



# AYSO United Standard Policies

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everyone plays<sup>®</sup>

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# 1. AYSO United Standard Policies

## Article One: Introduction and Purpose

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These AYSO United Standard Policies (Policies) have been established as the primary operating requirements for approved AYSO United Programs. The Policies are designed to inform the program operations staff, paid and/or volunteer, about how an AYSO United Program must be administered, and to assure a successful and rewarding experience for our players and families. The Policies are not all inclusive for the program operation or business rules and will be adjusted as necessary.

AYSO United is:

- An integral component of AYSO's Player Development pathway.
- An opt-in tryout based program for the 10U age division and up based on player evaluations to assemble teams for participation at a higher level of intensity and skill.
- Focused primarily on player development in alignment with AYSO's Six Philosophies and US Soccer's Player Development Initiatives.
- An opportunity for interplay with other US Soccer youth association's gaming circuits.
- A collaborative effort with Sections, Areas, and Regions and the AYSO United Team members in the National Office.
- A hub within its geographical area for the promotion and development of all AYSO programs and training.
- Configured to focus on a quality experience with a limited number of teams and participants based on a variety of factors within the local market area to be served by the program.

AYSO United Programs participate in gaming circuits outside of AYSO that are governed by other national associations or affiliate members of US Soccer. US Soccer and its bylaws ultimately govern soccer play in the U.S. and the interplay and business relationships of its member organizations. AYSO is represented on the US Soccer Youth Council by our National Executive Director.

To the extent that there may be any contradiction or conflict between these Policies, including any approved Addendum thereto and other AYSO Governing Documents, the other AYSO Governing Documents will prevail.<sup>1</sup> It must also be understood that teams operating in gaming circuits are to follow the rules of play presented, provided they are in compliance with US Soccer bylaws. Any questions in this regard must be directed to the AYSO United Department at the National Office and/or the National Executive Director at the earliest opportunity.

While these policies are intended to advise AYSO's local program staff about what is required to operate a United Program, the AYSO United Operating Manual provides more detail on day-to-day operations and business rules that apply. Chapter 8 of the AYSO Reference Book also has valuable operational best practices for our core programs that may also apply to AYSO United. The primary reference resource is the AYSO United personnel at the National Office.

AYSO United Program types fall into two different tiers that provide playing opportunities with other US Soccer youth associations or affiliates.

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<sup>1</sup> All of AYSO's Governing Documents are available online at [www.aysovolunteers.org](http://www.aysovolunteers.org)

AYSO United Program Tiers		
	Tier 1	Tier 2
Professional Paid Staff	Yes	Yes
Director of Coaching	Paid	Paid
Coaches	Professional	Volunteer
Paid Trainers	Specialized Trainers	Strongly encouraged
Professional Support	Local & National Office	Local & National Office
Gaming Circuit	State Association or other	State Association or other
Time Commitment	Year-round with breaks	

**Who do you contact?** The primary local point of contact for the AYSO United Program is the Club Administrator. Contact with the stakeholders of gaming circuits, state associations, national associations or US Soccer are via the AYSO United local program administrator, the AYSO United team members at the National Office, or the National Executive Director or AYSO National President as the circumstances may require.

## Article Two: Mission

The AYSO Mission is to develop and deliver quality youth soccer programs which promote a fun, family environment based on the AYSO philosophies:

**Everyone Plays®** - Our 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.

**Open Registration** - Our program is open to all children who want to register and play soccer. Interest and enthusiasm are the only criteria for playing.

**Positive Coaching** - Encouragement of player effort provides for greater enjoyment by the players and ultimately leads to better-skilled and better-motivated players.

**Good Sportsmanship** - We strive to create a safe, fair, fun and 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.

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## Article Three: Corporate Governance

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AYSO is a single nonprofit California corporation. Each AYSO United Program is a part of that corporate entity and, as such, the assets and liabilities of the program belong to the Corporation. Similarly, it is possible for the conduct of a local (affiliate or program) to impose legal obligations upon AYSO. Consequently, all contracts must be reviewed and approved by the NBOD or its delegate prior to their execution.

Since we are one corporation, no AYSO volunteer, employee of AYSO, AYSO Services Corporation, or other AYSO subsidiary may file a lawsuit in the name of AYSO without the prior written approval of the National Office and any claim/lawsuit against an AYSO Region or Executive or Participating Member must be immediately reported to the National Office. Finally, AYSO takes great pride in its brand identity and in the trademarks, logos and other items of Intellectual Property it has developed over the years. (See National Policy Statement (NPS) 1.1 for the requirements and proper use of trade name, trademark and logos.)

(See Bylaws 1.03, 1.04(p), and 9.02; NPS 1.1, 1.3, 3.5, 3.6, 3.11, 4.5, 5.3; and the Reference Book, Chapter 8.)

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## Article Four: Duties and Responsibilities of AYSO United Program

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The obligations required of every AYSO Program are set out in AYSO's Governing Documents. The most significant of those are:

- A. To operate and offer quality youth soccer programs, which promote a safe, fair, fun and positive environment that complies in spirit and letter with the Bylaws, NPS, R&Rs and Philosophies of the Organization as applied to AYSO United. (See Article Two of these policies for philosophies. See the Reference Book, Chapter 6, AYSO Fundamentals);
- B. To identify candidates for Club Administrator<sup>2</sup>, Director of Coaching and Registrar at a minimum. Additionally, the responsibilities of Safety Director and Child and Volunteer Protection Advocate (CVPA) must be designated. These responsibilities and positions may be assigned to any of the three or to separate individuals;
- C. To register all players, coaches, referees, administrators and other volunteers prior to the commencement of the season and, as applicable, throughout the season, in accordance with the registration procedures, and primarily utilizing AYSO's registration system of record and as required by the gaming circuit.

The failure of any program to properly register a player or volunteer on a timely basis presents significant risk management and insurance issues that could result in severe sanctions, including but not limited to, revocation of the authority of local leadership, removal of the program's administrators, and/or holding the program responsible for payments under the Soccer Accident Insurance program or other financial consequences of those actions;

- D. To comply with the Volunteer Protection Act of 1997 by ensuring that all volunteers: are trained and certified; are given a position description, preferably in writing; and know and perform their duties consistent with AYSO's Governing Documents. (See Reference Book, Chapter 9, Safe Haven, for a discussion of the Federal Volunteer Protection Act of 1997 and the requirements for a volunteer to obtain the legal protections it affords, and Chapter 15, for a listing of approved AYSO Position Descriptions);
- E. To ensure the financial integrity of the Organization by complying with the obligations established by Bylaw 1.04(l) and (m), including, but not limited to, the timely payment of all National Player Registration Fees in

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<sup>2</sup>Requirements for club or travel soccer business structures vary among the gaming circuits and state associations. Many require a president to be named. For the sake of filling this requirement the Club Administrator may fulfill the duties. The title will be AYSO United (Locale) President. The position and authority of president within AYSO is only available for the elected National President of the National Board of Directors.

accordance with the registration requirements and procedures of the Organization. (See Article Eight, Financial Banking and Related Matters, of this policy document.);

- F. To comply with the Soccer Accident Insurance (SAI) plan and to submit insurance claims according to current procedures. (See Bylaw 1.04(o) and [www.AYSO.org](http://www.AYSO.org), Volunteers/Insurance);
- G. To educate and inform its members that AYSO is a mandated reporter in many states and that most states ask that any adult who knows or suspects child abuse or neglect, file a good faith report. (See Reference Book, Chapter 9, Safe Haven Guidelines, Child Abuse and Neglect for a partial listing of various state's child abuse reporting agencies. Please contact the Safe Haven Department of the AYSO National Office with any questions);
- H. To contact the National Office if it believes that events in their community, even those not related to AYSO or youth sports, may create heightened sensitivity with respect to AYSO, its programs or its reputation; and
- I. To comply with the requirements set out with NPS 2.5 Paying for Services and all directions provided by the National Office whenever a program is considering paying for services to be rendered. (See Paying for Services on the AYSO website at [www.ayso.org/Volunteers/Resources](http://www.ayso.org/Volunteers/Resources) and also Article Six, Paragraph E. of these Policies.)

## **Article Five: Membership in AYSO**

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- A. There are three categories of members in AYSO: Executive Members, Participating Members and Honorary Members.
  - **EXECUTIVE MEMBERS:** Regional Commissioners of a Chartered Region in AYSO's Section and is an Executive Member. While Program Administrators and other positions within the local club administration generally have most of the rights and responsibilities of Regional Commissioners, they are not Executive Members and, therefore, do not have the right to vote, including at the National Annual General Meeting or in connection with the nomination of an Area Director. (See Bylaws 1.05, 1.06, and 7.02.)
  - **PARTICIPATING MEMBERS:** All properly registered and accepted players and volunteers within AYSO United are Participating Members.
  - **HONORARY MEMBERS:** An Honorary Member is someone who has rendered outstanding or extraordinary service to the Organization, as recognized by the National Board of Directors (NBOD.)  
  
(See Bylaws 3.03, 3.04 and 3.02, respectively and AYSO Hall Of Fame Nominations on the AYSO website, [www.AYSO.org](http://www.AYSO.org) AYSO About AYSO/History/Hall of Fame, for nominating procedures for National recognition and for establishing local "halls of fame.")
- B. The names, addresses and telephone number of all members of the program, as well as the information contained in any Executive Member directory or any AYSO database are private and confidential. Such information and mailing lists or access to any AYSO database may not be disclosed or distributed to anyone, including any vendor, sponsor or entity without the prior written approval of the National Executive Director. (See NPS 1.2.)

## **Article Six: Management of AYSO United-(Location)**

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The management of an AYSO United Program requires conduct consistent with AYSO's Governing Documents and discretionary decisions necessary to operate a successful AYSO program in the local environment. In AYSO's Governing Documents, words such as "required," "shall" and "shall not" describe mandatory acts. Words such



as “may,” “could” and “might” refer to decisions or acts considered to be discretionary. (For a discussion of recommended/discretionary “Best Practices” in the management of a program, please see the Reference Book, Chapter 8.)

### **A. Management Obligations**

The following is a list of some of the more significant management obligations:

1. The Club Administrator (Administrator) shall be the primary point of contact with the gaming circuit, state association, surrounding AYSO programs and the National Office. If a state association or gaming circuit requires a named president it will be, in most cases, the Club Administrator.
2. The AYSO United Program administration personnel will consist of a Club Administrator, a Director of Coaching and a Registrar. Treasurer and other support positions are dependent upon the needs of the operation of the AYSO United Program within its operating locale. The responsibilities of Risk Manager/Safety Director and Child and Volunteer Protection Advocate (CVPA) may be assumed by the required three or assigned to separate adult participants.
3. Processing of accounts payable and receivable, in collaboration with the assigned National Office Financial Services representative, shall be the responsibility of the Club Administrator and/Treasurer. If an AYSO United Program, it shall:
  - a. Utilize a preferred banking partner designated by AYSO;
  - b. Include account signers as assigned by AYSO; and
  - c. Agree to annual financial audits or to an audit when the Club Administrator or Treasurer position has a change in personnel.
4. The Administrator, in consultation with the AYSO United Department, may create such other as deemed desirable for the delivery of a quality-based, player-focused program. The duties and responsibilities of these other positions shall be approved by the Administrator and the AYSO United Department.
5. All members of the AYSO United Program understand that they owe a duty of loyalty and fiduciary responsibility to AYSO and, by accepting administrative positions with AYSO United, agree to be bound by AYSO's Governing Documents.
6. All AYSO United administration position holders must have reached the age of majority (adults) as defined by the State in which they reside, whereas youth volunteers may serve as non-voting Board Members. (See NPS 2.15.)
7. Paid AYSO United staff may volunteer for AYSO programs limited to those roles or positions that are non-voting.
8. Club administration positions are at will and will generally serve one-year terms. The AYSO United National Club Director and/or the AYSO National Executive Director may remove and/or replace the Administrator.
9. Any AYSO United adult participants<sup>3</sup> participating in the program, may be suspended by the Director of Coaching, Club Administrator or AYSO United Department staff, limited in activities or removed, in accordance with the Dispute Resolution procedures approved by the National Board of Directors. (See Article Nine of these Policies, Dispute Resolution and Due Process for non-executive members.)

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<sup>3</sup> Adult participants include parents, guardians, supporters

If disciplinary matters arise for an adult participant who is also an Executive Member, the matter will be referred to the appropriate volunteer leadership for action or resolution.

10. Disciplinary matters, penalties, restrictions (also referred by USYS as Risk Management issues) may be considered as cause for action by AYSO.

## **B. Duties and Responsibilities**

A brief overview of the duties and responsibilities of the local AYSO United administrative positions follow below. Executive Members are not eligible for AYSO United administration positions unless authorization is granted by the National Board of Directors. The full position descriptions are available from the AYSO United Department.

### 1. Club Administrator

- a. The Club Administrator (Administrator) shall be the primary point of contact for the AYSO United Program with the gaming circuit personnel, state association, surrounding AYSO program leadership, AYSO United Department and the National Office.
- b. The Club Administrator, with the support and assistance of the other administrative staff and the Director of Coaching, shall have the responsibility and authority to conduct the day-to-day business affairs of the AYSO United Program; guide the development of its future; and assure its compliance with AYSO's Governing Documents. (See Bylaw 7.03.)
- c. The Club Administrator, in concert with the Treasurer, shall ensure that all fees collected and monies disbursed are done so in a fiscally responsible manner as described in Bylaw 1.04(m).
- d. The Club Administrator shall maintain close liaison with the Area and Section Directors. (See Bylaw 7.03.)
- e. The Club Administrator shall act in all ways to avoid even the appearance of a conflict of interest. (See NPS, Article Five "Standards of Conduct and Conflict of Interest.")
- f. A volunteer's participation in AYSO United Program does not preclude disciplinary actions that may occur within core or other AYSO programs. Volunteers may be suspended by the Area Director or the Section Director and suspended or removed by the National Executive Director in accordance with the Bylaws. (See Bylaw 7.03.)

### 2. Treasurer/Finance Coordinator

The Treasurer shall have custody of all evidence of indebtedness and other valuable documents, and shall deposit funds and securities in the name and to the credit of the AYSO United Program in a bank or depository. The Treasurer shall comply with AYSO's Governing Documents, including but not be limited to, the following obligations:

- a. in collaboration with the National Office Financial Services representative, prepare and maintain financial statements and reports for dissemination to the program's administration and the National Office;
- b. the timely processing of team and player registration fees to the gaming circuit;
- c. the full participation of the AYSO United Club in the National Accounting Program, including NAP Online;
- d. support and facilitate the AYSO Policy on the Reimbursement of Expenses Incurred by the AYSO United Program's participants; and

- e. AYSO’s Player Refund Policy.

(See Bylaws 1.04(l) and (m); NPS 3.1, 3.2, 3.9 and 3.10; and the AYSO Treasurer Manual, Accounts Receivable Section.)

3. Risk Manager/Safety Director

The AYSO position of Risk Manager/Safety Director shall be responsible for the overall aspects of the AYSO United Program’s safety including the safe condition of the equipment, goals and fields and for ensuring that the players, volunteers and parents are aware of AYSO's Soccer Accident Insurance (SAI), and AYSO's Incident Report Procedures. This position, together with the Club Administrator, is also responsible for implementing and monitoring AYSO's Severe Weather and Concussion Awareness Policies.

(See Bylaws 1.04(e), (f), and (o), as well as NPS 2.10, 2.13, and 2.14.)

4. Director of Coaching (“DOC”)

- a. The DOCs shall focus on player and coach development.
- b. The AYSO position of DOC is responsible for implementing, monitoring and maintaining the AYSO National Coaching Program at all age levels within the AYSO United Program, including program delivery, coach training and certification (including assisting the CVPA with Safe Haven,) as well as staff development, communication and coordination; and support core program training and development of players and coaches.
- c. The DOC shall monitor and report certifications of AYSO training and US Soccer license training, as required. The DOC is responsible for the coordination of continuing education opportunities for coaches in collaboration with and direction from the National Director of AYSO United.
- d. The DOC is required to use and/or have approved the training curriculum approved by the National Director of AYSO United.
- e. The DOC will assist in the development of the budget for the program.

(See Bylaw 1.04(q) and the Reference Book Chapter 6, AYSO Fundamentals (Programs), and Chapter 10, National Coaching Program.)

5. Registrar

The AYSO United Club Registrar is responsible for the planning and implementation of the annual registration of all players, teams and coaches. The Registrar shall comply with AYSO’s Governing Documents, including but not limited to: the registration of all players prior to the commencement of the season and, as applicable, throughout the season, in accordance with the registration and application requirements and procedures of the Organization and the gaming circuit in which the teams participate. (See Bylaw 1.04(c).)

6. Child & Volunteer Protection Advocate (“CVPA”)

The CVPA is responsible for overseeing the Safe Haven Program within the program. This includes working with the Club Administrator to provide AYSO’s Safe Haven training and certification of all coaches, and other adult participants involved in the program. The CVPA is also responsible for the screening and registration of all volunteers prior to the commencement of training, matches or other player activities and, as applicable throughout the season, in accordance with the registration and

application requirements and procedures of the Organization. Finally, the CVPA, together with the Club Administrator, Director of Coaching and coaches, is responsible for the implementation and monitoring of AYSO's Code of Conduct Policy against Harassment, Abuse or Violence. (See Bylaw 1.04(c), NPS 2.12 and 3.7, together with Reference Book, Chapter 9, AYSO Safe Haven.)

**Note:** The responsibilities of the positions of CVPA and/or Risk Manager/Safety Director may be assigned to a volunteer or to the DOC, Club Administrator or Registrar. Alternatively, the program may choose to rely on a local Region's or Area's local Region or Area Safety Director.

**C. Meetings (Activity Reports)**

As established within Bylaw 1.04(k), and consistent with the principles of established corporate governance, every AYSO United Program shall hold an annual and, thereafter, periodic meetings of the administrative staff, conducting these meetings in an open and transparent fashion, excepting for any necessary executive sessions, and maintaining minutes thereof, which minutes are to be reasonably made available to the AYSO United Department, the Participating Members and the National Office.

For a listing of recommended "Best Practices" in the administration of the meetings, the limitations of when executive sessions are permissible, the requirements of a quorum and the general responsibilities of program support positions, see the Reference Book, Chapter 8.

**D. Club Administration Selection**

1. Prior to an AYSO United Club Program being formed, the three minimum administrators must be identified, be verified as being eligible to be an employee or a volunteer including passing a background check and have the required and appropriate training.
2. Positions in AYSO United are at will.
3. Club Administrators need not be parents of players in an AYSO program.
4. At a minimum, the positions of the Club Administrator shall be reviewed annually, similar to AYSO Region Boards.
5. In the event of an emergency or unplanned vacancy in the position of Club Administrator, the National Executive Director or designee will identify a person to fill such vacancy to continue the operations of the Club until a replacement Club Administrator can be identified and appointed.

**E. Service and Conflict of Interest**

1. AYSO United administrators, whether paid or volunteer, shall sign an AYSO conflict of interest agreement.
2. AYSO volunteers including Section, Area or Regional Board Members shall not receive monetary or other compensation for his/her services to the AYSO United Program related to a volunteer position. Nothing in this paragraph prohibits any AYSO Board or staff member, or Regional participant, from being reimbursed for his or her appropriate out-of-pocket expenses incurred on behalf of the AYSO United Program and in accordance with the expense reimbursement procedures set out within the Reference Book, Regional Operations, Financial Matters and NPS 3.1. This does not preclude referees, appropriately certified with US Soccer, from receiving compensation in gaming circuits that utilize a referee association for paid service.
3. AYSO United Tier 1, Tier 2 and Tier 3 programs may have staff that receive compensation. These paid staff positions must be approved by AYSO's National Executive Director and employed by AYSO Services Corporation. This does not preclude paying for services in accordance with AYSO NPS 2.5. No

- volunteer, except the National President, may create an employment relationship on behalf of AYSO, its programs or subsidiaries.
4. Consistent with NPS 5, no AYSO United Club Administrator may use his/her position to benefit him/herself directly or indirectly in any way, such as a supplier of equipment, materials or services to the Region except as permitted by NPS 2.5 and Article Four, Paragraph I. of these Policies (Paying for Services) and the procedures established within NPS 5.3 (Conflict of Interest Policy.)
  5. The AYSO United Club Program may not reduce or eliminate a player fee based upon volunteer work done by a participant's parents or guardians. This rule does not impact the ability to set early registration discounts available to all participants, to create volunteer recognition programs, to provide scholarship programs and provide other programs available in the Region's program. No fee distinction shall be made based upon parental or player participation in fundraising activities on behalf of AYSO United or a Section, Area or Region.
  6. An AYSO United Club may not condition the registration of a player based upon any requirement of volunteer participation or monetary donation by a parent or guardian.

(See NPS 5.)

## Article Seven: Program Vision and Administration

### A. Representative Visionary Requirements

The AYSO Mission of "Developing and delivering quality youth soccer programs which promote a fun, family environment" is best accomplished by assuring quality educational programs, implementing well-structured administrative systems, focusing on AYSO's development and guaranteeing a strong financial position. The following is a partial listing of acts necessary to best achieve these goals:

1. AYSO United must implement Safe Haven, Kids Zone and the National Coaching Program, with a focus on providing training opportunities throughout the year. Management and operation of the AYSO United Club must be consistent with AYSO's Management program. (See Bylaws 1.04(h) and (q).)
2. Support of surrounding AYSO programs to assist in player development, coach education and development; and retention and recruitment of players and volunteers for all AYSO programs within the geographical locale shall be a key element of the operation of the AYSO United Program.
3. Short-term and long-range Strategic Plan for the future development of the AYSO United Program is critically necessary with the National Board of Directors and National Executive Director leading these initiatives which AYSO United Clubs shall implement as applicable. (See Reference Book, Chapter 6, AYSO Fundamentals, Mission Statement Comments.)

### B. Operational Expectations

A number of concrete steps are required to meet the previously stated visionary goals. The following is a partial list of many most often achieved by successful AYSO United Programs:

1. The AYSO United Club shall establish and communicate and publicize annually the fees for each player, as well as have a documented refund policy. (See Bylaw 3.06 and NPS 3.10.)
2. Coach selection and management is the responsibility of the DOC.
3. Teams shall be formed as established in accordance with AYSO United's National Player Evaluation methodology and procedures.

4. The only team member(s) a head coach may specify to be on his/her team is his/her own child or children. Otherwise, there shall be no automatic retention of players on any specific team or with any specific coach from the previous season. (See R&Rs Article II, Paragraph G and Bylaw 1.04(d).)
5. Every player on every team must play at least one-half of every game. (See R&Rs Article I, Paragraph C.1.)
6. The highest standards of conduct and good sportsmanship, consistent with the AYSO philosophies, must be maintained at all times by players, volunteers and spectators. (See NPS 2.12 (AYSO's Code of Conduct Policy against Harassment, Abuse or Violence).)

**C. Good Conduct**

AYSO United Program participants are to represent and exemplify the best of AYSO's philosophies, culture and values at all times. All participants are subject to NPS 2.12 Code of Conduct.

Offensive, insulting, or abusive language, the consumption of alcoholic beverages, the use of tobacco products, or smoking, or simulating smoking, or the use of tobacco or cannabis products at Regional-sponsored events, whenever children are present, is forbidden. (See, in part, R&Rs Article I, Paragraph E.1 e. and f. Best Practices and "How-To's.")

To assist AYSO in meeting its responsibilities and in achieving the greatest successes possible, proven "Best Practices" and "How-To's" can be found in the AYSO Reference Book, Chapter 8 Best Practices and "How-To's."

## **Article Eight: Financial Matters**

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Consistent with the obligations established within Bylaw 1.04(l) and (m), every AYSO United Administrator and Treasurer (if applicable) shall agree as a condition of the assumption of their club membership to comply with and assure proper oversight of the following financial obligations:

- A. All AYSO United Clubs must use the National Accounting Program (NAP) and NAP Online, and must adhere to the financial policies and procedures described in the Treasurer's Manual, unless otherwise authorized by the National Office.
- B. All AYSO United Programs shall be provided managed financial services. A team member within the Finance Department of the National Office will partner with the local support team in the processing of all transactions for the program.
- C. An annual budget shall be prepared for each AYSO United Program to provide a basis for setting player membership and program fees, and submitted to the AYSO United Department at the National Office no later than June 1, which is 30 days prior to the end of the Organization's fiscal year. It must also be made available to the Participating Members of the program upon request. (See Bylaw 1.04(l), NPS 3.2 and the Treasurer Manual.)
- D. Ensure the financial integrity of the Organization by complying with the obligations established by Bylaw 1.04(l) and (m), including, the timely payment of all national player registration fees prior to the commencement of the season and, as applicable throughout the season, in accordance with the registration requirements and procedures of the Organization.
- E. Any suspected financial irregularity/fraud or misuse of funds must be immediately reported to the Area Director, Section Director and Finance Department of the National Office.
- F. AYSO United Club financial records shall be maintained in accordance with generally accepted accounting principles (GAAP.)

- G. Agreements and contracts for facilities, services, etc. are to be approved and processed by the National Office.
- H. Fundraising in various states may trigger the obligation to pay sales or other various taxes. Whenever fundraising is considered, the National Office must be contacted to determine if a tax applies.
- I. Tournaments must be self-sustaining if operated by the Club. Tournaments must be sanctioned by the National Office.
- J. Please consult the AYSO Treasurer Manual for a discussion of additional requirements and "Best Practices" for the following:
  - 1. cash handling protocols;
  - 2. submission of monthly financial reports;
  - 3. coding of income and expenses;
  - 4. audits of finances conducted by National;
  - 5. reconciliation of registered players to player registration fees received;
  - 6. refund policies;
  - 7. requirements of auditors;
  - 8. volunteer reimbursement;
  - 9. attendance at Nationally-supported Section events and the NAGM,
  - 10. AYSO Supply Center purchases; and
  - 11. other similar subjects.

(See Bylaw 1.04(l) and (m), together with the AYSO Treasurer Manual and the Treasurer's Position Description contained in the Reference Book, Chapter 15.)

## Article Nine: Dispute Resolution and Due Process

AYSO employees are governed by state employment laws and must adhere to the AYSO Service Corporation Employee Handbook.

The successful resolution of disputes involving the day-to-day activities of our AYSO volunteers is one of the most important goals in achieving a harmonious and healthy Region and/or Club. As such, guiding principles such as "compromise," "suspension or removal as the last resort," the "recognition of valuable service" and "finding a fair and just resolution" are the cornerstones of AYSO's approach in dealing with such situations.

While the concepts of Dispute Resolution and Due Process apply to both Executive Members (RCs) and Participating Members, there are differences between the procedures and protocols. As a result, the following discussion only applies to the Club's Participating Members. (See Article Five A. of these Policies for the definitions of Executive and Participating Members.)

When a Participating Member's conduct, or that of a parent or guardian, even if not a Participating Member, has risen to the potential need of "limiting, suspending or removing/terminating" that person's participation in AYSO, the Region must follow the Due Process protocols adopted by the AYSO National Board of Directors, as

authorized within National Bylaw 3.07(d). While these procedures and protocols are set out in their entirety in the Reference Book, Chapter 8, Due Process, the following are several of the more significant provisions:

- A. When disciplinary action is found to be necessary, only the minimum action necessary should be taken. In that spirit, when possible, the Member should be allowed to resign and disputes should not be publicized to respect their individual privacy.
- B. Clubs must avoid punishing a player for the conduct of the parents, except when there is no other solution.
- C. There are required means by which Notice of the contemplated action must be given.
- D. The Program Administrator is ultimately responsible for determining which of several alternative Due Process procedures will be used.
- E. If the gravity of a person's conduct presents an imminent danger to any participant or to the program, the Program Administrator may immediately suspend the person(s) involved.
- F. The Program Administrator has the ultimate authority to remove a Participating Member, a parent or guardian, as well as those not entitled to Due Process, such as other family members and spectators, from further involvement in the program.
- G. A precise Due Process procedure has been established for holding a "Disciplinary Review Panel."
- H. A one-time Appeal Process has also been established to verify that the original determination was not arbitrary or capricious, that the original procedure was fair and that the established procedures for Due Process were followed.

If questions arise, contact the National Office for assistance at either Risk Management or AYSO United Department.

## **Article Ten: Notice to Members**

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### **A. Publication of Policies and Addendums**

The AYSO United Club Program must make these policies, along with any addendums, if they exist, available upon request to the members of the program pursuant to Bylaws 1.04(i) and (l).

## **AYSO United Standard Policies - Attachments**

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### **A. Policies Addendum Form**

This form, available from the AYSO United team at the National Office, is intended to capture all appropriate changes to the policies that the local club deems is best for its members and community. This could include, for example, "having three-quarter play before any player played the full game."