



Change History	
September 22, 2005	Lesson Plan First Developed
September 7, 2006	Lesson Plan Updated
December 4, 2007	Lesson Plan Updated
October 2008	Lesson Plan Updated
July 2011	Lesson Plan and Power Point updated

**1. Lesson Plan Goals**

To give AYSO volunteers information on how Standard Regional Guidelines can be used as a tool to run a successful Region and increase the understanding of how these guidelines can be used.

**2. Class length**

1 hour 15 minutes (Allow time for questions and discussion during this time)

**3. Instructor requirements**

Management Instructor

Advanced Management Instructor at Section Meeting workshops

**4. Learning Objectives**

- To understand the importance of the Standard Regional Guidelines
- To discuss how the Standard Regional Guidelines can be amended
- To locate justification for Regional rules, through scenarios.

**5. Prerequisites**








None

**6. Materials and Equipment**

- Handouts are available on the Section Meeting CD. Handouts will need to be printed when this workshop is taught outside of the Section Meeting and/or if the CD is not available.
- 30 copies of the Standard Regional Guidelines
- 5 copies of the AYSO Reference Manual
- Flip Chart (available at Section Meetings)
- Markers
- LCD and projector

**7. Special Instructor Notes**

These are the icons that will be used throughout the lesson:

-  Activity
-  Key (Critical) Point
-  Question
-  Instructor Note
-  Handout
-  PowerPoint
-  Nuts and Bolts

**Lesson Plan****9. Introduction**

- Introduce yourself as the workshop leader, the topic and co-instructors.
- Briefly review the workshop goal and learning objectives.

**10. BODY****A. Why?**

Standard Regional Guidelines are the best tool a Region has to running a successful and consistent program.

**B. ✕ What (Must Knows, Should Knows and Could Knows)**


Guidelines are a statement of “the way things should be.” The AYSO Standard Regional Guidelines have been adopted by the American Youth Soccer Organization to provide guidance to the Region in its organization and operation. They are a compilation of the “best practices” of successful Regions from across the country. Further guidance and direction is provided through AYSO’s Articles of Incorporation, National Bylaws, National Policy Statements, National Rules and Regulations, Section Rules & Regulations, and Area Guidelines (AYSO’s “operating regulations”). All operating regulations are available on-line at:

[www.soccer.org/Resources/RulesRegulations/default.htm](http://www.soccer.org/Resources/RulesRegulations/default.htm),

Copies of these documents are to be made available by the Region upon request and are incorporated by reference as a part of these Standard Regional Guidelines. These Standard Regional Guidelines conform with the operating regulations and further enhance them. Regions are able to modify the Standard Regional Guidelines (Custom Regional Guidelines). Custom Regional Guidelines may tailor operating practices to Regional needs; however, they cannot deviate from minimum requirements of AYSO National Rules & Regulations, Bylaws, or Policy Statements and must be approved by the Regional Board, the Area Director and the Section Director and a copy forwarded to the National Office. In all cases, confirmation of the Guidelines being used by the Region must be forwarded to the National Office annually. To the extent that there may be any contradiction or conflict between the Regional Guidelines and the operating regulations, the operating regulations shall prevail.

These guidelines, or such other guidelines as the Region may adopt, must be made available upon request to the members of the Region pursuant to AYSO Bylaw 1.04 (l).

**C. How?**

 **Instructor Note: There are many ways to do the following activity. The object is to locate the justification in the Standard Regional Guidelines and with guided participation begin a discussion of each question. Getting the answers to all of the questions is not as important as the process of teaching the participants how to find the justification in the Reference Book. At a Section Meeting you will never have time to go through all of the 14**

questions and answers and still have time for the follow up discussion. Pick a few of your favorites; there will probably be time for 7 - 8. Participants will receive the handout on the CD which will contain all of the questions and answers for future reference.

- If this workshop is given for a small group at the Region or Area level, give everyone a copy of the Standard Regional Guidelines and have a few Reference Books available and divide the questions evenly among the participants.
- At a Section Meeting, you can divide the participants into 7 – 8 groups of equal numbers. Give each group a copy or copies of the Standard Regional Guidelines. Assign 1 – 2 questions to each group and discuss all answers. Attempt to get participation from as many attendees as possible. Don't let the same people provide input. **Be conscious of your time management. You will need approximately 15 minutes after the "Question and Answer" activity to do a review of standard Regional guidelines process. If needed assign your co-instructor to manage the time so that you will know how many questions you can cover.**
- You will also have the option of doing the questions one at a time with all the participants and, through guided participation, lead them to finding the correct answer in the Guidelines or other operating regulations. Everyone would need a copy of the Standard Regional Guidelines.
- **The answers to the following questions can be found in the Reference Book not specifically in the Standard Regional Guidelines:**
  - # 5 (Policy Statements),**
  - # 6 (Regional Operations – Legal Protection and Support)**
  - # 7 (Policy Statements)**
  - # 9 (National Rules & Regulations)**
- Give participants 5 – 10 minutes to find the justification. Ask that they raise their hand when the group has found the justification.

**Slide # 1** Put up this slide as participants are entering the room.  
AYSO Standard Regional Guidelines  
What Every Region Should Know

**Slide # 2**

Guidelines are a statement of “the way things should be”.

**Slide # 3**

They are a compilation of the “best practices” of successful Regions from across the country.

**Slide # 4**

Some of our discussion will be about information in the Reference Manual

- Articles of Incorporation
- National Bylaws
- National Policy Statements
- National Rules & Regulations

**Slide # 5**

If you want to amend your Standard Regional Guidelines who do you have to send them to?

**Slide # 6**

GUIDELINES; (n) information intended to advise volunteers on how something *should* be done

**Slide # 7**

- “Best Practices” gathered from well-run Regions across the country
- National Bylaws, National Rules & Regulations, National Policy Statements support the SRGs
- SRGs can be modified by vote of Regional Board and approved by AD and SD (Custom Regional Guidelines)

**Slide # 8**

Standard Regional Guidelines

Challenge

**Slide # 9**

Let’s divide up into groups and each group has about five minutes to look up the answer and justification for one of the questions.

**Slide # 10**

The answers to the following questions can be found in the Reference Book:

- # 5 – Policy Statements
- # 6 – Regional Operations, Legal Protection and Support
- # 7 - Policy Statements
- # 9 – AYSO National Rules and Regulations

**15 Minutes**

**Slide # 11**

1. **? Two weeks into the season, the Region decides it will be unable to place a late registered player on a team. The parent demands a full refund. What is the recommended course of action?**

**Slide # 12**

SEE: Standard Regional Guidelines, Article Seven: Information about the Program, Paragraph 2: Registration Fees; Refunds and Policy Statements, Article 3, Section 3.10 Player Fee Refund

**Slide # 13**

The Standard Regional Guidelines stipulate that this parent is entitled to some refund. The Region can deduct reasonable, non-recoverable expenses from the amount of the refund. If the Region is going to do this, it is important that this policy is clearly stated and broadly communicated to parents at the time of registration. Even so, some parents can raise a relentless uproar over partial refunds, particularly when their child was never placed on a team in the first place. Based on the experience of many Regions and the National Office, in cases like this it is the wisest and least problematic policy to refund the entire amount. It is tempting to reduce the refunds in the case where a child leaves the program to play elsewhere but trying to defend the refund policy is often not worth the funds kept.

**Slide # 14**

2. **? In the middle of the term, the Regional Commissioner resigns along with several Board Members. What is the procedure for getting a new RC and new Board Members?**

**Slide # 15**

SEE: Standard Regional Guidelines, Article Five: Management of the Region, Paragraphs 5 and 6.

**Slide # 16**

In an emergency, a majority of the remaining Board Members may select replacement members to serve until the next annual meeting or until a proper appointment process described in Paragraph 5 can be held. With regard to replacing the RC, the Board Members can recommend a candidate for approval by the Area Director to serve until the formal RC appointment process described in Paragraph 6 can be conducted. Any such recommendation for a new RC must be submitted for approval of the Area Director, Section Director, and finally the National Board of Directors.

**Slide # 17**

3. **? What are the requirements for registering and screening Regional volunteers and how often should this be done?**

**Slide # 18**

SEE: Standard Regional Guidelines, Article Three: Duties and Responsibilities of the Region, Paragraph 3 and 19, and AYSO CVPA Manual

**Slide # 19**

Each year, all Regional volunteers must submit a completed volunteer application form before they participate as a volunteer. It is the responsibility of the Region, through the CVPA, to verify the information obtained from any new volunteers then update eAYSO, renewing an existing volunteer's record or creating a new record for any new volunteers. Volunteers who admit to a previous criminal conviction should not be assigned a volunteer position until cleared by the Safe Haven<sup>®</sup> office at the National Office.

**Slide # 20**

- 4. ? *The Regional Board feels that a particular individual is undesirable as an AYSO volunteer. How can this individual be removed after the season has started?***

**Slide # 21**

SEE: Standard Regional Guidelines, Article Nine: Dispute Resolution; AYSO Reference Book, Regional Operations, Legal Protection and Support, Section II

**Slide # 22**

All means available should be taken to persuade the individual to resign gracefully. If not, the Due Process Procedures cited in Article 9 must be followed including the right to review. Avoid saying or writing anything inflammatory so as to avoid possible legal action.

**Slide # 23**

- 5. ? *A coach wants her AYSO team to play a "friendly match" with a non AYSO, independent, unaffiliated team. Is this possible and if so under what conditions?***

**Slide # 24**

SEE: Policy Statements, Article Two, Section 2.1, Participation in Non-AYSO Tournaments and Games and 2.4, Application of AYSO "Everyone Plays<sup>®</sup>" rule to AYSO Teams Playing Non-AYSO Teams.

**Slide # 25**

The Regional commissioner must be aware of and sanction all matches in which the Region's teams participate. If the Regional commissioner wishes to approve this participation, he/she must first inform the Area Director and secure approval. The AYSO "Everyone Plays<sup>®</sup>" rule, requiring each player to play at least one-half of every game, as well as the number of players on a team rule, shall apply to AYSO teams participating in non-AYSO tournaments or games within or without the U.S.A., regardless of whether the other team, the referee or the sponsors of the tournament or game apply or follow such rule.

**Slide # 26**

- 6. ? A privately owned park has soccer fields available but requires a lease to be signed. Can a Region assume the legal responsibilities associated with signing a lease?**

**Slide # 27**

SEE: "AYSO Reference Book", Regional Operations, Legal Protection and Support, Leases and other Material Contracts; Policy Statements, Article Three, 3.5 Legal Support from AYSO National, Lawsuits Involving AYSO.

**Slide # 28**

Since AYSO is responsible for the actions of the Regions, all material contracts which a Region is proposing to enter into must be submitted to the Legal Commission, particularly written leases for playing facilities with a term in excess of one year. Such contracts will be analyzed to determine whether the costs contained therein can be reasonably borne by the Region and whether AYSO's insurance programs cover the potential liability of the Region there under. In addition, its impact on the National Office and national policies and programs (such as licensing) will also be considered.

**Slide # 29**

- 7. ? What are the conditions and procedures required for a Region to register players and volunteers?**

**Slide # 30**

SEE: Policy Statements, Article Three, 3.7 Effect of Filing with the National Office of Players and Volunteers Registration Forms.

**Slide # 31**

All players and volunteers should be reregistered each year, and their information entered into AYSO's business system, eAYSO. Members should be urged to complete applications online through eAYSO as this saves everyone a lot of time. At least six weeks in advance, a Registration Kit (including Preprinted Registration forms) should be ordered from the National Office so there are hard copy forms for those unable (or unwilling) to complete one online. Once registered, every player and volunteer will be covered under the Soccer Accident Insurance plan.

**Slide # 32**

- 8. ? Who verifies the accuracy of Regional expenditures and income and how often should this be done?**

**Slide # 33**

SEE: Standard Regional Guidelines, Article Eight: Financial, Banking and Related Matters, Paragraph 8: Monthly Bank Reconciliations.

**Slide # 34**

The RC should regularly review the NAP financial report and each month. In addition to the Regional Treasurer, have another Board member who is not authorized to sign on the accounts reconcile all Regional accounts.

**Slide # 35**

- 9. ? In AYSO, how is the age of players determined and how are the playing divisions established?**

**Slide # 36**

SEE: AYSO National Rules and Regulations, III. Registration A,B,D, and E.

**Slide # 37**

The effective date of age determination shall be the player's age as of July 31<sup>st</sup> of the year that the membership year commences. Players who have reached the age of four years as of this date are eligible to participate in the program.

***At the 2007 NAGM, membership approved a change to allow the registration of those players who are 4 years of age by the start of soccer activities, but who were not 4 years of age on 7/31.***

**Slide # 38**

The National Rules and Regulations establish two year age divisions beginning with U-8 (given the range of development in younger players, Regions are strongly urged to form separate divisions for U-5 and U-6). In larger Regions, single year age divisions can be established. Age divisions can be combined when there aren't enough players to form enough teams in an age division. The age of the oldest player determines the division in which the team participates, even if that player eventually drops out. It is strongly recommended that such combined divisions span no more than three years. Regions could also consider small-sided teams and smaller fields rather than combining divisions.

**Slide # 39**

- 10. ? May coaches restrict playing time to one quarter or suspend playing time for the entire game for players who repeatedly do not attend practices?**

**Slide # 40**

SEE: Standard Regional Guidelines, Article Seven: Information about the Program, Paragraph 5: Attendance; Participation

**Slide # 41**

Any player who misses practices regularly **may** have his/her playing time limited to one-half (but not less than one-half) of a game. Any such limitation should consider the busy lives of many families and whether the player is being punished for something he/she can't control. Suspension or removal of a player or volunteer is the responsibility of the Regional Commissioner following appropriate due process procedures.

**Slide # 42**

**11. ? For misconduct by players in the older age divisions (U14, U16, and U19), is it permissible for Regions to adopt a "cooling off" period such as an immediate 5 minute removal from play for a caution (yellow card) or a one or two game suspension for being sent off (red card) or accumulating a given number of cautions.**

**Slide # 43**

SEE: Standard Regional Guidelines, Article Seven, Paragraph 7: Conduct During Games

**Slide # 44**

There is no such provision in the Laws of the Game for a "cooling off" period when a caution is issued. The caution should serve as a warning that the player needs to be in better control. A player who is sent off is prohibited from further participation in that game and "shall not participate in the team's next scheduled game." Depending on the circumstances of a send off, players may be subject to "additional disciplinary action" but the Region cannot predetermine this action. The Region must conduct a thorough review of the incident AFTER the incident occurs, and in accordance with dispute resolution procedures.

**Slide # 45**

**12. ? Is it permissible, two weeks after the season starts, for the Regional Board to amend the Regional guidelines to require coaches to wear a designated "Regional Coach Shirt" at all games?**

**Slide # 46**

SEE: Standard Regional Guidelines, Article Ten: Changes in Guidelines, Paragraph 2:  
Change in Guidelines

**Slide # 47**

Regional guidelines can be amended by a 2/3 vote of the Regional Board Members, which change must be approved by the Regional Commissioner, Area Director, and Section Director, then submitted to the National Office.

**Slide # 48**

**13. ? An annoying parent is demanding to see an accounting of the Region's finances. Should the Region give in to this request?**

**Slide # 49**

SEE: Standard Regional Guidelines, Article Eight: Financial, Banking and Related Matters, Paragraph 1: Budget; Financial Statement, also see Bylaws, Section 1.04 (L), and Policy Statements, Article 3.2

**Slide #50**

All Regions are required to file an annual financial report with the National Office and must make a copy available to the members who request it. Regions should strive to make all financial transactions as transparent as possible. Therefore, it is considered good practice to publish this annual financial report in a newsletter or post it at the fields (even mail a copy to all households if possible).

**Slide # 51**

**14. ? May the Area Director accept checks with only one signature from a Region for an Area Discretionary fund if the AD can personally attest to the identity of the signer of the check?**

**Slide # 52**

SEE: Standard Regional Guidelines, Article Eight, Paragraph 2: Account Signatories.

**Slide # 53**

All checks drawn on the Region's bank account require two signatures, one of which must be either the Region's Treasurer's or the Regional Commissioner's. Two signatories from the same house shall not be allowed.

**45 Minutes – There will probably only be time to go over 7 - 8 of the questions and answers. If you have more than 15 minutes left at this point you might want to review one or two more questions.**

**Slide # 54**

If a Region wants to amend the Standard Regional Guidelines, can they do that?

**Slide # 55**

Give me some examples of what a Region can amend in the Standard Regional Guidelines?

**Slide # 56**

1. Do NOT start the same players every week.
2. Do NOT always start a player in the same position. Rotate positions periodically.
3. All players should play 3 quarters before any player plays 4 quarters.

**Slide # 57**

Give me some examples of what a Region cannot amend.

**Slide # 58**

1. Players can stay on the same team forever
2. Only players that come to practice have to play two quarters. If they miss a practice, the coach doesn't have to play them at all.

**Slide # 59**

Who has to approve the amended guidelines?

**Slide # 60**

Answer: The Area Director and the Section Director

**Slide # 61**

? If your Region has not amended the Standard Regional Guidelines, what are you using as operating regulations?

**Slide # 62**

Answer: The Standard Regional Guidelines are the default regulations.

**10 Minutes**

**Slide # 63**

Conclusion

- Are the Standard Regional Guidelines a help or a hindrance? Why?
- Why should you carry your copy of the SRGs with you at all soccer games?
- Do you all have a better understanding of how the SRGs support all that you do in AYSO?

**5 Minutes**

**Slide # 64**

Thank you for Attending!