

Regional Guidelines

Updated 09/03/09 with approved 2009 changes

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ARTICLE ONE

PURPOSE

The purpose of this document is to provide for the governance of Upland AYSO Region 32. The Rules and Regulations of AYSO Inc. are incorporated in these Regional Guidelines and if a conflict occurs between these guidelines and AYSO Inc.'s Rules and Regulations, AYSO Inc.'s rules shall prevail. Any changes in the Rules and Regulations of AYSO Inc. shall result in an automatic change in Upland 's Region 32 AYSO Regional Guidelines.

These guidelines have been adopted by AYSO pursuant the authority granted in the AYSO National Bylaws to provide guidance to the Region in its organization and operation. These guidelines must be made available to members of the Region upon request.

ARTICLE TWO

MISSION

The Region 32 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 1/2 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:

Coaching and referee programs including quality delivery systems

Quality administrative and operating systems with a support network

Strong financial position

Special network for volunteers, supported by a national staff

Program research and development

ARTICLE THREE

DUTIES AND RESPONSIBILITIES OF THE REGION

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

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.

To maintain good community relations and become involved in youth development and other community activities.

To register with the National Support Center all participating players, coaches, referees and where appropriate, administrators, prior to the commencement of the season.

To assign players and coaches to assure proper balance of teams within each age division within the Region or within a reasonable part thereof.

To obtain and maintain safe playing facilities.

To obtain and be accountable for uniforms, balls, goals and other equipment and to use such equipment in a safe manner.

To schedule practices and games.

To recruit and assign volunteer coaches and referees, and train them through clinics and audio/visual programs.

To disseminate information to the participants, their families and the community concerning the Region and its programs.

To recognize volunteer efforts.

To hold periodic meetings of the Regional Board and disseminate to the participants, their families and the community appropriate information concerning the operation of the Region by the Board.

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 the operation of the Region approved by the Area Director and Section Director, or in the absence of such guidelines operate the Region in accordance with the Standard Regional Guidelines as are in effect from time to time.

To collect and disburse fees and other monies for the sound financial organization and operation of the Region, to keep and submit to the National Support Center, 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 National Support Center prior to the start of each season the National portion of its registration fees and all amounts due with respect to its purchases.

To elect or appoint officers as described in Article 6 in the manner described in Article 5.

To comply with the Soccer Accident Insurance (SAI) plan and to submit insurance claims according to current procedures.

To notify the National Support Center immediately of any threatened or actual claim or lawsuit against the Region.

To implement AYSO's National programs available to the Region at least once a season.

To cooperate with neighboring Regions, and Area, and section and development personnel, to promote growth, development and cooperation throughout AYSO.

To participate in area, section and national events and programs.

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

ARTICLE FOUR

MEMBERSHIP IN THE REGION

There shall be three kinds of members in the Region:

Participating Members: those persons serving the Region as a Head coach, Regional or higher grade Referee or in an administrative capacity, including the members ("Board Members") of the Regional Board.

Playing Members: all registered soccer players ("players").

The term of membership for participating and playing members shall be from August 1 through July 31st for a given season.

Contributing 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.

The names, addresses and telephone number of all members of the Region, are private and confidential. Such information and mailing lists may not be disclosed or distributed to anyone, including any vendor or sponsor, without the prior written approval of the Regional Commissioner.

ARTICLE FIVE

MANAGEMENT OF THE REGION

1. MEETINGS

All Regional Board Meetings and General Meetings shall be governed by Robert's Rules of Order Newly Revised. At all Region meetings, participating members must be present to vote. No proxy voting is permitted.

Board Meetings

A Regional Board Meeting, open to the public, shall be held monthly at a designated date agreed on by the Regional Board. A Board Member who misses three consecutive Regional Board Meetings, unexcused, shall have resigned. A quorum exists if a simple majority of the members of the Regional Board is present. At Regional Board meetings, each Board Member shall have one vote, without regard to the number of positions he or she holds.

General Meetings

An Annual General Meeting shall be held one (1) time per year in the month of January. A special General Meeting may be called by the Regional Commissioner or upon written request of a majority of the voting members of the Regional Board. At General Meetings each Upland AYSO participating member shall have one vote.

All participating members shall receive written notification of any General Meeting at least five days in advance of that meeting.

2. ELECTION OF OFFICERS

A nominating committee consisting of a minimum of two board members, two coaches, two referees and two non-Participating Members" (guardians of players) in the region shall solicit and recommend a slate of board members. This committee will provide the proposed slate to the Vice Regional Commissioner at least two weeks prior to the Annual General meeting.

Nominations from the floor will be accepted for any board position. The person being nominated must be present to acknowledge and verify his/her desire for the position.

Regional Board Members shall be elected at the Annual General Meeting and shall take office on March 1. Regional Board Members may be re-elected indefinitely except as noted below.

In the event a Regional Board Member resigns before his/her term of office expires, the Regional Commissioner is empowered to appoint a replacement to fill the vacancy, subject to the approval of the regional board.

Terms of Office are: All Regional Board Members are to be elected yearly with the exception of the Regional Commissioner and Treasurer who shall be elected to a two-year term. The treasurer shall not serve two consecutive terms.

ARTICLE SIX

OFFICERS

REGIONAL BOARD

The elected officers of the Region shall be as follows and constitute the Regional Board: Regional Commissioner, Two Vice Regional Commissioners, Secretary, Treasurer, Boys' Under 19 Commissioner, Boys' Under 16 Commissioner, Boys' Under 14 Commissioner, Boys' Under 12 Commissioner, Boys' Under 10 Commissioner, Boys' Under 8 Commissioner, Girls' Under 19 Commissioner, Girls' Under 16 Commissioner, Girls' Under 14 Commissioner, Girls' Under 12 Commissioner, Girls' Under 10 Commissioner, Girls' Under 8 Commissioner, Boys' Under 6 Commissioner, Girls' Under 6

Commissioner, Director of Administration and Safety, Regional Scheduler, Communication Chairperson, Fund Raising Chairperson, Sponsor Chairperson, Special Events Chairperson, Team Parent Chairperson, Field Manager, Equipment Manager, Regional Coach Administrator, Regional Referee Administrator, Field Committee Chairperson, Concessions Chairperson, Advisor Registrar, Spring Coordinator, Membership and Records Administrator, and Child and Volunteer Protection Advocate. Volunteer Development Chairperson. It will be the duty of the Regional Board to determine and insure compliance with Regional Policy.

EXECUTIVE COMMITTEE

The Executive Committee shall be comprised of the Regional Commissioner, Vice Regional Commissioners, Regional Coach Administrator, Regional Referee Administrator, Director of Safety and Administration and the Child and Volunteer Protection Advocate. In the event of a conflict of interest the Regional Commissioner may appoint a substitute for any of these positions. The Executive Committee shall assist the Regional Commissioner in decision-making when the Regional Board is unavailable for consult. The Executive Committee will also review problems and situations that arise, as defined in these Guidelines.

GAME MISCONDUCT REVIEW BOARD

The Game Misconduct Review Board shall be chaired by one of the Vice Regional Commissioners and shall include five participating members with a minimum of two coaches and two referees. The Vice Regional Commissioner shall be a non-voting member. A new committee shall be constituted each time the need arises.

REGIONAL RULES COMMITTEE

The Regional Rules Committee shall be chaired by the Vice Regional Commissioners to review the Regional Guidelines and make recommendations for changes prior to the Annual General Meeting.

DUTIES OF THE REGIONAL OFFICERS

REGIONAL COMMISSIONER :

Shall have complete responsibility and authority to conduct the business of the Region within the framework of AYSO's Rules and Regulations and Bylaws.

Shall be responsible to guide and ensure all functions are carried out as set forth in these Regional Guidelines for the advancement of goodwill and sportsmanship of the organization.

Shall serve as chair for all Regional Board, General Meetings and Executive Committee meetings

Shall appoint any special committee(s) which the Regional Board deems necessary to carry out functions of the Region.

Shall be the liaison person with the Area Director to which Upland Region 32 AYSO may belong.

Shall be the liaison with the City of Upland .

Shall regulate all of the following Regional Activities:

Registration of players and coaches

Locating and securing playing facilities

Scheduling of division, cup and exhibition games

Releasing all publicity

Shall have the power to make emergency purchases on behalf of, incur indebtedness for, or otherwise obligate this Region up to a maximum amount of \$500 without prior approval by the Regional Board.

Shall have the responsibility of submitting insurance claims to AYSO.

Shall have the responsibility for drafting an agenda for all monthly Regional Board meetings and for the General Membership meetings.

Shall submit a preliminary budget to the Regional Board at the May Board meeting.

The Regional Commissioner shall not participate in any ruling and/or decisions governing a team that has as a member in any capacity a relative.

ADVISOR

An outgoing Regional Commissioner shall, for one year following his/her term of office, act as Advisor to the incoming Regional Board. The purpose of this position shall be to:

Complete projects started prior term with the approval of the current Regional Board.

Assist and advise the new Regional Commissioner and Regional Board.

VICE-REGIONAL COMMISSIONER

Shall assume all duties of the Regional Commissioner in his/her absence.

The Vice Regional Commissioner shall resolve all issues that involve a potential conflict of interest for the Regional Commissioner

Shall assist the Regional Commissioner as directed.

Shall be responsible for all functions of the Divisional Commissioners

Shall be responsible for the distribution and collection of player evaluation forms to coaches in each division utilizing them. Forms shall be collected from coaches in each division at least one week prior to the last regular season game excluding playoff games. The Vice Regional Commissioner shall make copies of these forms available to coaches participating in team formation during the spring and fall seasons immediately following the evaluated season.

Shall chair the Review Board and be responsible for its formation and the drafting of its Rules and Regulations. The Review Board shall consist of five Participating members plus one of the Vice-Regional Commissioners, who shall be a non-voting member.

Shall chair a committee to update and recommend changes to the Regional Guidelines. The Vice Regional Commissioner shall not participate in any disciplinary ruling and/or decisions governing a team that has as a member, in any capacity, who is a relative. Shall assume the responsibility for providing the Regional Guidelines to all Board members, spring and Fall Coaches, and spring and fall referees before the January General meeting and the Fall Coaches and Referees Meeting.

SECRETARY

Shall assume responsibility for providing all Board members with an agenda prior to board meetings.

Shall be responsible for the preparation and distribution of minutes of meetings to members of the Regional Board after each meeting, and to Participating Members after General meetings.

Shall assist the Regional Commissioner in handling correspondence and, with the direction of the Regional Commissioner, assist the Vice-Regional Commissioners and other Board members with needed correspondence.

TREASURER

Shall keep an accurate account of all financial transactions and provide a written report, with sufficient copies, at all Regional Board and General Membership meetings.

Shall insure payment of all bills up to \$500.00 as authorized by the Regional Commissioner and any bills exceeding \$500.00 as authorized by the Regional Board.

Shall, upon direction of the Regional Commissioner, open the books at any time for an audit. A final audit under the directive of the Regional Commissioner shall take place no later than March 31st of each year.

Shall deposit all AYSO funds in an accredited banking institution entirely separate from his/her own personal account.

In accordance with Article 8, shall make all payments by check; no petty cash shall be kept on hand.

REGISTRAR

Shall assist the Regional Commissioner on all of the following divisional activities:

Registration of players and coaches, including late registrations.

Schedule and monitor team formation meetings.

Be responsible for maintaining current team rosters.

Shall be responsible for age verification for all players

DIVISIONAL COMMISSIONERS

Shall be responsible for the overall operations of the respective divisions including duties hearing complaints from coaches, parents, or referees and being responsible for the general conduct of coaches, players, and spectators.

Shall provide to each coach in their division schedules, and pertinent information about their division and program. Under 8 and Under 6 Division Commissioners shall not display nor disclose any team standings except as needed for player evaluation.

Shall be responsible, along with the Regional Commissioner, for all post-season games, including Region playoffs.

Shall be responsible for seeing that the Regional Commissioner receives correct information as to team rosters and birth dates.

Shall be responsible for polling and/or meeting each individual coach in his/her division concerning that division's activities to provide input to the Board meetings.

Shall not be a head coach or assistant coach in the division over which he or she has jurisdiction.

Shall be responsible for the enforcement of Article 7 of the Regional Guidelines during the draft/player assignment in their divisions. Shall also obtain from the coaches in their Division the names of the coaches' children who are exempted from assignment to "blind-drafted" teams and provide these names to the appropriate Division Commissioners.

Shall maintain records of players and teams as follows: the number of goals scored by each player, team standings by win/loss/tie information. Excluding team standings in competitive divisions, this information is confidential and is only used by the board to evaluate systems of team formation and to assist Division Commissioners and their coaches in forming balanced teams.

DIRECTOR OF ADMINISTRATION AND SAFETY

Shall be responsible for all functions of Safety, Insurance and Sponsors; Funding Raising; Special Events; Team Parents; Publicity

Shall be responsible for the selection and purchase of trophies and awards.

Shall conduct the meetings of the Discipline Board when a conflict of interest exists for the Vice Regional Commissioner.

FIELD MANAGER

Shall be responsible for the general appearance of the playing field.

Shall be responsible for setting up goals and properly lining all playing fields including spectator restraints at least five feet from the field of play.

Shall see that all playing fields are ready for play one-half hour before game time.

Shall be responsible for removing all equipment after the last scheduled game.

REGIONAL COACH ADMINISTRATOR

Shall be responsible for arranging a Coach Training Courses, to be presented prior to the start of the fall and spring seasons. All coaches will be encouraged to attend the appropriate Coaches' Clinic for their experience and training.

Shall be responsible for coordinating Player evaluations. Player evaluations shall be conducted at least two weeks prior to any team formation in order to ensure proper dissemination of the data to coaches participating in the team formation process.

Shall aid coaches with any problems during the season.

Shall arrange for more Coaches' Clinics during the season.

Shall set up any other programs as designated by AYSO National and approved by the Regional Board.

Shall be responsible for maintaining a master list of all Head Coaches for the fall, spring and Tournament teams formed. The master list shall include Name, Address, Phone number, Team Name, and Certified Coaching level/date/location.

REGIONAL REFEREE ADMINISTRATOR

Shall be responsible for all functions of Referees, Assistant Referees and the Refereeing Staff

Shall be responsible for appointing Referee Schedulers to assign referees for weekly games; shall be responsible for arranging a referee course to commence prior to the first game and additional courses deemed necessary during the season. All referees shall be encouraged to attend the referee clinics.

Shall be responsible to see that all referees are provided uniforms that they are provided with a current copy of all Regional Guidelines.

Shall post a list of referee assignments prior to the games.

Shall maintain records necessary to determine referees who have qualified under Article 7 of the Regional Guidelines for the protection of themselves, or their children or siblings from assignment to "blind-drafted" teams, and shall provide the names of exempted players to the appropriate Division Commissioners.

SPRING COORDINATOR

Shall be responsible for recruiting a Spring Soccer Committee to assist with administration of the Spring Soccer Program.

Shall prepare a spring budget and policy statement and present them to the Board for approval.

Shall be responsible for planning and conducting the Spring Soccer Program including: advertising, player registration, recruiting coaches, team formation, game scheduling procurement of uniforms and participation awards.

Shall be responsible for liaison with any other Regions participating in the Spring Soccer Program.

MEMBERSHIP AND RECORDS ADMINISTRATOR

Shall file all player and volunteer registrations, late adds, and drops with AYSO using the AYSO-National recommended software.

Shall provide player and/or volunteer lists or mailing labels as needed for regular or special AYSO activities, meetings or projects.

Shall provide Vice Regional Commissioner with player lists suitable for player evaluations and for draft/player assignment.

Shall provide a list of the Participating members qualified to vote at the General Meeting, which shall include fall & spring coaches, all and spring referees, and current Board Members.

Shall provide other services or information available with the AYSO-National recommended program as directed by the Regional Commissioner.

Shall assist other Regional Board members wishing to utilize the AYSO-National recommended program for their official duties with copies of the program and data files, and the necessary documentation and instruction.

Shall maintain up-to-date versions of the Regional Guidelines; and Board Policies, and provide copies of these documents for distribution as directed by the Regional Commissioner.

EQUIPMENT MANAGER

Shall order and secure uniforms, balls, and goals, as needed for the Region.

VOLUNTEER DEVELOPMENT CHAIRPERSON

Responsibilities shall include the identification of volunteer needs, volunteer recruitment based on volunteer time and talents, maintenance of an up-to-date volunteer list including current training and certification levels, and on-going volunteer communication.

REGIONAL SCHEDULER

Shall schedule games in accordance with the needs of the Region.

Shall schedule practices in accordance with the needs of the Region.

Shall schedule playoff games with the coordination of the Vice Regional Commissioner.

COMMUNICATION CHAIRPERSON

Shall be responsible for the production and distribution of the yearly program book.

Shall be responsible for the production and distribution of a Regional Newsletter.

ARTICLE SEVEN

INFORMATION ABOUT THE PROGRAM

1. REGISTRATION FEES AND REFUNDS

The Regional Board shall fix the registration fee for each player participant annually. The registration fee may be waived at the discretion of the Regional Commissioner. Any player who withdraws prior to participating in the first game of the season shall be entitled to a refund of such registration fee. In exceptional circumstances the cost of the uniform (if it cannot be reused) or other specific non-recoverable costs may be deducted from the refund.

No registration of players shall be accepted after the first divisional game unless the number of players registered on a team drops below the minimum defined in Article 7 Section 3 due to injury, players quitting, or players moving from the Region, and the coach of the team requests an additional player or the Regional Commissioner, after the first division game, may accept late registrants in special cases where it is recommended by the school, church, or other social welfare organization. Registration will be complete effective September 20. No late registration shall be accepted after December 31 under any circumstances.

In cases where registration needs to be limited in the overall program or within player divisions, due to limitations imposed by the City of Upland, lack of facilities or lack of volunteers, players will be selected in the following order:

Immediate family of participating members
Playing members in Region 32 from the preceding fall or spring season
New participants living within the city limits of Upland
New participants living within the unincorporated areas adjacent to Upland
New participants living outside of Upland

Signs explaining these facts will be posted at every Region 32 Registration activity and where ever else possible.

2. ELIGIBILITY

Any player that registers and is drafted, and then drops, may not reregister to play at any time during that season.

The effective date of age determination for all playing members shall be July 31 of that year.

Every player must present legal proof of age to the Registrar before team formation.

No player may register without the following two signatures of consent: Parent or guardian and Regional Commissioner or his/her designee.

3. TEAM ASSIGNMENTS

Each team in the Under 19 Division shall have a maximum of eighteen (18) and a minimum of twelve (12) registered players at any one time. Each team in the Under 16 Division shall have a maximum of sixteen (16) and a minimum of twelve (12) registered players at any one time. For other divisions the regional board shall set the number of players on the field annually. The maximum and minimum number of players shall be based on the number of players as shown below:

Number of Players Maximum Number on Team Minimum number on Team

11 14 12

10 13 11

9 12 10

8 10 9

7 9 8

6 8 7

5 6 6

4 6 5

3 5 4

A coach having less than the stipulated maximum number of players must accept any player assigned to his/her team by the Divisional Commissioner. Every effort will be made to balance team strengths in numbers within each division.

No new teams shall be formed after October 31 or following the first division game, whichever is earlier.

Under 5 and 6 teams may be formed in accordance with the following

Under 5 division: Under 5 years of age and not younger than four years of age.

Under 6 division: Under 6 years of age

When registration numbers are sufficient to provide a minimum of six (6) teams of boys and six (6) teams of girls, single gender teams may be formed. Otherwise, teams shall consist of both boys and girls.

Players shall be assigned according to schools attended and/or area of residence.

No division standings are maintained.

4. TEAM CREATION

Teams will be formed in a manner that provides balanced teams and is in the best interest of the player. These methods may include formation by school (for the youngest player), computer draft, blind drafts, or coach led draft

Player placement requests will only be considered in cases where two (2) or more players are living in the same household.

5. TRANSFER OF PLAYERS AFTER THE DRAFT

Although the transfer of players is discouraged, a player may be transferred from one team to another after the following conditions have been met:

Approval of both coaches of the teams involved.

Approval of Division and Regional Commissioner

Approval of player and parent

6. PLAYER EVALUATIONS

Player evaluations will be standardized by divisions by the Regional Coach Administrator and his/her designated staff for divisions where they are utilized.

7. LENGTH OF SEASON AND CANCELLATION OF GAMES

a. (a) the official season of Region 32 shall commence no earlier than August 15 and must conclude on the last day of Section One play.

Unless previously notified by the Division Commissioner or the Referee Administrator, all teams shall be at the scheduled field in time to play their game, regardless of weather conditions. The referee shall be the sole judge of whether the game shall be played or continued once it has begun. If there is no referee, the Divisional Commissioner shall make the decision.

b. If a team is unable to field a regulation-sized team for games during the regular Regional season and/or Regional play-offs, and the reason(s) for the absence(s) of player(s) are: 1) observance of a religious holiday; or 2) a required school function, the match shall be rescheduled at the request of the affected coach. Such request shall be made in writing to the Division Commissioner and Regional Commissioner at least two weeks prior to the match in question. Rescheduling will be coordinated by the Division Commissioner with the approval of the Regional Commissioner, and will be accomplished within 3 weeks or prior to the first Regional play-off game, whichever occurs first.

c. It shall be mandatory to play a regularly scheduled Regional game, unless valid reason for non-appearance is supplied to the Regional Commissioner and Divisional Commissioner

(e) nothing shall negate the authority of the Regional Commissioner to reschedule a match if it is in the best interest of the Region to do so.

8. COMPETITION

Four (4) teams per division shall constitute the minimum required for regional division competition.

All games shall be played as set forth in the division schedule.

Regional division champions shall be determined by a system of divisional play and playoffs adopted by the Regional Board and announced to all coaches before the beginning of the regular season.

Under 8, Under 6 and Under 5 divisions shall not be competitive. In these divisions the Division Commissioner shall maintain records of players and teams, to include the number of goals scored by each player, and standings consisting of win/loss/tie records. This information is confidential, and may only be used by the board to evaluate systems of team formation and for assisting Division Commissioners and their coaches in forming balanced teams.

Each team shall have a minimum number of players defined below present, in uniform and able to play before a game will be allowed to commence.

Number of players on field Minimum players present

11 7

10 7

9 6

8 5

7 5

6 4

5 3

A period of no longer than ten (10) minutes from the scheduled starting time will be allowed to bring a team up to the minimum strength required.

If one of the two scheduled teams fails to meet the required player minimum, the referee shall declare the game a cancellation due to minimum player requirement, and shall indicate the offending team on both game cards. This game will be an official game in the divisional standings and shall be written in the records as "1? 0 forfeit" against the offending team, subject to review of the Executive Committee.

If neither of the two teams scheduled can meet the required player minimum, the referee shall declare the game a cancellation due to minimum player requirements and shall indicate the offending teams on both game cards. This will be recorded as a "1? 0 forfeit" against both teams, subject to review of the Executive Committee.

A team knowingly playing an ineligible player shall forfeit every game in which that player participated. The offending coach shall be suspended from the next two (2) games and will be asked to appear before the Executive Committee for any possible further action.

9. PRACTICES

Teams shall be limited to a maximum of two practices per calendar week for any week in which the Upland Unified School District is in session. For all other weeks, a maximum of three practices per week shall be allowed. A practice session shall be a maximum of one and one half (1 1/2) hours. In the event the team does not have a scheduled Saturday game, an additional practice may be added on Saturday. At the discretion of the Regional Commissioner, regular season practice schedules will serve as reservations for minimum field availability through the Regional Playoffs. A Region 32 week is defined as starting on Monday and ending on Sunday.

10. PLAYOFFS

Different systems of playoffs may be used in different divisions as determined by the Coaches in each Division, with the approval of the Regional Board.

To determine playoff positions in seeded divisions, all standings shall be kept and points shall be awarded as follows:

- 3 points for a win
- 1 point for a tie
- 0 points for a loss

In the event of a tie, the following tie-breaking factors shall be used:

1. Results of head to head competition.
2. Fewest disciplinary points received (red card = 2 pts, yellow cards = 1 pt.)
3. Most total wins
4. Fewest goals allowed
5. Coin toss.

11. DURATION OF GAMES

Under 19 Division games shall be two (2) halves not to exceed forty-five minutes each.

Under 16 Division games shall be two (2) halves not to exceed forty minutes each.

Under 14 Division games shall be two (2) halves not to exceed thirty-five minutes each.

Under 12 Division games shall be two (2) halves not to exceed thirty minutes each.

Under 10 Division games shall be two (2) halves not to exceed twenty-five minutes each.

Under 8 and under 6 Division games shall be two (2) halves not to exceed twenty minutes each.

Halftime periods shall be a minimum of five (5) minutes and a maximum of ten (10) minutes, as determined by the referee.

During normal fall play, excluding play-offs, there will be no overtime play. The score at the end of regular play will be the final score of the game.

During play-offs or when the winner of a game must be determined, the system of overtime play described in Appendix 2 will be utilized.

In any game that is not completed, for any reason, the score at the time of abandonment shall count as final if three-quarters (rounded up to the nearest whole minute) of the total time scheduled for the game has been completed, subject to the review of the Executive Committee. If less than this amount of time has been played, the game shall be rescheduled and replayed. The referee shall keep the official time at all times.

12. SUBSTITUTIONS AND PLAYER PARTICIPATION

All registered players in Under 19 through 16 Divisions in attendance at division and Regional playoff games must participate and play at least half of the game, excluding overtime. Substitutions in Under 19 & 16 Divisions for all purposes, including situations involving the issuance of a red or yellow card, shall be in accordance with Area G rules, regardless of whether a Region 32 or Area G schedule is played. All registered players in Under 14 through 6 Divisions in attendance at Region 32 Regular Fall Season games must participate and play at least three quarters of the game, except where numerically prohibited by team size. In the event that team size requires the reduction of one or more players to half the game, this should be rotated among several players unless the coach obtains prior consent from the Divisional Commissioner. All registered players in Under 14 through Under 10 Divisions in attendance at Regional playoff games must participate and play at least half of the game, excluding overtime.

Such participation is controlled as follows:

Approximately midway through the first half, and approximately midway through the second half, the referee halts the game, stops his/her watch, and notes in the lineup cards those players substituting. Stoppage is made when the ball is out of play, and prior to the appropriate restart. Additionally, substitutions may be made at the start of the second half.

Respective coaches of each team may substitute as many players or none during such interruptions, as long as all players meet the minimum playing requirements.

Players substituting must report to the referee.

If a player is injured, the coach may provide a substitute for the player, in which case the injured player may not return until the beginning of the next quarter. The player who was injured is the only player who is credited with a quarter's play, regardless of actual playing time.

If a coach has a player who misses one week of practice sessions without being previously excused from such activity by the head coach or a player that continuously disrupts practice, said coach may request that the Divisional Commissioner reduce said player's required playing time by one quarter for the following game. If improvement is not seen, the coach may request that the Divisional Commissioner consider suspending said player for the following game. If suspension does not correct unexcused absences or disruptive behavior, the Executive Committee may be asked to consider more drastic action, up to and including suspension for the remaining season.

The referee shall give the name of any player or substitute whom he has had to caution during a game to the team coach, informing him/her of the nature of the infraction. The referee shall display a yellow card at the time of the infraction. This shall also be noted on the game lineup card and a report filed. A yellow card shall not be shown when a coach is cautioned.

Any player or substitute who is sent-off from the game by the referee shall be reported to the Division Commissioner, and the referee shall display a red card at the time of send-off. The coach of the team involved shall be informed of the reason for the send-off at the time it occurs. A red card shall not be shown when a coach is sent-off. The player, if necessary, will report to the Review Board.

Any player in Under 19, 16 or 14 Divisions, who receives one (1) SEND-OFF, or two (2) CAUTIONS within five (5) games, or three (3) CAUTIONS during the course of the REGION 32 season, shall be required to report to the Review Board. For players in Under 12, 10, 8 or 6 Divisions who receive one (1) SEND-OFF, or two (2) CAUTIONS within five (5) games, or three (3) CAUTIONS during the course of the REGION 32 season, the Executive Committee will determine if a personal appearance is necessary. Any coach who receives one (1) SEND-OFF or two (2) CAUTIONS during the course of the REGION 32 season shall be required to report to the Review Board.

A player or coach who is sent off (red card) shall serve a minimum one additional game suspension and may be subject to additional disciplinary action at the discretion of the Review Board, whose decision will be rendered before the next scheduled game.

13. UNSCHEDULED PLAY

Teams shall participate only in games approved by the Regional Commissioner. No coach shall use AYSO players for exhibition games of any sort without prior approval of the Regional Commissioner. No Upland AYSO player shall be allowed to participate in any games in which entrance fees are charged for spectators except for AYSO, Inc. sponsored games.

Any Upland AYSO team participating in competition or using Upland AYSO equipment during the "off season" must comply with AYSO regulation requiring that the AYSO Accident Reimbursement Program cover each player.

No Upland AYSO equipment or supplies may be used in other than regularly scheduled division games without the approval of the Regional and Division Commissioners.

14. REFEREES

A prospective referee shall be certified as a referee after successfully passing an approved AYSO Regional referee training course. Upon passing the course, the Referee Administrator shall forward the list of new referees to the Regional Commissioner. A referee in Region 32 must be at least 12 years of age.

All referees and assistant referees shall conduct themselves in a sportsmanlike manner at all times. They shall protect the safety of the players and remember that the game is for the players. They shall impose the Laws of the Game and the Rules of Competition as designated by AYSO and FIFA, in that order. They shall encourage the AYSO Philosophy, remaining fair and impartial and maintain the spirit of the game.

No referee shall referee a game in which his/her son or daughter is playing without prior approval of the opposing coaches and Division Commissioner.

15. COACHES

A prospective coach shall become a Head Coach after nomination by the division commissioner and written approval of the Regional Coach Administrator + RC & CVPA. The coaches shall retain the Head Coaching position until the end of the season, removal for disciplinary reasons, sickness, or voluntary resignation, in which case a new Head Coach shall be appointed by the Regional Coach Administrator with the approval of the Regional Commissioner.

It shall be the duty of each coach to:

Behave in a manner becoming a member of AYSO, reflecting the philosophy that the game is for the welfare of the players. Each coach shall set a good example of sportsmanship for his/her players.

Train and coach their team to the best of their ability.

Enforce the Operating Regulations and Regional Guidelines and Rules and Regulations of AYSO.

Participate in positive coaching that instructs and encourages players during games.

Only the coach and one assistant coach for each team shall be permitted with the players and substitutes within the restricted area for their team.

Coaches are encouraged to attend coaching instructional clinics as identified by the Regional Coach Administrator.

All coaches must be 18 years or older and be at least five (5) years older than the age group being coached. Any coach under the age of 21 must have an adult (21 years old or older) present at all team functions, to assume the responsibilities for, and ensure the safety of the players.

No coach who is a referee shall coach his/her team in divisional competition while wearing his/her referee shirt.

No coach shall be allowed to referee a game in his/her division unless he has the prior approval of the opposing coach and Division Commissioner.

PROTESTS

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 of, or criticizing, any judgment 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.

17. CONDUCT DURING GAMES

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.

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 halfway line of the field.

Any Coach, Referee or Official found in violation of Upland Region 32 Regional Guidelines may be called before the Executive Committee.

Spectators at games must remain behind the spectator control line 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.

In the spirit of the mission of the region, teams shall not require that parents contribute to money cans or other devices, which associate money with scoring or performance.

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.

Discipline shall be up to the referee at each game. The referee shall have the power and authority to require spectators to leave the playing area or terminate the match if necessary, if the spectator's 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.

Charging the goalkeeper shall not be permitted in the penalty area, nor shall he/she be harassed or interfered with while attempting to put the ball in play. The goalkeeper shall be deemed to have possession of the ball when any part of his/her hand is in contact with the ball, and also when he/she is in the process of drop kicking the ball.

Players shall not wear face paint; Noisemakers shall not be permitted from the sidelines.

18. PARENTAL PARTICIPATION

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/her or her valuable 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.

19. EQUIPMENT AND UNIFORMS

The Region shall have responsibility for the custodianship and disposition of equipment and supplies purchased by the Region.

The Region shall make arrangements to supply each player with an AYSO approved shirt, a pair of socks, and shorts. Each player is expected to provide his/her own appropriate footwear and shin guards. No player may participate in a game without such shirt (tucked into the shorts), socks, shorts, and appropriate footwear and shin guards. Players may not wear jewelry of any kind (including chains, watches, body jewelry and earrings, bandanas or other ornamentation or anything else that is likely to cause risk of injury to himself or herself or to other players during the game. The use of shin guards is required at all practices.

Medical information bracelets should not be removed, but must be padded and taped to the player's skin.

Prescription eyeglasses may be worn, but must remain firmly on the wearer's head or restrained by a strap. Non-prescription eyeglasses and sunglasses are not permitted to be worn by a player during a game.

Hard casts (including padded casts), splints, helmets and hard padding are not permitted to be worn by a player during any game or practice. Players with permanent orthodontic braces are strongly encouraged to wear mouth guards.

No teams will be allowed to play against one another in any AYSO competition game in identical or similarly colored uniforms. Where such a conflict exists, the Region will provide cover-ups of a different color, preferably to both teams, but at a minimum to the home team. The referee will be the sole judge of the conflict of colors.

ARTICLE EIGHT

FINANCIAL, BANKING AND RELATED MATTERS

1. BUDGET & FINANCIAL STATEMENT

The Regional Board shall adopt an annual budget which provides the basis for setting player registration fees. 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.

2. ACCOUNT SIGNATORIES

All checks drawn on the Region's bank account shall bear two signatures with the following Regional Board Members authorized to sign checks:

Regional Commissioner
Both Vice-Regional Commissioners
Treasurer

Additional Regional Board Member may be authorized to sign checks by vote of the Regional Board. Two signatories from the same household shall not be allowed. There must be at least three signatories on all Regional bank accounts.

3. TRANSFER OF FUNDS

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

4. 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, cash disbursements, deposits and general accounting.

(a) Cash Handling

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.

All registration fees collected in cash and checks must be reconciled to the bank deposit slip and the AYSO registration forms.

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.

When handling cash at least two Regional volunteers shall be present.

(b) Receipt Procedures

A cash receipt 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 a copy of the receipt kept. All cash receipts must be signed or initialed by the volunteer completing the cash receipt form. A cash receipt shall not be required to be given to customers of the snack bar.

The cash receipts must be reconciled to the bank deposit slip.

A volunteer accepting payment for registration fees should note upon an available portion of the player registration form: (a) the amount of the payment received; (b) whether such payment was made in cash or by check; (c) the check number (if paid by check); (d) the date such payment was received if different from the date of the parent or guardian's signature on the player registration form; (e) the names of any other family member players for whom the payment was received; and (f) the initials of the volunteer receiving such payment.

(c) General Accounting

No one may sign a Regional check in blank or which contains any item to be filled in later.

No one may sign a Regional check without verifying the expense by examining the invoice or request for reimbursement.

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, and with supporting receipts or other documentation attached.

All bills and invoices received for payment by the Region must be forwarded to the Regional Treasurer for payment within five (5) days of receipt.

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.

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

(d) Deposit Procedures

All fees collected on behalf of the Region for registration, sponsorships, fundraising, 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.

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.

5. MONTHLY BANK RECONCILIATION

The Regional Treasurer shall reconcile all Region accounts and another Board Member who is not authorized to sign on the accounts shall verify his/her reconciliation.

6. AUDITS

A final independent audit under the directive of the Regional Commissioner shall take place no later than March 31st of each year. Unscheduled audits may be called for at the discretion of the Regional Board.

ARTICLE NINE

DISPUTE RESOLUTION

1. GENERAL POLICY

It is the policy of the Region to resolve all disputes involving persons involved in the Region in an amicable way. Compromise should be emphasized whenever possible, and personality conflicts should be avoided.

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).

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

2. GENERAL DUE PROCESS PROCEDURES

Any Parent or guardian having a complaint on any matter pertaining to their child should take the matter up with the team coach. Failing satisfaction at this level, they should submit their complaints in writing through the Divisional Commissioner to the Regional Board.

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 an impartial Review Board appointed by the Regional Commissioner and/or then by the entire Regional Board, if necessary.

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 or the Regional Board shall give notice in writing to such person of such intention. Such notice shall specify the action to be taken and the reasons therefore. 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 or Regional Board may appoint a disinterested Hearing Board of 3 neutral Participating or former Participating Members to consider such discipline. After such opportunity to respond has been given, the Regional Commissioner, Regional Board, or Hearing Board shall make its determination and announce it in writing to all persons concerned.

3. SUSPENSION

The Regional Commissioner or Regional Board may suspend a person involved in the Region from further involvement in the program on notice (by telephone, fax, writing or in person) if there is found to be an imminent danger to 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.

4. REMOVAL

The Executive Committee 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 (a) a

violation of the National Bylaws or of the rules, regulations, policies or philosophies of AYSO or (b) conduct which disrupts the Region's or AYSO's activities or programs.

5. HEARING PROCEDURES

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. The hearing shall be open only to those parties with material information.

At the hearing the Committee or Hearing Board shall listen to the facts of the situation from all material 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. 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.

6. REVIEW

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 impartial. 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.

ARTICLE TEN

CHANGES IN GUIDELINES

By definition, Guidelines refers to these Regional Guidelines and the appendices contained within.

These Guidelines may only be amended at a General Meeting by a 2/3 vote of the Participating members present.

Proposed amendments to the Regional Guidelines must be received, in writing, by the Vice Regional Commissioner at least 14 days prior to the date they are to be proposed and voted upon.

APPENDIX I

DRAFT PROCEDURES

All registered players shall be placed on the open draft list of their respective divisions. The draft shall be conducted in such a way that the best balance of team strengths shall be ensured. The draft shall take place as directed by the Executive Board.

The children and siblings of active Executive Board members and Head Coaches, and Referees who officiated in at least 20 games in the previous fall or Spring season (or 30 games in the two seasons combined), will be exempted from placement on "blind-drafted teams". Youth referees meeting these criteria shall provide the same exemption for themselves and their siblings. Such members are strongly encouraged to notify the Division Commissioners of the divisions of all affected players well before the draft.

In Under 19 through Under 10 Divisions: Prior to the draft, the division commissioner and coaches will agree upon a prioritized Player Sequence List for use in the draft. In Under 19 through 10 Divisions, players will be separated by age unless the number of players in a given age group is less than two times the number of teams being formed. In coed Divisions, above Under 8 Division, during the spring season, players will be separated by gender. All active coaches in the division will be encouraged to participate in the development of the Player Sequence List. Once the list has been developed all active coaches will be invited to attend a meeting to formally adopt the Player Sequence List. A simple majority of the coaches who have committed themselves, at the time of this meeting, to serving as head team coach in the upcoming season must vote to adopt the list before the draft can be held.

In Under 19 through Under 10 Divisions: The coaches draft order will be determined by a random draw. Coaches will draft in "snake fashion". In Divisions 1 and 2, a single draft of all players, older and younger, will be held. In Under 14 through 10 Divisions, the older group of players will be drafted first. The coaches draft order will be reversed for drafting the younger age group of players. In coed Divisions, above Under 8 Division 6, during the Spring season, there will be two drafts, not separated by age: one draft for boys and one draft for girls. The boys will be drafted first. The coaches draft order will be reversed for drafting the girls.

In Under 19 through Under 10 Divisions: When drafting, a coach must select a player whose name appears in the available section (the "window") of the Player Sequence List. The number of players in the window shall equal one and one-half times the number of teams being drafted but not be less than ten (10) players. Coaches who wish to have their own child (or children) on their teams will have them placed on their team, prior to the beginning of the draft, in the draft round appropriate to their age and skill level. Under no circumstances shall any other players be assigned or protected for any team except as

provided for in Sec.12-1.2. When two or more brothers/sisters are eligible for the same division, they shall be drafted on the same team, unless otherwise requested by their parents. After drafting the first sibling, the second sibling will be placed on the team, in the draft round appropriate to their age and skill level. A coach may not draft the first sibling if this means that the second sibling will be placed in a round already occupied by a prior choice of that coach unless said coach agrees to take that player one round higher. In Under 19 and Under 16 Divisions: If there are an even number of rounds and an insufficient number of players to complete the round, a coach shall, at his/her option, be permitted to pass on his/her pick so long as the number of remaining teams in the last round exceeds the number of remaining players.

In Under 14 through Under 10 Divisions: If, at the beginning of any new round of the older age group players, there are not enough players to complete one and one-half rounds (rounded up in the case of an odd number of teams), the remaining players in the older group shall be set aside temporarily. The younger age group players will then be drafted until there are not enough players to complete one and one-half rounds (rounded up in the case of an odd number of teams). At this time all remaining players will be combined into a single list, with the older players of each rating level listed first, and the draft will continue with coaches drafting in the same order as used for the older players. The players in the final round of the draft shall be drawn at random. Each remaining player's name (or identification number), shall be placed on a marker and mixed with a number of blank markers, as needed, to total the number of teams in the draft. Each coach shall then draw a marker, which may name a player or may be blank, to determine the team's final selection. In coed Spring Divisions, above Under 8 Division 6, the rules in this subsection shall apply, substituting 'boys' for 'older age group' and 'girls' for 'younger age group.'

In Under 19 through Under 8 Divisions: Players registering late shall be assigned to teams by the Regional Commissioner, Divisional Commissioner and Region Coach Administrator based upon a mandatory tryout to evaluate the player's skill level. Players shall be assigned to teams in order to provide the best balance of team strength based upon the players' ages and skill levels. At the close of registration, the Divisional Commissioner shall present to each coach a list of the players registering late, the date of their registration, and the team to which they were assigned.

When, at the time of the draft, a division is found to lack sufficient coaches for all teams being formed, the Division Commissioner may elect to "blind" draft teams lacking coaches. Each "blind" team will be assigned a draft number in the same fashion as drafting coaches. When that team's turn to draft a player arrives, the player at the top of the window will be assigned to that team, unless that player is exempt as per 12-1.2, in which case the next non-exempt player in the window will be assigned.

In Under 8 Division, Players need not be assigned to teams by a draft. The Executive Board shall implement the best method available for achieving balanced teams in Under 8. If a draft is used in Under 8 Division, it shall be conducted in accordance with the procedure used for Under 12 and 10 divisions.

Players may be traded the night of the draft with the approval of both coaches involved and the Division Commissioner.

APPENDIX II

OVERTIME PROCEDURES

If a winner must be determined, standard overtime shall be conducted in the following manner. Two equal halves shall be played. The full overtime shall be played even if a team scores. The duration of each half will be: Under 19 through Under 14 divisions - 9 minutes Under 12 division - 7 minutes Under 10 division 5 minutes.

EXTENDED OVERTIME DURING REGULAR SEASON PLAY-OFFS: If a tie exists at the end of regulation time and after two overtime periods, the game shall be decided by kicks from the Penalty Mark in accordance with FIFA Laws of the game