ARTICLE EIGHT

Financial and Banking Matters

1. Budget; Financial Statement

- a. The Regional Board shall adopt an annual budget which provides the basis for setting player registration fees.
- b. At the end of each season, the Regional Board shall cause to be prepared a statement of income received and amounts expended in connection with the program. Such statement shall be made available for review by the parent or guardian of each player and a copy shall be made available upon reasonable request.
- c. This year's budget and last year's Statement of Income and Expenses are attached hereto as Appendices.

21. Account Signatories

- a. All checks drawn on any bank account maintained by the Region shall bear two signatures, one of which must either be the Regional treasurer's or the Regional Commissioner's.
- b. Additional signatories must be authorized by Regional Board action.
- c. Two signatories from the same household shall not be allowed.
- d. There must be at least three signatories on all Regional bank accounts.

22. Transfer Of Funds

- a. All funds received by the Region, whether from fees, gifts or otherwise, must be deposited into the Region's checking account,
- b. All expenses and disbursements must be paid out of the Region's checking account.
- c. All funds transferred in or out of the Region's savings account must be transferred from or to the Region's checking account.
- d. No Regional expenses or reimbursements are to be paid from monies collected, which have not first been deposited into, and accounted for within, the Regional checking account.

23. Cash Handling Procedures:

The Regional treasurer in cooperation with other Regional Board and staff members shall establish internal control procedures to safeguard against the misuse or loss of Regional assets, especially in regard to cash receipts and cash disbursements. Such internal control procedures shall include the following:

- a. Funds withdrawn for "cash box change" must be deposited back into the Regional bank account on the same day, or the first banking day thereafter.
- b. All registration fees collected in cash and checks must be reconciled to the bank deposit slip and the AYSO registration forms.



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- c. Arrangements should be made to have the cash received deposited into the Regional bank account on the same day such cash is received, or the first banking day thereafter.
- d. When handling a significant amount of cash monies, at least two Regional volunteers should be present.

24. Receipt Procedures:

The Regional treasurer in cooperation with other Regional Board and staff members shall establish internal control procedures to safeguard against the misuse or loss of Regional assets, especially in regard to receipts for monies received. Such internal control procedures shall include the following:

- a. A cash receipt book must be used to record all payments received on behalf of the Region in cash. The original cash receipt for each transaction must be given to the payer, and the copy kept in the cash receipt book. All cash receipts must be signed or initialed by the volunteer completing the cash receipt form.
- b. The cash receipt book must be reconciled to the bank deposit slip.
- c. A volunteer accepting payment for registration fees should note upon an available portion of the player registration form: (i) the amount of the payment received; (ii) whether such payment was made in cash or by check; (iii) the check number (if paid by check); (iv) the date such payment was received if different from the date of the parent or guardian's signature on the player registration form; (v) the names of any other family member players for whom the payment was received; and (vi) the initials of the volunteer receiving such payment.

25. Immediate Accounting To Regional Treasurer:

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

- a. No one should sign a Regional check in blank or which contains any item to be filled in later.
- b. No one should sign a Regional check without verifying the expense by examining the invoice or request for reimbursement.
- c. Regional debit and/or credit card accounts are expressly forbidden. Members may make authorized purchases using a personal credit card and submit receipts for reimbursement to the Region.
- d. No requests for reimbursement to Regional volunteers shall be honored without a written request signed by such volunteer, itemizing the out-of-pocket expenses incurred,



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and with supporting receipts or other documentation attached.

e. All bills and invoices received for payment by the Region must be forwarded to the Regional treasurer for payment, if not already paid, within five (5) days of the receipt.

f. The Regional treasurer must be notified of any checks written on the Regional bank account without his or her knowledge within 48 hours of the issuance or delivery of such check for payment of any Regional expense.

g. All bank withdrawal transactions and Regional checks shall be noted with the appropriate National Accounting Program (NAP) code denoting the purpose for such transaction

26. Immediate Deposit Procedure

The Regional treasurer in cooperation with other Regional Board and staff members shall establish internal control procedures to safeguard against the misuse or loss of Regional assets, especially in regard to the immediate deposit of monies received. Such internal control procedures shall include the following:

a. All fees collected on behalf of the Region for registration, sponsorships, fundraising, and donations or for any other purposes shall be deposited immediately after being reconciled with the appropriate cash receipt book, registration form, and/or bank deposit slips.

b. Under no circumstances may any person accept on behalf of the Region any post-dated check or agree to hold any check for deposit on a later day.

27. Monthly Bank Reconciliations

a. All Region accounts shall be reconciled by the Regional treasurer, and verified by another board member who is not authorized to sign on the accounts.

b. The reconciled statement(s) and copy of bank statement must be presented to each board member at their regularly scheduled meeting.

28. Credit/Debit Card Transactions

If credit/debit cards are accepted for payment of registration fees, all required accounting shall be performed and submitted on the first banking day after each credit/debit card transaction.

29. Audits

It is strongly recommended that each Region have a Regional auditor. Additionally, the Region at all times shall cooperate with, and respond to, inquiries by the Area auditor and Section auditor.



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ARTICLE NINE

Dispute Resolution

1. General Policy

- a. It is the policy of the Region to resolve all disputes involving persons involved in the Region in an amicable way, if possible. Compromise should be emphasized whenever possible, and personality conflicts should be avoided.
- b. If disciplinary action is found to be necessary, it is the Region's policy to take only the minimum action necessary. All means available should be taken to avoid legal action.
- c. It is the policy of the Region to avoid punishing the players for the conduct of the parents except when there is no other solution (e.g., where a parent cannot or will not cease his or her disruptive behavior).
- d. It is the policy of the Region to avoid wiping out years of good memories of AYSO and good service to AYSO, 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.
- e. It is the policy of the Region to avoid publicizing the results of suspension or removal proceedings beyond those persons who need to know these results and to respect the privacy of the individuals involved. However, the Regional Commissioner or designee should notify the Area Director, the Section Director, the National Support & Training Center or members of the AYSO Legal Commission of any pending proceedings pursuant to the operating regulations, and must comply with all applicable regulations and laws requiring suspension for abuse and similar events.

30. General Due Process Procedures

- a. Disputes involving day-to-day activities of the Region should first be addressed and resolved, if possible, by the appropriate Board Member in charge of the activity and/or then by the entire Regional Board, if necessary. Disputes arising out of game conduct should first be addressed and resolved, if possible, by the Regional Referee Administrator and/or then by a disinterested Review Board, headed by the Regional CVPA, composed of the Regional Commissioner, Safety Director, Referee Administrator and the Coach Administrator, or then by the entire Regional Board, if necessary.
- b. If it is determined that it is necessary that a person involved in the Region needs to be disciplined, or that his or her participation in the Region should be limited or terminated, then the Regional Commissioner shall give notice in writing to such person of such intention. Such notice shall specify the action to be taken and the reasons therefore.



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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 Regional Commissioner may appoint a disinterested Hearing Board or Committee of neutral persons to consider such discipline. After such opportunity to respond has been given, the Regional Commissioner, Regional Board, Hearing Board or Committee shall make its determination and announce it in writing to all persons concerned.

31. Suspension

a. The Regional Commissioner or Regional Board may suspend a person involved in the Region from further involvement in the program on notice (by telephone, email, fax, writing or in person) if there is found to be an imminent danger to the program by his or her continuing involvement, or if a crime has been alleged to be committed by such participant. A disciplinary hearing described in Paragraph Two, above must follow such a suspension. A suspension is considered to be temporary in nature, and such suspension may be removed or set aside by a majority of the Regional Board at any time.

32. Removal

a. The Regional Commissioner or the Regional Board may remove a person (whether or not suspended) involved in the Region, including a Regional Board Member, from further involvement in the program. Such removal may only be made upon prior notice and after a determination is made that removal is appropriate, as the result of a disciplinary hearing described in Paragraph Two, above. Such removal is only permitted when there is found to be (1) a violation of the National Bylaws or of the rules, regulations, policies or philosophies of AYSO or (2) conduct which disrupts the Region's or AYSO's activities or programs.

33. Hearing Procedures

a. The disciplinary hearing shall be held at a neutral location. The hearing procedures shall be communicated to 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.

b. At the hearing the Committee or Hearing Board 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 or Hearing Board deliberate in the presence of the parties involved in the dispute. The Committee or Hearing Board will then decide the issues raised pursuant to AYSO operating regulations and these Regional Guidelines based on the evidence submitted, and by majority vote determine the appropriate action including whether no action should be taken against



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the individual accused, or whether such person should be given a warning or caution, or whether such person should be given a written reprimand, or whether such person should be suspended or removed from involvement in Regional activities. All interested parties shall be promptly notified of such decision after, in the case of removal, and where deemed appropriate, such individual is given an opportunity to resign voluntarily.

34. Review

a. Any determination made in accordance with this Article shall be final and binding on all concerned unless it is determined by the Area Director, or, if he/she is not disinterested, the Section Director, 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 decision or action taken by the Committee or Hearing Board may request a review of such decision by (in order) the Area Director, Section Director or National Board of Directors, as may be appropriate pursuant to the operating regulations relating to dispute resolution and due process.



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ARTICLE TEN

Cultural Exchange Guidelines

AYSO's Cultural Exchange Program is defined as any game, series of games or tournament in which AYSO players travel to another country, or where an AYSO Region, Area or Section hosts a team from another country, for the dual purpose of playing soccer and learning about different cultures, geographic areas and making friends through the universal language of Soccer

1. Each Cultural Exchange Team must follow the AYSO National Guidelines for Cultural Exchange Travel and all Guidelines provided in the Cultural Exchange Packet.
35. Once a Cultural Exchange Team Coordinator has expressed an interest to have a Cultural Exchange Team to the Regional Commissioner and received a Cultural Exchange Packet, he/she needs to form a Cultural Exchange Board for this new team.
36. The new Cultural Exchange Team Board must consist of the following positions. Team Coordinator, Asst. Team Coordinator, Coach, Asst. Coach, Treasurer, Secretary, Referee, Travel Coordinator, Fund Raiser Coordinator, and Host Families Coordinator
 - a. Each member of this board must be a registered AYSO volunteer, be Safe Haven and B.A.S.I.C. Certified. The Coach, Asst. Coach and Referee must also be AYSO age appropriate Coach/Referee Certified.
 - b. The Team Coordinator, Treasurer and Coach of this team must be from different households.
 - c. The Cultural Exchange Packet given to the Team Coordinator must be distributed to each board member on this team, outlining their job description and duties.
 - d. This board must submit a proposal of travel along with a budget to the Regional Board for approval before potential team members are screened.
37. Good financial planning is essential for a successful Cultural Exchange Program. It is mandatory that the appointed Cultural Exchange Treasurer, with the help of this Cultural Exchange Team Board, prepare a written budget following the guidelines outlined in the National Treasurer's Handbook. The budget should reflect the anticipated revenues and expected expenses for the program. The Regional Board must approve the budget and copies must be distributed to all participants. A team will be allowed a maximum of two years to raise funds for travel.
 - a. Fund Raise monies can only be applied to player participants, Board Members and Chaperones accounts.



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IMPORTANT NOTE: Cultural Exchange programs cannot use Regional operating funds to support Cultural Exchange Teams. These teams and activities must be funded by separate funding, (participant paid fees, fundraising, etc.) Refunds to player's parents for their participation in the funding of the cultural exchange must follow the rules as outlined in the Cultural Exchange Packet. Only participant paid fees (hard cash) may be refunded to the player's parents. Any fundraised monies remaining when the Cultural Exchange Account is ready to close must be deposited into the Region's General Fund.

1. When screening for potential team members, San Bruno registered AYSO players must be contacted first about any Cultural Exchange opportunity before players from outside San Bruno may be invited to participate. The Regional Board must give permission before an outside player may be added.
2. Once potential team members have been screened and invited to participate in this Cultural Exchange Team, each player and parent must sign a commitment form, (signed contract) as provided in the Cultural Exchange Packet. A \$100.00 non-refundable deposit for each player must be paid and submitted with the commitment form.
 - a. Parent's of player participants have an obligation to meet all financial & funding requirements for this Cultural Exchange Team as outlined in the Cultural Exchange Packet and approved Budget.
 - b. All outlined financial obligations must be met prior to travel. If these financial obligations are not met: at the discretion of the Cultural Exchange Board, a player may be dropped from the team as well as the Regional Board has the discretion to not allow this Cultural Team to travel at all.
 - c. Parent's of player participants are required to sign all forms as outlined in the Cultural Exchange Packet.
3. All players must play AYSO soccer the fall season before and the fall season after they return from Cultural Exchange Travel. The return fall season fee must be paid as participant paid fees (hard cash) vs. fundraised monies. These fees will be outlined in the team's Cultural Exchange Budget.
4. A team must be all within age appropriate range.
5. A team must have a minimum of one chaperone for every five players.
6. Each team is required to host a visiting team either before or after their trip. All funds



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required to host a visiting team will be part of this Cultural Exchange Team's Budget.

7. A maximum of two Cultural Exchange teams per year will be allowed.



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ARTICLE ELEVEN

Changes In Guidelines

1. Approval Of Guidelines

- a. These Guidelines shall become effective after being approved by the Regional Commissioner and the existing Regional Board, the Area Director and the Section Director, and then submitted to the NSTC.

38. Changes In Guidelines

- a. Once adopted, these Guidelines may only be amended by the Regional Board by a 2/3 vote of the Regional Board members, with the approval of the Regional Commissioner, the Area Director and the Section Director, and then submitted to the NSTC.



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APPENDIX

- APPENDIX A: List of the Members of the Regional Board
Title, Name, Address and Telephone Number
- APPENDIX B: Current Year Budget
- APPENDIX C: Current Year Statement of Income and Expenses
- APPENDIX D: Registration Fee Schedule
- APPENDIX E: Regional Calendar
- APPENDIX F: Blood-Borne Disease Policy and other Safety Policies