



AMERICAN YOUTH SOCCER ORGANIZATION  
a nonprofit corporation dedicated to youth soccer  
**everyone plays®**

## AREA 12D GUIDELINES

### FOR REGIONS

72  
225  
310  
503  
508  
543  
688  
1046  
1079

**Kevin Brown, Area 12-D Director**

7326 W. Aster Dr. • Peoria, Arizona 85381 • (623) 412-2533  
e-mail: ad12d@cox.net

**National Support and Training Center**

12501 S. Isis Avenue • Hawthorne, California 90250 • (800) USA-AYSO • Fax (310) 643-5310



## **ARTICLE ONE**

### PURPOSE

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

Under AYSO National Bylaws and National Policy Statements, the Area has the responsibility to operate in accordance with these Area Guidelines.

These Area Guidelines are subject to AYSO's Articles of Incorporation, National Bylaws, National Policy Statements, National Rules and Regulations. Copies of these documents will be made available by the Area upon request and are hereby incorporated by reference as a part of these Area Guidelines. These Area Guidelines are meant to enhance and to conform with the operating regulations. To the extent that there may be any contradictions of conflict among these documents, the operating regulations shall prevail.

These guidelines, or such other guidelines as the Area may adopt, must be made available upon request to the members of the Area.

## 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:

- 1) Everyone Plays
- 2) Balanced Teams
- 3) Positive Coaching
- 4) Open Registration
- 5) Good Sportsmanship

The core values guiding AYSO are:

- 1) Fun
- 2) Ethics
- 3) Education
- 4) Accessible

The mission is accomplished by our Area 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 section and national staff.
- Program research and development.
- Certification and training under the UIP to all volunteers.

## ARTICLE THREE

### DUTIES AND RESPONSIBILITIES OF THE AREA

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

- a) To operate and offer a quality youth soccer program to all youth from 4½ 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.
- b) To maintain good community relations and become involved in youth development and other community activities.
- c) To register with the NSTC all administrators (volunteers), prior to the commencement of the season.
- d) To obtain and maintain safe playing facilities and equipment.
- e) To schedule interregional regular season games and area wide 3 V 3 tournament for all AYSO players.
- f) To recruit and assign Area volunteer coach and referee staffs and to assist the Regions in training and certification through clinics.
- g) To disseminate information to the participants and the community concerning the Area and its programs.
- h) To recognize volunteer efforts.
- i) To hold periodic meetings of the Area Board and the Regional Boards and disseminate to the volunteers and the community appropriate information concerning the operation of the Area.
- j) To publish for the Area and the files of the NSTC, and make available to the volunteers and the participants at least annually, financial statements of the Area and guidelines for the operation of the Area.
- k) To collect and disburse fees and other monies for the sound financial organization and operation of the Area, 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 NAP. To pay the NSTC all amounts due with respect to its purchases.

- l) To elect an Area Director who in turn will appoint at a minimum, Coach Administrator, Referee Administrator, Treasurer, and Child/Volunteer Protection Advocate.
- m) To comply with the Soccer Accident Insurance (SAI) plan and to submit insurance claims according to current procedures.
- n) To notify the NSTC immediately of any threatened or actual claim or lawsuit against Area.
- o) To cooperate with neighboring Areas and Sections and develop personnel to promote growth, development and cooperation throughout AYSO.
- p) To cooperate with the Regions within the Area and with neighboring Areas to help develop programs such as VIP, Progressive Play, etc.
- q) To participate in Section and National events and programs.
- r) To cooperate in policies and procedures developed by the NBOD or the NSTC with respect to requiring designated volunteers to complete a volunteer form, and with respect to verifying the information obtained, before permitting such volunteer to participate.

## ARTICLE FOUR

### MEMBERSHIP IN THE AREA

There shall be three kinds of members in the Area:

**Participating Members:** those persons serving their Region or Area in a coaching, refereeing or administrative capacity, including the members of the Area Board. All coaches, referees and other volunteer positions designated by the AYSO National Support and Training Center shall be registered using the appropriate forms prescribed by AYSO (Volunteer Application Form). Those volunteers must be trained and certified in their respective position(s).

**Playing Members:** all registered soccer players.

**Contributing Members:** those other persons to whom the Area Board grants membership to recognize a contribution of value to the Area to express its gratitude.

The names, addresses and telephone number of all members of the Area, as well as the information contained in the AYSO Executive Member Directory, 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 National Executive Director.

## ARTICLE FIVE

### MANAGEMENT OF THE AREA

- 1) The Area Board shall conduct the business and affairs of the Area.
- 2) The Area Board will be comprised of the Regional Commissioners or their designee for:

<u>Region</u>	<u>Locaction</u>
72	Phoenix
225	Buckeye/Palm Valley
310	Glendale/Peoria
503	Mesa/Dobson Area/Chandler
508	Wickenberg
543	Globe
688	East Mesa/Gilbert
1046	Phoenix/Ahwatukee
1079	Northeast Mesa

- 3) Unless otherwise specifically provided by these guidelines, all decisions of the Area Board shall be made by a majority decision of the Board Members voting on any such matter provided; however, that the Area Director may veto any such decision if the effect of such decision would be to violate any of the National operating regulations. Such veto may be reviewed by the Section 12 Director by 1/3 vote of the Board Members voting on such matter. The Area Director also has decresionary power to make decisions without Board Member voting if it is in the best interest of the Area.
- 4) The Area Director shall appoint his/her support staff who will serve concurrent terms with the Area Director who appointing them.
- 5) The Area Director shall fix at its initial meeting each year (usually in August); the time, date and place of each regular meeting of the Area Board and send notice of such meetings to all participants in the program. In addition, the Area Director or 1/3 of the Board Members may call a special meeting of the Area Board on three days' prior notice stating the purpose 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 Area to hold one Board meeting in each month during the soccer season and at least one every other month or when needed in the off season months. All Area Board meetings shall be an open meeting to all participating members unless the Area Director determines that it is necessary to hold a special session. All members of the Area Board and Area support staff are expected to attend each Area meeting. The Area Board shall provide for the taking of minutes of the proceedings at each meeting and make them available to the members of the Area.

- 6) The Area Board shall, by a simple majority vote, nominate an Area Director and forward such nomination to the Section 12 Director. In the absence of an Area Board or in the absence of a nomination by a majority of the Area Board, the Area Director will be nominated by the Section Director. The nominee for Area Director shall be appointed by the AYSO National Board of Directors for a term of three years.
- 7) In the event of a vacancy in the position of Area Director other than at the expiration of the regular term, the Area Board including (if available) the outgoing Area Director, shall recommend an interim Area Director and submit such recommendation to the Section 12 Director. The interim successor shall remain in office until the completion of the election procedures in paragraph 6.
- 8) The Area Director may serve multiple terms so long as they are nominated and appointed as indicated above.
- 9) It is the general policy of the Area that the Area Director will have normally served at least one year as a Regional Commissioner before serving as Area Director.
- 10) No Board Member or any other participant in the Area shall receive monetary or other compensation for their services to the Area, nor may they use their position to benefit them directly or indirectly in any other way, such as a supplier of equipment or camp programs to the Area. Nothing in this paragraph prohibits any Area board, staff member, or volunteer, from being reimbursed for their out-of-pocket expenses incurred for work on behalf of the Area with the approval of the Area Director or designee.
- 11) Any Area Staff Member may be removed in accordance with Article Nine of these Guidelines. The Area Director may be suspended by the Section 12 Director and/or suspended or removed only by the National Board of Directors in accordance with National Bylaws.

## ARTICLE SIX

### OFFICERS

The Area Staff shall, at a minimum, consist of the Area Director, the Treasurer, the Coach Administrator, Referee Administrator, and the Child/Volunteer Protection Advocate. The Area Director may create, designate or appoint, such other non-voting staff positions including: (1) Assistant Area Director, (2) Secretary, (3) Directors of Coach Instruction and Training, (4) Directors of Referee Instruction and Assessments, (5) Scheduler, and such other positions as the Area Director may from time to time deem desirable. The following are the job descriptions for most positions.

#### **Area Director**

The Area Director shall have the responsibility and the authority to manage the day-to-day business of the Area as described in Article III of these Guidelines within the framework of the AYSO operating regulations and these Guidelines. The Area Director's responsibility and authority shall also include:

- a) Filing on a timely basis the Area Information Form with the NSTC.
- b) Reviewing on an annual basis the Regional Guidelines and other written Regional operating regulations, of the member Regions.
- c) Review on a basis, no less often than quarterly, the minutes, financial statements and other documents of the member Regions. Based upon the periodic review, the Area Director may insist upon further inspection, substantiation or clarification by the Region.
- d) Supervising the Area Treasurer by periodically reviewing the Area's canceled checks and bank statements, reviewing each month the financial reports, periodically reviewing internal financial control procedures, and taking other responsible measures to assure that the Area's assets and expenses are being handled in a fiscally responsible manner.
- e) Reporting to the Section 12 Director and being responsible for the performance and growth of the Area programs for the benefit of the players, the volunteers and their families.
- f) Organizing, maintaining, supervising and coaching Area volunteer staffs to assure adequate support and services to the Regions, including the development of new volunteers for Area position succession planning.
- g) Acting as the official spokesperson for the Area in regard to publicity, internal development, cultural exchange, business systems, budgets, Area operating regulations and other matters concerning AYSO programs within the Area.

- h) Assisting the Area Board and staff in the planning and implementation of its policies and programs within the Area.
- i) Overseeing dispute resolution within the Area pursuant to Article Nine of these Guidelines and AYSO operating regulations.
- j) Presiding at all Area Board meetings.
- k) Keeping the Area Board and Staff informed of actions and decisions on matters of importance.
- l) Attend Section Meetings and the National Annual General Meeting.
- m) Maintaining close liaison with the Section 12 Director, and coordinating all extra-Area activities through the Section Director.
- n) Submitting a completed Area Performance Program to the Section Director prior to November 15th of each calendar year. The member Regions are required to submit the Regional Performance Awards on a timely basis to the Area Director for approval.
- o) Submitting a completed Area Calendar to the Section Director on a timely basis as directed.
- p) Making such other decisions and taking actions as may be required to run the Area, within the limits of the Area budget and these Guidelines.

### **The Treasurer**

The 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 Area in a bank. The Treasurer shall keep in appropriate books an accurate accounting of all money received and paid out.

The Treasurer shall be responsible for complying with all procedures specified in the AYSO Treasurer's Manual. The Treasurer shall promptly, upon receipt, pay to the NSTC any assessments or fees of the Area upon demand.

The Treasurer shall give a report of the funds, receipts and disbursements of the Area annually or at such other times as requested by the Area Director or by the Area Board. The Treasurer shall be responsible for timely approval by the Section Director and filing with the NSTC the Area 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 NAP. The Treasurer will upon request from a Region or by the Area Director, supply support and guidance to a Regional Treasurer.

### **The Coach Administrator**

The Area Coach Administrator shall be responsible for the training and supervision of all Regional Coach Administrators in the Area.

The Coach Administrator shall nominate for appointment by the Area Director a Director of Coach Instruction and Training 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.

The Coach Administrator shall coordinate with the Area Director and Director of Coach Instruction and Training and the Section 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 Regional Coach Administrators.

The Area Coach Administrator shall also assist the implementation of the Region's Coaching Certification and Licensing Programs as may be required by National operating regulations.

### **The Referee Administrator**

The Area Referee Administrator shall be responsible for the training and supervision of all referees in the Area. The Area Referee Administrator shall encourage each Regional Referee Administrator to take reasonable measures to verify the information contained therein by checking references and making other appropriate inquiries before permitting such volunteer to participate at their own Region.

The Referee Administrator shall nominate for appointment by the Area Director, a 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.

The Referee Administrator shall nominate for appointment by the Area Director, a Director of Referee Assessment to assist in referee upgrades and cross-certifications to the USSF, and other training programs in accordance with the AYSO National Referee Program and to coordinate such efforts with Area and/or Section staff.

The Referee Administrator shall arrange for orientations, clinics and other training programs for all referees and assistant referees in the Area at least annually, and shall coordinate their efforts with the Area Director and the Section Referee Administrator.

### **Assistant Area Director**

The Assistant Area Director shall perform such duties as may be delegated to the Assistant by the Area Director and in the Area Director's absence, shall perform the duties of the Area Director on behalf of the Area.

### **The Secretary**

The Area Secretary shall take minutes at all meetings of the Area Board and shall be charged with sending out all general correspondence and notices for the Area. The Secretary shall be responsible for publishing the minutes to the Area Board and staff for sending a copy of the minutes to the Section Director, if requested. The Area Secretary shall ensure that these Guidelines are reviewed annually and copies are made available to all Area members.

### **Child/Volunteer Protection Advocate**

The Child and Volunteer Protection Advocate, if any, shall serve as a liaison between the Area and the Regional CVPA's. The AYSO volunteer position of Child and Volunteer Protection Advocate is intended to oversee the Child and Volunteer Protection program in the Region in accordance with the AYSO Safe Haven program. The Area CVPA will help organize and implement the Program between the Regions and report to the Area from time to time the status of such organization and implementation.

### **Additional Area Staff**

The Area Director may, when determined appropriate or necessary due to the Area's size or geography, appoint one or more additional Area staff positions including, but not limited to, the following coordinators:

- VIP Programs
- Sales
- Fund-raising/Sponsorships
- Volunteer Recruitment and Development
- Tournament and Post Season Play

# ARTICLE SEVEN

## INFORMATION ABOUT THE PROGRAM

1) **Teams/Players**

- a) Team assignments of players shall be made by the Regions.
- b) In the case of inter-Regional play no transfer of any player from one team to another, after such teams are formed, may be made without the approval of the Area Director.
- c) Teams shall be formed as directed by the Area D Calendar.
- d) A complete listing of teams by division indicating the players and birth dates there on, shall be submitted to the Area Director and/or Section Director upon their request.
- e) Players will be placed upon teams based upon their ages as of 7/31/xx:

<u>Age</u>	<u>Division</u>
4½ - 5	U6
6 - 7	U8
8 - 9	U10
10 - 11	U12
12 - 13	U14
14 - 15	U16
16 - 18	U19

The Regions may combine divisions U14 and U16, or U16 and U19 depending upon each Region's needs. The oldest player on the team dictates the division of that team.

- f) For divisions U12 and U10, players must play in their own age appropriate divisions; however, upon request, a Regional Commissioner may approve "special circumstances" and to allow on "moving/playing up" a player. Without the Commissioner's approval, the player can not "move/play up". No player shall "play down" unless within the VIP program or with the permission from the Area Director and Section Director.

Short-sided play is recommended in U6 through U12. It is up to each Region to determine how their individual division's teams are formed. Tournament teams must comply with the National Tournament Manual.

Second year Division U14, U16 players at the Region's discretion, may "move/play up" to Divisions U16 or U19 for the purpose of accommodating high school team and/or Regional participation.

- g) All boys and girls, between the ages of 4½ 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 field availability, volunteer support, AYSO operating regulations, and such rules as may be issued by each Regional Board.

2) **Area Fees**

Annual fees will be assessed to each Region based on the total number of registered players in the individual Region's program. The annual fee per registered player will be voted upon and approved by the Area Board. An Area budget will be proved to each member of the Area Board, Section Director, and the NSTC annually.

3) **Length of Season and Cancellation of Games**

The regular season program offered in each Region shall be ten weeks of scheduled games for divisions U6 through U14. Each Region will accommodate divisions U16 and U19 to fit into the high school season. The Area Staff will assign interplay schedulers for divisions U14, U16, U19. 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 Regional Commissioner or designee as early as practical before game time. Once the game(s) begin, only the Safety Director, Regional Commissioner, or Regional Referee Administrator or their designee may suspend or cancel the game(s).

4) **Attendance Participation**

Every player shall be entitled to play a minimum of one half (½) of every game.

5) **Area Tournament and/or Region Hosted Tournament Guidelines for divisions U10 - U19 Interplay within the Area**

Each Region as well as the Area who wishes to host a tournament shall comply with the National Tournament Guidelines as outlined in the Tournament Manual provided by the NSTC. All tournaments must have proper Area, Section, and National approval.

Each Region that participates in interplay within the Area are bound to each Region's Customized Guidelines or the Standard Regional Guidelines if said region doesn't operate under customized guidelines. Any misconducts must be communicated to the home Region as well as the Area Staff responsible for interplay. Teams must comply with the Area Interplay Guidelines as well.

6) **Sponsors**

The Area encourages local businesses and individuals to support its program. Contributions are strongly encouraged to be made to the Regions rather than to the Area. 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.

7) **Equipment**

In Area or Regional play, no player may participate in a game without the appropriate shirt (AYSO logo properly affixed), socks, shorts, shin guards and footwear (no toe cleats, turf shoes and metal cleats are permissible if safe to the player). Players may not wear jewelry of any kind, bandanas or other ornamentation or anything else that is likely to cause risk of injury to themselves or other players during the game.

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

Prescription eyeglasses may be worn, but must remain firmly on the player's head or restrained by a strap. Nonprescription 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.

Body piercing which includes but not limited to, ears, eyebrows, nose, tongue are not permitted to be worn by a player during any game or practice. If the referee discovers any body piercing during the pregame inspection, the player must remove such items at the request of the referee.

Any other item(s) concerning equipment must be brought to the Regional Board for their approval or disapproval.

## ARTICLE EIGHT

### FINANCIAL, BANKING AND RELATED MATTERS

1) **Budget Financial Statement**

The Area Board shall adopt an annual budget which provides the basis for setting Regional fees. At the end of each season, the Area 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 Area Board and staff and a copy shall be made available upon reasonable request.

2) **Account Signatories**

All checks drawn on the Area's bank account shall bear two signatures one of which must either be the Area Treasurer's or the Area Director's. Two signatories from the same household or those with common business ownership shall not be allowed. There must be at least three signatories on the Area bank account.

3) **Transfer of Funds**

All funds received by the Area, whether from fees, gifts or otherwise, must be deposited into the Area checking account, from which all expenses and disbursements must be paid. No Area expenses or reimbursements are to be paid from monies collected which have not first been deposited into, and accounted for within, the Area bank account.

4) **Cash Handling Procedures**

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

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

When handling a significant amount of cash monies, at least two Area staff members should be present.

5) **Receipt Procedures**

The Area Treasurer, in cooperation with other Area board and staff members, shall establish internal control procedures to safeguard against the misuse or loss of Area assets, especially in regard to receipts for monies received.

Such internal control procedures shall include the following:

A cash receipt book must be used to record all payments received on behalf of the Area 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.

The cash receipt book must be reconciled to the bank deposit slip.

6) **Immediate Accounting to Area Treasurer**

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

No one should sign an Area check in blank or which contains any item to be filled in later.

No one should sign an Area check without verifying the expense by examining the invoice or request for reimbursement.

No requests for reimbursement to Area volunteers shall be honored without a written request signed by such volunteer, itemized the out-of-pocket expenses incurred, and with supporting receipts or other documentation attached.

All bills and invoices received for payment by the Area must be forward to the Area Treasurer or Area Director for payment, if not already paid, within (15) days of the receipt.

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

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

7) **Monthly Bank Reconciliations**

The Area bank account shall be reconciled by the Area Treasurer and their reconciliation shall be verified by another Board Member who is not authorized to sign on the account.

## ARTICLE NINE

### DISPUTE RESOLUTION

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

It is the policy of the Area 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 their disruptive behavior).

It is the policy of the Area 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.

It is the policy of the Area 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 Area Director should notify the Section Director, the National Support and Training 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**

Disputes involving day-to-day activities of the Regions should first be addressed and resolved, if possible, by the appropriate Regional Commissioner in charge of the activity and/or then by the Area Director, if necessary. Disputes arising out of any Area game conduct should first be addressed and resolved, if possible, by the Area Director in conjunction with the Area Referee and/or Area Coach Administrators. If that is unsuccessful, then by a disinterested Review Board appointed by the Area Director. The Review Board will consist of the neutral Regional Commissioners.

If it is determined that it is necessary that a person involved needs to be disciplined, or that their participation in the Area should be limited or terminated, then the Area Director or designee shall give notice in writing to such person of such intention. Such notice shall specify the action to be taken and the 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 Area Director may appoint a Review Board to consider such discipline. After such opportunity to respond has been given, the Area Director or Review Board, shall make its determination and announce it in writing to all persons concerned.

3) **Suspension**

The Area Director may suspend a person involved in the Area 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 continued involvement, or if a crime has been alleged to be committed by such participant. Such a suspension must be followed by a disciplinary hearing described in Paragraph Two, above. A suspension is considered to be temporary in nature, and such suspension may be removed or set aside by a majority of the Review Board at any time.

4) **Removal**

The Area Director may remove a person (whether or not suspended and not an Executive Member) involved in the Area 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 Area'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.

At the hearing, the Review 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 Review Board deliberate in the presence of the parties involved in the dispute. The Review Board will then decide the issues raised pursuant to AYSO operating regulations and these Area Guidelines based on the evidence submitted, and by majority vote determine the appropriate action including whether no action should be taken against the individual accused or whether such person should be given a warning or caution, or whether such person should be given a written reprimand, or whether such person should be suspended or removed from involvement in Area 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 withdraw or 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 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 final decision or final action taken by the Area Director may request a review of such decision by (in order) 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

1) **Approval of Guidelines**

These Guidelines shall become effective November 15, 2000 after being approved by the Area Director and the existing Area Board and then submitted to the Section 12 Director.

2) **Change in Guidelines**

Once adopted these Guidelines may only be amended by the Area Board by a simple majority vote of the Area Board, with the approval of the Area Director, and then submitted to the Section 12 Director.

Adopted by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
Area Director Section Director

Date: \_\_\_\_\_ Date: \_\_\_\_\_