



AYSO Region 214 Addendum A to AYSO Standard Policies and Protocols

The guidelines below are the addendum to the AYSO Standard Policies and Protocols for AYSO Region 214. Unless noted below, in the specific article, AYSO Region 214 operates using the AYSO Standard Policies and Protocols.

Article Six: Management of the Region

C. Meetings

1. The previous year's Regional Board shall run December meeting in order to allow the incoming Regional Board sufficient time to take their training.

E. Regional Commissioner

3. The Regional Commissioner shall serve a term of two years.

F. Regional Board Member Selection and Appointment

- 1.a At least one month prior to the annual meeting, the Past Regional Commissioner shall head the nominating commission with a minimum of three members. One of these members must be the Regional Commissioner Elect, when there is one.
7. The Regional Board member terms shall be effective from February 1 to January 31.
8. Regional Board members shall serve a one-year term with the exception of the following positions, which will serve two-year terms. These will be voted in blocks of alternating years so the entire board does not turn over at once, allowing for the preservation of policies ~~and history~~.

 - a. Year One
 - i. Regional Commissioner
 - ii. Assistant Commissioner (s)
 - iii. Regional Coach Administrator
 - iv. Regional Referee Administrator
 - v. Past Commissioner – unless removed from office of Regional Commissioner prior to completion of term of office.



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b. Year Two

- i. Regional Commissioner Elect (one year term)*
 - ii. Assistant Commissioner (s)
 - iii. Regional Treasurer
 - iv. Regional Risk Management / Safety Director
 - v. Regional Registrar
 - vi. Regional Child Volunteer Protection Advocate
 - vii. Secretary
9. The Regional Commissioner shall appoint all other Regional Board Member positions, beyond those listed in Article 6.B. These positions should be presented to the Regional Board prior to their appointment.

G. Voluntary Service and Conflict of Interest

5. To preserve the integrity of all business practices, AYSO Region 214 has voted that no Board Member, or general member with specific knowledge to the workings of the Board, may do business with AYSO Region 214 until they have been off of the AYSO Region 214 Board for a minimum of a year, as defined by 12 calendar months.
6. In the same manner, no vendor may join the AYSO Region 214 Board, unless they do not have a vendor relationship with AYSO Region 214 for a minimum of a year as defined by 12 calendar months.
7. Beyond the above, any Board Member or general member who feels that their participation in certain business practices brings up a conflict of interest in any manner, must bring up the conflict of interest before the Board by contacting the Secretary and the Regional Commissioner.



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Article Seven: Program Vision and Administration

B. Operational Expectations

1.a REFUND POLICY - Any player who withdraws from a program before the “drop date” shall be entitled to a full refund, with the exception of AYSO Annual Membership Fees that are paid directly to the National AYSO Organization.

All program drop dates are defined as 30 days prior to the program start date. The program start date is defined as the earlier of either of the first clinic, practice, scrimmage or match in the program.

No refunds will be granted once a program drop date has passed, with the exception of Fall Core Teams.

Only for Fall Core Teams, withdrawals that occur after 30 days before the start of the first week of practice, but before roster distribution will be considered “late drops”. Late drops will be issued a partial refund.

The request for refunds must be made using the online form located on the www.ayso214.org website.

Any other extenuating refund requests will be handled at the discretion of the Regional Commissioner.

2.a TEAM FORMATION - Any player not in good financial standing with the region may not be placed on any team until any outstanding monies due to the region have been collected.

Once teams are formed, no transfer of any player from one team to another may be made without the approval of the team formation committee who will evaluate the interests of the players(s), and take into account the interests of the age division coordinator, and the coaches of both teams.

If there are drops on a team prior to the season end, the team formation committee shall fill those drops with players from the waiting list, in accordance with AYSO’s Six Philosophies. Coaches may not choose to play with a reduced number on a team when there are players on the waiting list.

4.a ATTENDANCE - Every player shall be entitled to play at least three quarters of every game. Specific rules for late arriving players and



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Championship Playoffs can be found in AYSO Region 214 Rules of Play on the AYSO 214 Website. No player plays a full game until all players play three-fourths.

4.b Each player is strongly urged to attend every team practice. Any player who misses practices regularly may have his/her playing time limited to three quarters (but not less three quarters) of a game.

5. FACILICITES - Each coach will receive a basic first aid kit and ice packs at the beginning of the season. These can be replenished upon request.

Article Eight: Financial Banking and Related Matters

F. Cash Handling Procedures

1. All regional expenses shall be paid by direct check or by reimbursement through the use of the AYSO Region 214 Reimbursement Form found on the AYSO 214 website.

2. By request, through the scholarship process, a registration fee may be paid in installments. In these cases, the registrar may set up a payment plan through BSB for the appropriate amounts. The player shall not be considered registered until all payments have cleared.

3. The region shall attempt to register as many players as possible, while keeping in mind appropriate volunteer needs, and shall resolve its waitlists as quickly as possible. The registrar may accept payment of waitlisted players and fully refund unallocated players within the "late drop" and/or "drop date" windows. The player is not considered registered until the player is placed on a team.

Article 9: Dispute Resolution

D. General Due Process Procedures

1. If the Regional Commissioner chooses to appoint a Review Committee, then the Review Committee shall include an odd number and at a minimum two of the following individuals: the Regional Coach Administrator, the Regional Referee Administrator, Assistant Regional Commissioner(s), Immediate Past Commissioner. If any of the individuals listed above are involved in the incident, they cannot participate in the Review Committee. The Regional Commissioner



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will identify an appropriate replacement (ideally in the same discipline). For example, if the RRA is involved in the incident and therefore unable to participate, another member of the Referee Administration will be appointed to the Review Committee.