

AREA 12-A
U-14
INTER-REGION PLAY
Policies and Procedures
2008 - 2009
SEASON



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**AYSO 12-A
AREA INTER-REGION PLAY
U-14
POLICIES AND PROCEDURES**

1. DEFINITIONS.

A. “Area 12-A” refers to all Regions within Area 12-A and AYSO Area Staff. “Probation” is defined as a period in which an offender’s conduct, character, and qualifications are scrutinized over a period of time before additional action is taken.

B. “Assault” or “Attempted Assault” is an intentional act of physical violence. Assault includes, but is not limited to, the following acts upon another individual: hitting, kicking, punching, choking, spitting at or on, grabbing, poking, deliberate bodily contact/bumping, the act of kicking or throwing an object at, and/or damaging personal property.

C. “Coach or Head Coach” refers to the primary coach of record for a team.

D. “Dissent” shall be defined as anything that demonstrates disagreement with game officials either by action or word. Dissent need not be directed at a game official for the purpose of this definition.

E. “Letter of Reprimand” is a formal letter criticizing and admonishing an offending individual for his/her behavior or actions. The letter shall outline corrective actions necessary for the offender to come into compliance

F. “Probation” is defined as a period in which an offender’s conduct, character, and qualifications are scrutinized over a period of time before additional action is taken.

G. “Referee or Center Referee” refers to the primary match official.

H. “Referees” refers to a member of the Referee Team

I. “Referee abuse” shall be defined as the use of foul or abusive action or language toward a referee.

J. “Suspension” is defined as no participation in the areas in which one is suspended whether as a player, Coach, Assistant Coach, team, parent, spectator, or association official. This is a formal process.

K. “Suspension of a Coach/Assistant Coach” is defined as suspension from coaching any association team by the offending Coach/Assistant Coach for the time period specified.

L. “Suspension of a player” is defined as suspension from any competition, for any team on which the player is rostered for the time period specified.

M. “Suspension of a team” is defined as suspension from any association with Area 12-A sanctioned competition for the time period specified.

N. “Team Member” refers to all those listed on the Team Roster, including Coaches.

O. “Threats” shall be defined as remarks, verbal statements, gestures, or physical acts not resulting in bodily contact that carry the implied threat of physical harm against an individual or his/her property. This includes threats of civil litigation.

I. Area

2. SCOPE.

1

A. The participating Regional Commissioners of Area 12-A have adopted these policies and procedures and shall apply when two (2) or more teams (regardless of Region) play a combined schedule coordinated by AYSO Area 12-A. These policies and procedures apply to all U-14 play. These policies and procedures shall be known as Area 12-A U-14 Inter-Play Policies and Procedures.

B. The Area 12-A U-14 Policies and Procedures are intended to cover those situations not addressed in the AYSO National Rules and Regulations or Section Twelve Guidelines that apply in total. The Area Director, whose decision shall be final, shall arbitrate any discrepancies between these documents in accordance with AYSO National Rules and Regulations, National Policy Statements, Standard Regional Guidelines, Area 12-A Guidelines and Section Twelve Guidelines.

C. Area 12-A U-14 Policies and Procedures shall be made available to everyone on the Area 12-A website.

D. The Regional Commissioners of Area 12-A have determined that these Policies and Procedures are binding on all U-14 Inter-Play conducted and administered by Area 12-A.

3. ADDENDA TO POLICIES AND PROCEDURES.

A. Once adopted, any changes to the Area 12-A Policies and Procedures in the form of language, addition of subparts, repeal of subparts or clarifications in text, shall be approved by 2/3 vote of the participating Regional Commissioners. The Area 12-A Director and Section Twelve Director then review and approve the amended parts. It is then submitted to the National Support and Training Center.

B. A cover sheet shall be added to the new published Policies and Procedures noting the old language (if applicable), the new language or the clarification along with justification for

the addenda. Repealed subparts shall be referenced by their heading number and title. A notation shall be added noting it has been “Repealed.”

C. In the event of articulated, exigent circumstances, interim policies may be issued by the Area 12-A Director. Such interim policies must be dated and signed by the Area 12-A Director and approved by the Section Twelve Director. They are then to be submitted to the National Support and Training Center.

D. Absent articulated, exigent circumstance, any changes to the Area 12-A Inter-Regional Play Policies and Procedures shall be made once a year by a committee designated by the Area Director.

E. Policies and Procedures shall be dated and republished in full whenever changes are made and approved following the procedures outlined in this section. The amended Policies and Procedures will again be posted on the Area 12-A website.

4. COORDINATION.

A. The Regional Commissioners have determined that the Area Director shall appoint an Area U-14 Inter-Play Administrator who shall coordinate inter-regional play. The Area U-14 Inter-Play Administrator is primarily responsible for match scheduling conflicts, for maintaining team standings, and other duties as may be assigned by the Area Director or as defined throughout these Policies and Procedures.

B. The Area U-14 Inter-Play Administrator is accountable to the Area Director and is an Area Staff position.

5. TEAMS/PLAYER RATIOS.

A. Only a qualified referee, as outlined in Section 22, shall officiate U-14 play.

B. Area 12-A subscribes to the philosophy that every eligible registered player is placed on a team. Every accommodation will be made to allow these players onto a team if the volunteer support and teams are available so that they may play in Area 12-A.

C. Regions may form as many teams as they like. Regions should keep in mind that some games may not be played or may be cancelled due to the lack of qualified volunteer referee support. The optimal referee to team ratio is one (1) qualified referee per two (2) teams. For example, if there are 48 teams eligible for Area Inter-Play, then there should be at least 24 qualified referees to manage the matches. If this ratio cannot be met, games may not be played. Every effort will be made to play these cancelled games as outlined in Section 18 of the Area Inter-Play Policies and Procedures.

iii Neighboring Regions may combine players to fill their rosters with the approval of the respective Regional Commissioners. No player may transfer from one team to another team in another Region, after such teams have been formed, without the approval of the involved Regional Commissioners, the coaches of the teams involved and the player and/or parent involved. In addition, no player may transfer from one team to a team in another Region without the additional approval of the Area Director

6. MATCH SCHEDULING.

A. The Area Match Scheduler shall attempt to assign games between adjacent Regions as often as possible during the course of Inter-Regional play. Area 12-A recognizes that extensive travel is difficult and expensive. Every effort will be made to avoid undue hardship when scheduling Inter-Regional games.

7. MEETINGS

A. Annually, two (2) separate Coach/Referee meetings will be held to accommodate rural regions and those with schedule conflicts. In any case attending at least one of these meetings is mandatory. Those not attending shall be ineligible to coach a team or referee a match. The Area U-14 Inter-Play Administrator shall be at all meetings. Regions may combine meeting times and locations to expedite this process.

B. Coaches shall receive from their Regional Coach Administrator a copy of the Area 12-A U-14 Inter-Regional Policies and Procedures. A cover page shall be attached to the Policies and Procedures. The signed cover page indicates that the Coach has received a copy of the Policies and Procedures, and will abide by its contents. Copies can be found on the Area 12-A website. The Coach shall sign and date the cover page. The Regional Coach Administrator shall then forward the signed and dated cover page to the Area U-14 Inter-Play Administrator.

C. Qualified referees shall receive from the Regional Referee Administrator a copy of the Area U-14 Inter-Play Policies and Procedures. The signed and dated cover page indicates they have received a copy and shall abide by its contents. The Regional Referee Administrator shall forward the signed and dated cover page to the Area U-14 Inter-Play Administrator.

D. Only the Regional Referee Administrator and the Regional Coach Administrator can certify that a referee or coach has met the above requirements.

II Regions

8. ELIGIBILITY.

A. Each Regional Commissioner is responsible for ensuring that all participating coaches from their Region have submitted an AYSO Volunteer Form and are in good standing with the Region. The Regional Commissioners shall also verify the eligibility of players from their Region.

9. FIELD RESPONSIBILITY.

A. The host Region shall supply field equipment. In the event of a late start due to a delay in field set up, the Referee may equally shorten both halves of the match to accommodate the start of the next match.

B. Both teams shall be equally responsible for set up of the field if the teams are participating in the first match of the day.

C. Field take-down is the equal responsibility of both teams if the match is the last of the day; failure to assist in the take down and storage of equipment as required may result in a forfeiture and loss of Sportsmanship Points as determined by the Area Inter-Play Administrator.

D. Each team is responsible for the cleanup of the side of the field they occupy during the course of the match. Failure to clean up the area shall result in a loss of Sportsmanship Points as determined by the Referees.

III COACHES AND TEAMS

10. COACHES.

A. Annually, all coaches must have registered as an AYSO Volunteer and have an AYSO Volunteer Application on file with their respective home Region.

B. Volunteers wishing to volunteer as a U-14 coach shall be AYSO certified as an Intermediate Coach or higher. An Assistant Coach shall be an AYSO certified Youth Coach or higher. (For the purpose of the 2008 season, the Head coach may be a Youth Coach but shall certify as an Intermediate Coach at the next Area sponsored Intermediate Coaches Clinic)

C. Coaches must complete and sign an Area 12-A Inter-Regional Program Coach Application (“Coach Application”) which shall be submitted to the Area U-14 Inter-Play Administrator at the pre-season Coach/Referee Meeting. Completion of the Coach Application evidences that the Volunteer has agreed to abide by the AYSO Kid Zone Pledge set forth therein

D. A team playing all or part of a match without an Authorized Coach, Assistant Coach or approved Acting Coach shall forfeit the match and receive no Sportsmanship Points. In such case, the non-offending team shall be awarded a winning score of 1:0 and twenty-five (25) Sportsmanship Points.

E. In exigent circumstances, a Regional Commissioner, or the Regional Commissioner's designee holding the Regional Commissioner's written authorization, may act as a Coach or as an Assistant Coach without a completed Area 12-A Inter-Regional Coach Application on file with the Area U-14 Inter-Play Administrator. The Area U-14 Inter-Play Administrator must approve this in advance and must notify the Referee assigned to the respective match. The Coach designee shall abide by the provisions in Section 9.

F. **If there is no Coach or Assistant Coach or approved designee, there is no match. NO EXCEPTIONS.**

G. The blank Area 12-A Inter-Regional Program Coach Application is found in Appendix and is available for downloading at www.ayso12a.org.

11. **REGISTRATION AND MEDICAL RELEASE FORMS.**

A. The Coach or Acting Coach is required to have player registration forms (Medical Release Forms), containing original parent or guardian authorization, at all matches and practices. Copies of the forms are acceptable provided the copies have original signatures in black or blue ink.

12. **ROLE OF THE TEAM CAPTAIN.**

A. Area 12-A has adopted the USSF definition of Team Captain. The following are specifically adopted and restated herein:

i. The role of the Team Captain is not defined in the Laws of the Game. He/she usually wears an armband. The captain is responsible to the Referee for his/her team, but has no special rights or privileges. By practice and tradition, certain duties fall upon the team captain:

a. To see that the Referee's decisions are respected by the team captain's teammates and by the team officials.

b. To counsel a teammate who may be reluctant to leave the field of play at a substitution, however, neither the captain nor the Referee may insist that the player leave.

c. To represent his/her team at the coin toss to determine which goal the team shall initially attack (and subsequent overtime periods) or which team shall take the first kick in kicks from the penalty mark.

d. To be the team representative to whom the Referee should go to obtain the name or names of team members who must be withdrawn from participating in kicks from the penalty mark in order to match the size of the opposing team (which has fewer players on the field before or during the kicks from the penalty mark procedure as a result of injury or misconduct).

IV. REFEREES

13. OFFICIATING.

A. The Regional Referee Administrator shall assign the Referee and the Assistant Referee for Area 12-A U-14 Inter-Regional games assigned to their home fields. All Referees shall be qualified for the match assigned, and be in AYSO standard uniforms.

B. Referee Minimum Qualifications for U-14 Age Groups:

i. Referee:

a. Preferred Advanced or higher.

b. Intermediate Referee working on their Advance Badge.

c. Approved by the Regional Referee Administrator to Referee at the appropriate age level of the match presented. The referees may be approved for some but not necessarily all of the appropriate age levels.

d. In proper uniform, including referee jersey, AYSO badge, socks and shorts, worn in accordance with USSF Policy.

e. Age must be two (2) years older than the age group of the game that he/she is Officiating.

f. May NOT be the Coach or Assistant Coach of the team.

g. Exceptions may be made with the approval of the Area Referee Administrator.

ii. Assistant Referee:

- a. Preferred Intermediate Referee or higher.
- b. Regional Referee having successfully completed the Intermediate Referee Clinic and is working on their Intermediate Badge.
- c. Approved by the Regional Referee Administrator to referee at the appropriate age level of the match presented. The Assistant Referees may be approved for some but not necessarily all of the appropriate age levels.
- d. In proper referee uniform, including referee jersey, AYSO badge, socks and shorts, worn in accordance with USSF Policy
- e. Age must be the same age or older than the age group of the game he/she is Officiating.
- f. May be a parent or relative of a player on a team.
- g. May NOT be the Coach or Assistant Coach of the team.
- h. Exceptions may be made with the approval of the Area Referee Administrator.

C. The Diagonal System of Control (three (3) Referee System) shall be employed in all matches without exception.

D. Should one (1) Assistant Referee fail to appear or be unable to continue, a club linesperson shall be appointed by the Referee. Should two (2) Assistant Referees fail to appear or be unable to continue, the Referee shall appoint two (2) club linespersons.

E. In no event shall the two-man/whistle system (sometimes referred to as the dual system) be used in any AYSO Area 12-A match.

F. The Referees shall conduct an equipment inspection of all players prior to the match. Safety is a primary concern. The Referee shall not allow a player to participate in the match who uses equipment or wears anything which is dangerous to him/her or another player (including any kind of jewelry except medical I.D. jewelry properly worn by the player).

G. A player who has been sent off shall not be required to leave the vicinity of the field of play. However, the coach, assistant coach or acting coach shall ensure that a player who has been sent off participates no further, whether by word or action. The Referee may recognize as cautionable behavior the Coach's, Assistant Coach's or Acting Coach's failure to do so.

H. A coach, assistant coach, or acting coach who has been sent off must leave the vicinity of the field of play. The referee shall not restart the match or continue a match if a team no longer has a properly authorized coach, assistant coach, or acting coach in attendance. An authorized coach must have a laminated identification card issued by Area 12A. Assistant

Coaches will be verified by the team's roster. Any assistant coach not listed on the team roster must be approved by the Regional Commissioner in writing.

I. The referee shall be the sole judge on the field of play and his/her decisions are final. No protests shall be allowed other than as outlined below.

J. The referee may suspend or terminate the match. If the match is terminated, the Area U-14 Inter-Play Administrator shall determine the outcome of the match, whether as a forfeit by one (1) or both teams, or otherwise.

14. AREA GAME REPORT.

A. The Referee shall report on the Area 12-A U-14 Game Report instances of misconduct or send-offs on the part of team members or spectators. Sufficient detail shall be included to allow appropriate follow-up. In the case of offensive or insulting or abusive language and/or gestures, the referee shall identify the words and/or gestures used, and to whom the misconduct was directed. Additional information may be included on additional paper accompanying the report.

B. All cautions and send offs are to be documented and sent via e-mail to the host Referee Administrator and the U-14 Inter-Play Administrator as soon as practicable, after the assigned match, utilizing the Area U-14 Game Report.

C. Incidences involving serious misconduct before or after the match shall also be reported on the Area 12-A U-14 Game Report along with the identity of the individual and a description of the incident.

D. The U-14 Area Inter-play Administrator will collect and track information on all cautions and send-offs and will notify the Regional Coach Administrator of required game suspensions and the duration of such in accordance with Section 33.

15. REFEREE QUALITY CONTROL AND FEEDBACK.

A. The AYSO Area 12-A Referee Staff is committed to supporting AYSO's certified Volunteer Referees, and providing the players in the Area with well-trained and experienced Referees. In order to maintain the highest quality of Officiating, the following quality control and feedback procedures shall be used and administered by the Area Referee Administrator:

i. This program consists of two (2) parts:

a. The first is a means by which a Region can preempt or minimize dissent by Coaches and parents/spectators during matches. This is an especially important part of the attempt to retain Referees, because sideline abuse is a primary reason for Referees leaving the program. Regional Referee

Administrators in cooperation with the Regional Coach Administrator should develop a presentation to be given to the Region's Coaches prior to the beginning of the season. The purpose of this presentation is to preempt dissent by Coaches and parents/spectators by explaining how Referees are taught to apply the Laws of the Game, and to dispel some common "myths" regarding Law 11 (Offside) and Law 12 (Fouls and Misconduct). This briefing should also include the AYSO Team Module, as well as instructions for completing and submitting the Referee Feedback Form.

b. The second is a method of receiving and processing feedback from Coaches and/or parents/spectators on their perceptions of a particular Referee's performance via the Referee Feedback Form.

B. Referee Quality Control and Feedback Policies and Procedures:

iii. All Referee Feedback Forms and any corrective actions taken such as Referee mentoring, assessments, or action by Referee assignors shall be closely monitored and kept confidential. The Regional Referee Administrator or his/her designee shall administer and monitor this program.

iv. Any complaints regarding officiating shall be made using the Referee Quality Control and Feedback Procedures and forwarded to the Host Region Regional Referee Administrator. It shall then be forwarded to the Area Referee Administrator.

v. A Referee Feedback Form has been developed for use in this program. The form is found in the Appendix and is available for downloading on the Area 12-A website at www.aysol2a.org.

III The Match

16. COMPETITION.

A. All matches shall be conducted in accordance with the current FIFA Laws of the Game and decisions of the International Football Association Board as modified by any exceptions detailed in the AYSO National Rules and Regulations, Section 12 Guidelines, and applicable Area 12-A Policies and Procedures.

B. If, for any reason, a match is not played or is not completed, the Area U-14 Inter-Play Administrator must be notified within twenty-four hours by the Referee via email and shall decide the standing of the match depending upon the reason for the match stoppage.

C. The Area U-14 Inter-Play Administrator, in coordination with the affected Regional Coaching Administrators may reschedule the match, order the match to stand as played; order remaining time to be played off at a later date, or order other action depending upon the circumstances.

17. MATCH CANCELATIONS

A. Failure of a team to be present to play a scheduled match shall result in a forfeit. The Coach of the team that failed to be present may present an excuse for such failure to the Area U-14 Inter-Play Administrator within seven (7) calendar days who shall then have the discretion to reschedule the match or sanction the coach as outlined in the Discipline Matrix. If the match is not rescheduled, the non-offending team shall be awarded a winning score of 1:0 and twenty-five (25) Sportsmanship Points.

B. A grace period of fifteen (15) minutes after the scheduled beginning time shall be allowed prior to declaring a forfeit. A team with an insufficient number of players to start the match (seven (7)) shall be ruled as "Failure to be Present." The Grace Period is a running clock.

C. Matches canceled due to inclement weather, shall be rescheduled by the Area U-14 Inter-Play Administrator only, in coordination with the field availability, the Regional Referee Administrator and the Regional Coach Administrator.

D. Matches canceled for other acceptable, unforeseeable or foreseeable causes may be rescheduled by the Area U-14 Inter-Play Administrator only, in coordination with the Regional Commissioners, the Area Referee Administrator and the Area Coach Administrator. Notification must be made to the Area U-14 Inter-Play Administrator seven (7) days prior to the match. Matches that cannot be accommodated shall record a score of 1:0 for the non-offending team along with twenty-five (25) Sportsmanship points.

E. Coaches and Regional Commissioners are prohibited from canceling or rescheduling matches.

F. Subject to field and referee availability, Coaches or Regional Commissioners wishing to reschedule a match with the consent of the opposing Coach or Regional Commissioner regarding time and place may expect the cooperation of the Area U-14 Inter-Play Administrator to effect that change if it does not result in undue administrative difficulties. Matches not played due to "mutual" forfeits or lack of time or fields shall be recorded as 0:0 ties. "Mutual" forfeited matches shall not be awarded Sportsmanship Points nor shall this match be calculated into the Sportsmanship Point average.

G. A match is declared "Official", after one half ($\frac{1}{2}$) the game is played

18. PROTESTS

A. Referee decisions based on the laws of the game and their interpretations are final and are not grounds for protest.

B. Questions concerning players or field equipment must be referred to the Referee prior to the start of the match. The Referee's acceptance of the field and match conditions shall be final.

C. In the event the Coaches of both teams agree that a technical error has affected the outcome of a match, a written appeal shall be made to the Area Referee Administrator, Area Coach Administrator and the Area U-14 Inter-Play Administrator. If it is determined that the technical error affected the outcome of the match, the remedy will be determined by the Area U-14 Inter-Play Administrator.

D. Good Sportsmanship is a key philosophy in AYSO and, in this light, coaches are expected to encourage fair play and set outstanding examples.

E. Documentation must be submitted to the Area Referee Administrator, Area Coach Administrator and the Area U-14 Inter-Play Administrator within forty-eight (48) hours of the match in question. E-mail is acceptable for the purposes of appeal. E-mail addresses are on the Area 12A website.

19. HOME TEAM.

A. The team listed first on the schedule is designated the Home Team and shall be responsible for supplying three (3) match balls to the Referee team and adjusting uniforms in the event of a uniform color conflict.

B. Unless directed otherwise by the Referee, the Home Team shall be on the north or east side of the field, depending on field orientation along with their supporters/spectators; the opposing team and their team supporters/spectators shall occupy the opposite side of the field. The home team is also required to provide three (3) game balls. Failure to provide the proper number of game balls will result in one (1) point deduction in the Coaches Conduct, Sportsmanship category.

20. UNIFORM COLOR CONFLICTS.

A. Each Region has established its “primary colors.” While avoiding color conflicts, Regions shall choose uniforms featuring their primary colors. Other uniform primary colors chosen shall differ substantially from the primary colors of all other Area 12-A Regions.

B. The Referee is solely responsible for determining if uniform color conflicts would hinder fair play. The Referee should allow considerable latitude and only in impossible situations should a change be necessary. In such event, the Home Team shall change jerseys to a non-conflicting color. Pinnies are permissible. In the event the home team does not have a secondary uniform or pinnies to correct the color conflict, the home team will lose one (1) sportsmanship point from the Uniform Appearance category.

21. PROPER DRESS.

A. Players are required to wear the AYSO uniform as issued by the Region in which they are registered and are compliant with the National Rules and Regulations. Additionally, each player's socks shall be of the same color and, with the exception of the goalkeeper, match the socks of the other team members. Each goalkeeper wears colors which distinguish him/her from the other players (both teams), the referee, and the assistant referees.

B. During inclement weather, and at the Referee's discretion, the following additional Policies and Procedures may be observed:

i. Players may wear sweatshirts, sweat pants, and/or similar garments. Other than the team uniform, it is not required that all team members wear similar garments.

ii. Sweatshirts, when worn, shall be worn under the team jersey. Hoods on hooded style shirts must be tucked into the jersey, not outside or worn on the head.

iii. Sweat pants, when worn, shall be worn under the team shorts.

C. At the conclusion of the match, the players shall not remove their jersey shirt until after the final handshake with their opponent. The early removal of a jersey will result in a one (1) point reduction in sportsmanship points.

22. PLAYER SUBSTITUTION.

A. Players shall be substituted in accordance with the published AYSO National Rules and Regulations. A substitution shall occur midway through the first half, half time, midway through the second half and for an injury.

B. In the event of an injury, a coach may elect to play short until he/she has assessed the nature of the injury and the players' ability to continue. In the event the player is able to continue, the referee, at their discretion, may beckon the injured player back on to the field at the next stoppage of play and allow the player to continue play. If the player is unable to play, the coach shall alert the referee that the injured player is being substituted. The referee, at their discretion will allow the injury substitution at the next stoppage of play.

C. The failure to follow Policy #14 will result in a one (1) point reduction in sportsmanship points unless said player did not play due to illness or injury, with the approval of the Referee team. No player may play a full match until all players have played at least $\frac{3}{4}$ of the match.

23. MISCONDUCT

A. Though not required, it is strongly recommended that the Coach or Assistant or Acting Coach, counsel any player at the touchline, after receiving a caution. The referee may allow such counseling at their discretion. The player may not be substituted until the next legal substitution period.

B. A team member sent off, including a send off for receiving a second caution in the same match shall be suspended from all participation in the current and the next scheduled match and/or may receive additional sanctions in accordance with the Disciplinary Matrix.

C. A Coach who withdraws his/her team from a match in progress as a form of dissent shall be suspended for the next two (2) scheduled matches.

D. The Area U-14 Inter-Play Administrator may take additional disciplinary action as deemed necessary.

E. The Referee shall submit a report of all misconduct to the Area Referee Administrator and the U-14 Area Inter-Play Administrator. The protocol as outlined in Section 14 shall be used. All AYSO Volunteers are encouraged to submit their own written report of any serious misconduct they observe off the field of play.

F. The Area 12-A Referee Game Report is available on the Area website at www.ayso12a.org for downloading purposes.

24. EXTRA TIME PROCEDURE.

A. During the regular season, matches can end in ties. Extra time periods will not be used.

B. During the season end Area 12-A Tournament, the following procedure shall be used:

- i. In the event extra time must be played, refer to Area 12-A Tournament Guidelines.
- ii. Free substitution is permitted during extra time as the Referee permits. If a team is playing short because of a send off, it shall continue to play short during any extra time

25. SPORTSMANSHIP POINTS.

A. In order to establish consistency in awarding Sportsmanship Points, Referees shall utilize the following set of Policies and Procedures. Each team displays Sportsmanship in five (5) categories:

- i. Conduct of players.
- ii. Conduct of Coaches.
- iii. Conduct of spectators.
- iv. Uniforms.
- v. Courtesy toward Referees.

B. The Referee Team at a match monitors the conduct of team members, and spectators before, during, and after the match. At the conclusion of the match, the Referee team (and if available Field Marshal) shall collaborate to assess each team for the purpose of awarding Sportsmanship Points. The Referee team shall list the points on each Game Report. All teams begin with the maximum of five (5) points in each category. The maximum amount of points possible for one (1) match is twenty-five (25) points. In each category, each team must be awarded the maximum for the category UNLESS a team's conduct warrants reductions as stated throughout these policies and as outlined below. Sportsmanship Points are subjective so no justification is required on the part of the referee for the deduction or addition of Sportsmanship Points except for the awarding of the Bonus Sportsmanship Point.

C. The Area Inter-Play Administrator, or his/her designee(s), may reduce the points awarded when he/she has direct knowledge of conduct that violates AYSO National Rules and Regulations, Section Twelve Guidelines Regulations, and/or Area 12-A Policies and Procedures. The Regional Coach or Referee Administrator or his/her designee(s) records Sportsmanship Points over the duration of the season.

D. The Criteria for Reductions of Sportsmanship Points shall be as follows:

- i. **Five (5) points** shall be lost from the respective Conduct categories: when a team member or spectator is sent off; or when offensive or insulting or abusive language is used
- ii. **One (1) point** shall be lost from the respective Conduct categories for each observation: when a team member is cautioned, or spectator is warned, or when trash is left behind by a team after the match.

iii. **One (1) point** each shall be lost from the Coach category for each observation when a Coach:

a. Fails to openly display his/her Authorized Coach and Assistant coach cards throughout the match.

b. When a Coach persistently is outside of the coaching area, whether marked or unmarked.

c. For not providing at least three (3) game balls for the match.

d. For each violation of the $\frac{3}{4}$ match playing time for every player.

e. **Five (5) points** shall be deducted in the Coach's category for missing or incomplete Game Cards.

f. **Five (5) points** shall be deducted from the Coach's category for any team that is not present to begin play at the scheduled time of the match.

v. **One (1) point** shall be lost from the Uniform category for each observation: when any player is not properly attired in a regulation uniform (sock matching, shirts not tucked in at start of match or at the start of the second half).

vi. **One (1) point** shall be lost from the Uniform category of the home team for not correcting uniform color conflict.

vii. **One (1) point** shall be added to the visiting team for providing pinnies or correcting uniform color conflicts.

viii. **One (1) point** shall be lost for removal of a uniform jersey prior to leaving the field at the final handshake.

ix. **One (1) point** shall be lost from the Conduct of Spectators category for each observation when spectators:

a. Express repeated disagreement toward members of the Referee team over calls.

b. When spectators continue to interfere with Assistant Referee(s) after being requested to move.

c. When spectators move to the opponent's side of the field or fail to move to their designated side of the field before or during the match.

x. **One (1) point** shall be lost from the Courtesy Toward Referees category for each observation:

a. Repeated disagreement by players, Coaches or spectators; continual interference with Assistant Referee(s) after being requested to move.

b. Unwarranted delay in beginning the match or second half after the Referee's whistle.

xi. **One (1) point** shall be lost for each yellow card in the appropriate Player/Coach category.

xii. **Five (5) points** shall be lost for a red card in the appropriate Player/Coach category

xiii. **One (1) point** shall be lost by the home team in the Uniform Category for failing to correct uniform color conflicts.

xiv. **One (1) point** may be regained for any one-point deduction when the Referee team notices before, during, or after a match, a particular action by team members or spectators that is exemplary of AYSO standards of good sportsmanship.

xv. Other examples regarding awarding and deducting of Sportsmanship Points are discussed throughout these Policies and Procedures.

xvi. All sportsmanship points in the appropriate category for each team will be posted on the Area 12-A web site along with the total cumulative points.

E. If a team has the maximum number of Sportsmanship Points for a match, twenty-five (25), a Bonus Point may be added raising the total points to twenty-six (26). The Bonus Sportsmanship Point is for something extraordinary that is observed by the referee team. The Bonus Point is to be thoroughly documented as to the reason it should be awarded. The Area U-14 Inter-Play Administrator may act on that recommendation and award the Bonus Sportsmanship Point

26. AREA TOURNAMENT.

A. Immediately following the regular season, Area 12-A will hold a Tournament to determine the boy's and girls' Champion. Pool play shall be used to determine the respective Champions.

B. In order to qualify for the Area 12-A Tournament, teams of both gender must earn a minimum number of Sportsmanship point, unless otherwise determined to be ineligible (e.g. suspended team, not enough players, the coach of record fails to or does not possess an Intermediate Coach certificate). Teams gain entry into the Area 12-A Tournament by earning a

minimum of one hundred twenty-five (125) Sportsmanship Points over a ten (10) game season or 50% of the total points for games played if all 10 games are not able to be played.

C. A team from each gender who receives the most Sportsmanship point during the season will gain an automatic buy into the Area 12-A Tournament regardless of standing in their respective Regional Tournaments.

D. In the event that a team in contention for a tournament spots has not played all of their scheduled matches (inclement weather, no Referees, etc.), every attempt shall be made to reschedule the match. If the match cannot be rescheduled, the Area U-14 Inter-Play Administrator shall be the final arbitrator in determining the outcome with respect to a tournament position and shall be based on objective criteria (i.e. average Sportsmanship Points, least number of red/yellow cards received, etc.).

. * See Area 12-A Tournament Guidelines for details about participation in the Area Tournament.

V. AREA DUE PROCESS

27. DISPUTE RESOLUTION AND DUE PROCESS PROCEDURES.

A. Area 12A wishes to provide a safe, fair, fun, and positive environment for all our players, parents and volunteers. Dispute Resolution and Due Process Procedures ensure that fairness and equity are maintained in all aspects of our program.

B. These Policies and Procedures detail the various disciplinary actions that may be taken by the Area U-14 Inter-Play Administrator when team members behave inappropriately during Area 12-A U-14 Inter-Regional Play.

C. It is not the Area 12-A's wish to be unduly harsh, unfair, arbitrary or capricious. It is, however, Area 12-A's intent to send a message to all participants that it will not tolerate misconduct, especially violent conduct, serious foul play, or offensive or insulting or abusive language and/or gestures.

D. It is the responsibility of each team member in Area 12-A to familiarize itself with these Policies and Procedures.

E. An individual may accept the discipline as outlined in the Discipline Matrix or appeal the discipline. An individual may also accept the discipline but wish to submit a rebuttal letter.

F. A procedure exists to ensure that disciplinary decisions remain fair and that persons involved with the procedure are disinterested parties. This is known as the Area Due Process Procedure.

G. These procedures have been initiated to make sure that the AYSO philosophy is followed in our actions regarding our membership. Area 12-A's intent is to satisfy the doctrine of fairness that underlies the basic philosophy of AYSO and to ensure equity to all our members.

28. COACHES AND TEAMS.

A. Each team and its Coach are responsible for the actions and personal conduct of **all** persons involved with the team including players, Coaches, Assistant Coaches, parents, family members and spectators.

B. Each team and its Coach are responsible for ensuring that the actions of the team and **all** persons involved with the team both on and off the field do not bring discredit upon the team, their Region, Area 12-A or AYSO.

C. Each team and all persons involved with the team are required to conduct themselves in a sportsmanlike manner under all circumstances and to exhibit appropriate behavior before, during, and after games, and on any other occasions when the group could be identified as a team.

D. When a team's general conduct is determined by the Area U-14 Inter-Play Administrator to be unsatisfactory, the following disciplinary actions may be applied according to the principle of progressive discipline, severity, and frequency of incidents of misconduct. The severity of the conduct dictates the severity of the sanction:

- i. Letter of reprimand to the Coaches and/or team.
- ii. Team suspension for a period of time with all games scheduled for that time to be forfeited.
- iii. Denial of permission to travel intra/interstate for specific competitions.
- iv. Removal or suspension of the team's Coach or Coaches.
- v. Team disbandment.

E. As in any adult/child instructional relationship (school, scouting, etc) each Coach shall follow all principles of AYSO and the core values they instill in our youth.

29. PROPERTY DAMAGE.

A. Players or teams responsible for willful property damage are required to pay all lawful claims.

30. UNETHICAL BEHAVIOR.

A. Individuals or groups found to have committed the following acts are subject to disciplinary action by the Area Inter-Play Administrator:

i. Falsification of documents including, but not limited to registration data, birth certificates, rosters, insurance claims, or proxies.

ii. Allowing unregistered or ineligible players to participate in games.

B. The disciplinary actions may include but are not limited to sanctions listed below.

i. Letter of reprimand.

ii. Suspension for a specific period of time.

iii. Suspension from specific competitions.

iv. Probation.

31. DISCIPLINE AND APPEALS.

A. The following persons are subject to the Policies and Procedures outlined herein:

i. Players, including all substitutes.

ii. Teams.

iii. Coaches including Assistant Coaches and Acting Coaches.

iv. Spectators, including parents and all family members.

v. Referees, including all assistants, assignors, instructors and assessors.

vi. All other Area 12-A officials and Regional Board Members.

B. Regions of Area 12-A have developed rules of conduct and discipline. Any of these individuals or groups determined to have violated the letter or intent of the Inter-Regional Policies and Procedures will be subject to disciplinary action by the U-14 Area inter-Play Administrator

32. PROCEDURES FOR APPEALS.

A. The Discipline and Appeals Committee:

i. The Discipline and Appeals Committee shall consist of nine (9) members, and shall be appointed by the Area Director two (2) weeks prior to the start of Inter-Regional play.

ii. In the event of an appeal, only three (3) neutral members shall be seated to hear the appeal. The members shall be a Regional Referee Administrator, a Regional Coach Administrator and a parent. The hearing will be held according to the procedure outlined in the AYSO National Rules and Regulations and National Policy Statements. At the time of the hearing, a quorum is mandatory.

iii. The Area U-14 Inter-Play Administrator shall chair the hearing but will have no voting power, and shall not be present at the time of the vote.

iv. In the event of a Request for Hearing, the Area U-14 Inter-Play Administrator shall contact the appropriate persons on the Committee and convene the hearing.

v. The decision shall be given to the Area Director and appropriate Regional Commissioner, in writing, twenty-four (24) hours after the hearing.

vi. The Area U-14 Inter-Play Administrator shall then disseminate the results to the interested parties within twenty-four (24) hours.

vii. At the convening of the Committee to hear an appeal, the members shall attest they have no conflicts of interest in the matter set forth, and can be fair and impartial in rendering a decision.

viii. In the event that the appellate fails to show for the appeals hearing, the hearing will proceed.

B. Complaints

A. A complaint made in writing about any individual involved with the match by an outside source that deal with matters before, during or after the match, shall follow the following procedure:

i. Any complaint shall be forwarded to the U-14 Area Inter-Play Administrator, either orally or via e-mail who shall notify the Area Director, involved Regional Commissioner, Area Coach Administrator and Area Referee Administrator as to the substance of the report. The Area Coach Administrator

shall notify the involved Regional Coach Administrators and the Area Referee Administrator shall notify the Regional Referee Administrator as to the substance of the report. The Regional Referee Administrator, in cooperation with the Regional Coach Administrator, will investigate the complaint as to its validity. If the complaint is found to be unsubstantiated or unfounded, then no further action will be taken. In the event that the complaint is found to be valid, the Area U-14 Inter-Play Administrator shall notify the affected Regional Commissioner, the Area Director and the affected party of the disciplinary action to be taken. The affected party will be notified of their appeals right as outlined in the Due Process Procedures in the AYSO National Rules and Regulations and National Policy Statements. Affected parties may request a hearing, in accordance with the procedures below. A follow up letter will be sent to the affected party.

B. All complaints received by Area 12-A staff or the Discipline and Appeals Committee must be in writing and have an identified complainant, unless exceptional circumstances are identified by the Area Inter-Play Administrator.

C. Decision by Hearing

i. All requests for appeals shall be made in accordance with AYSO National Rules and Regulations and National Policy Statements.

ii Appeals heard shall be made as outlined and in accordance with Section 13.26 E of AYSO National Rules and Regulations, National Policy Statements.

iii. In the event that a proper request for a hearing is made, the Discipline and Appeals Committee shall be convened twenty-four (24) to forty-eight (48) hours after the appeals documents has been received to hear the appeal. Time may be reasonably extended at the discretion of the Area Inter-Play Administrator.

iv. The Discipline and Appeals Committee shall operate consistent with and in accordance with, Section 13.26 E of AYSO National Rules and Regulations, National Policy Statements, Standard Regional Guidelines, Area 12-A Guidelines and Section Twelve Guidelines. All results are binding on all concerned.

v. Presentation shall be limited to one (1) hour for each side.

D. Hearing Protocol

i. Convening of Discipline and Appeals Committee by the Area Inter-Play Administrator. Minimum requirements are a quorum.

ii. Affirmation of impartiality and no conflicts of interest are present of Discipline Appeals Committee Members.

(In the event that the Area U-14 Inter-Play Administrator must recuse them self from the proceedings, the Area Director shall appoint an Area Inter-Play Administrator; Pro Tem, for the purposes of the immediate hearing.)

iii. Presentation of all documents and materials pertaining to the hearing at hand.

iv. Presentation by the complainant and witnesses, if applicable.

v. Presentation by the appellate and witnesses, if applicable.

vi. Area U-14 Inter-Play Administrator shall leave the hearing room.

vii. Discussion by Committee Members.

viii. Vote by Committee Members.

ix. Results of hearing given to the Area Inter-Play Administrator.

x. Adjourn the hearing.

E. Appeals from the Discipline and Appeals Committee

i. Appeals from any Decision by Hearing of the Discipline and Appeals Committee shall be heard by the Section Director.

ii. Any person who is the subject of a decision by the Discipline and Appeals Committee may appeal such decision by delivering a letter of appeal by hand, by e-mail, by U.S. Postal Service or by a recognized delivery service (Fed-Ex, UPS etc). The Rights of Appeal form (provided by the Area U-14 Inter-Play Administrator and will be on the Area web site) shall be completed and presented to the Section Director within five (5) working days after the affected individual has been notified of the Discipline and Appeals Committees findings by the Area Inter-Play Administrator. Failure to deliver such by letter or e-mail shall result in the appeal being null and void.

F. Form of Appeal.

i. There are **only** two (2) basis for an appeal as outlined in National Rules and Regulations 4.26:

- a. The hearing or other form of dispute resolution violated due process.
- b. The results were arbitrary and capricious or violated an AYSO rule, regulation or policy.

G. Determination of Appeal

i. There are only two (2) possible resolutions to the appeal as outlined in National Rules and Regulations 4.26:

- a. The decision is sustained.
- b. Vacate the decision and send it back for another hearing.

H. Miscellaneous Admin

- i. All appeal times exclude Saturday, Sundays and legal holidays
- ii. Sanctions against a player will be communicated through their coach along with appeal rights as outlined in this section. In the event the player wishes to appeal their sanction, the player will not be compelled to give testimony either written or orally unless it is unavoidable. The player's coach is permitted to act in the players behalf at the hearing.
- iii. All sanctions not served during the present season shall carry over into any secondary season.
- iv. During all appeals processes, all sanctions shall be served.

33. DISCIPLINE MATRIX.

A. Standard Penalties for Misconduct by a Player:

MISCONDUCT NO.	DESCRIPTION OF MISCONDUCT	FIRST SEASONAL OFFENSE		
1.1	First caution	No action		
1.2	Second caution	No action		
1.3	Third caution	1 game suspension		
1.4	Fourth caution	No action		
1.5	Fifth caution	No action		
1.6	Sixth caution and any subsequent caution	1 game suspension		
1.7	Dismissed for “receiving a second caution in the same game” for which neither of the cautions was directed at the game official(s)	1 game suspension		
1.8	Dismissed for “receiving a second caution in the same game” for which one of the cautions was directed at the game official(s)	2 game suspension		
1.9	Dismissed for Red Card offenses (except as noted below)	1 game suspension		
1.10	Dismissed for “using offensive, insulting or abusive language and/or gestures” directed at anyone other than the game official(s)	1 game suspension		
1.11	Dismissed for “using offensive, insulting or abusive language and/or gestures” directed at the game official(s)	2 game suspension		
1.12	Persisted in “using offensive, insulting or abusive language and/or gestures” directed at the game official(s) after having been dismissed for such action that is directly in the area(s) of the soccer field	Additional 1 game suspension		
1.13	Dismissed for “serious foul play,” except physical assault. See 1.16 for sanctions	2 game suspension		
1.14	Dismissed for “spitting at an opponent or any other person,” other than the game official(s)	3 game suspension		
1.15	Dismissed for “spitting at the game official(s)”	5 game suspension		
1.16	Dismissed for “violent conduct”	2 game suspension		
1.17	Received a third dismissal in a season	Suspension for season		
1.18	Threaten physical assault on game official	5 game suspension		
1.19	Game official assault for “deliberate physical contact (i.e. pushing, pulling, charging, etc.) or attempted physical contact or threatening”	Suspension for season		

MISCONDUCT NO.	DESCRIPTION OF MISCONDUCT	FIRST SEASONAL OFFENSE		
1.20	Game official assault for “striking spitting, kicking, or any form of violent conduct, or attempted violent conduct”	Suspension for season		
1.21	Participated in a soccer activity from which he/she was suspended	3 game suspension		
1.22	Intentionally acted in a manner deemed to be detrimental to the spirit of AYSO	1 game suspension		

B. Standard Penalties for Misconduct by a Coach or Assistant Coach:

MISCONDUCT NO.	DESCRIPTION OF MISCONDUCT	FIRST SEASONAL OFFENSE		
2.1	Persisted in inappropriate behavior “after receiving a warning from the game official” for which neither of the offenses was directed at the game official(s)	1 game suspension		
2.2	Persisted in inappropriate behavior “after receiving a warning “ from the game official for which at least one of the offenses was directed at the game official(s)”	2 game suspension and reprimand		
2.3	Used “offensive, insulting or abusive language and/or gestures” directed at anyone other than the game official(s)	1 game suspension and reprimand		
2.4	Used “offensive, insulting or abusive language and/or gestures” directed at the game official(s)	2 game suspension and reprimand		
2.5	Persisted in “using offensive, insulting or abusive language and/or gestures” directed at the game official(s) after having been dismissed for such action that is directly in the area(s) of the soccer field	Additional 2 game suspension and reprimand		
2.6	Physical assault or attempted physical assault of a player	Suspension for season		
2.7	Game Official assault for “deliberate physical contact (i.e. pushing, pulling, charging, etc.) or attempt.	Suspension for season		
2.8	Game Official assault for “striking, spitting, kicking, or any form of violent conduct, or attempted violent conduct”	Suspension for season		
2.9	Threat of physical assault on a game official	5 game suspension		
2.10	Knowingly played an ineligible player in a sanctioned game	2 game suspension		
2.11	Participated in a soccer activity from which he/she was suspended	3 game suspension		
2.12	Intentionally instigated and/or participated in a brawl between two teams before, during, or after a game	Suspension for season		

MISCONDUCT NO.	DESCRIPTION OF MISCONDUCT	FIRST SEASONAL OFFENSE		
2.13	Intentionally acted in contravention of, or failed to act in accordance with, a "Published Rule"	Reprimand		
2.14	Intentionally acted in a manner deemed to be detrimental to the spirit of AYSO	Reprimand		
2.15	(a) Changed any information on a registration form without the consent of the person being registered on such form (b) Provided false or inaccurate information on a registration form (c) Falsified a signature on a registration	Suspension for season		
2.16	Fail to present at a match.	Reprimand		
2.17	Withdraws a team from a match in progress	2 game Suspension		