



AYSA

Administration
Manual

AYSA Administration Manual

Letter from the President

Office Information

Board of Directors

Registration

Risk Management

Tournaments

Sponsors

By-Laws

Arizona Youth Soccer Association

[2424 W. Missouri Avenue](#), Suite D
Phoenix, AZ 85015
(602)433-9202

Fax (602)433-9221
Toll Free (877)723-2972

9:00am - 4:00pm
Monday through Friday
Closed Saturday and Sunday

*The AYSA office is usually staffed by one person only
please call to ensure that the [Office Manager](#) is there before you come.*

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2005-2006 AYSA Sanctioned Tournaments














* Application to Host USYS Sanctioned Tournament



Tournament	Host Club	Dates	Local	Contact	Div	Fees	Dead line
TUCSON SOCCER ACADEMY 27th Annual TSA/Tucson United Soccer Tournament September 16-18, 2005 27th Annual TSA/Tucson United Soccer Tournament	Tucson Soccer Academy 	Sept. 16, 17, 18	Tucson	Jeane Villa 520-331-2250	M & F U11-U19	U11 - U19 \$390	Aug. 29 '05
2005 BEST OF THE WEST Septmeber 16th, 17th and 18th Phoenix Teams Only (District I) 2005 Best of the West Soccer Tournament	Futbolito Bimbo Soccer League 	Sept. 16, 17, 18 District I Teams Only	Avondale Friendship Park	Don Hillegass 602-938-0277	M Only U10-U19	U9, U10 \$199 U11-U14 \$299 U15-U19 \$350	Aug. 22 '05
Tempe Fall Classic	Arizona Heatwave 	Sept. 23, 24, 25	Tempe	Tom McConkey 623-535-9171	M & F U8-U19	U8 - \$285 U9 & U10 - \$325 U11 - U19 \$375	Aug. 12 '05
 Soccer at the Summit	Flagstaff Soccer Club 	Sept. 23, 24, 25	Flagstaff	John Douglas Becky Lewis	M & F U10-U16	U10 - \$ U11 - U19 \$	Aug. 15 '05
OktoberFest Futbol Festival	Chelsea Soccer Club 	Sept. 30 Oct. 1, 2	Phoenix	Tom McConkey 623-535-9171	M & F U8-U19	U8 \$285 U9 - U10 \$325 U11 - U19 \$375	Sept. 10 '05
Yavapai Cup	Yavapai Soccer League 	Sept. 30 Oct. 1, 2	Prescott	Erin Kelly 928-772-9755	M & F U10-U18	U9 - U10 \$355 U11- U14 \$375 U15- U18 \$395	Sept. 5 '05
CISCO Columbus Day Tournament	CISCO Soccer Club 	Oct. 7, 8, 9, 10	Phoenix	Kenny Laird	M & F U10-U19	U10 \$350 U11 - U19 \$450	Sept. 7 '05
Hammers Cup	AZFC 	Oct. 8, 9, 10	Tempe	Tom McConkey 623-535-9171	M & F U9-U19	U9 - U10 \$375 U11 - U19 \$500	Sept. 15 '05
Randolph Socctoberfest	Randolph Soccer Club 	Oct. 14, 15, 16	Tucson	Barry Parks 520-326-1927	M & F U8-U19	U8 \$250 U9 - U11 \$300 U12 - U14 \$315 U15 - U19 \$330	Sept. 17 '05
Phoenix Cup	ValleyYouth Soccer League 	Oct. 14, 15, 16	Phoenix	Tom McConkey 623-535-9171	M & F U8-U19	U8 - U10 \$325 U11 - U19 \$375	Sept. 30 '05
Sereno Pro Classic	Sereno Soccer Club 	Oct. 21, 22, 23	Phoenix	Shawna Stagmiller 602-996-5754	M & F U10 - U19	U10 - U19 \$475	Sept. 23 '05
Ahwatukee Soccer Fest	Ahwatukee Foothills Soccer Club 	Oct. 28, 29, 30	Phoenix	Alec Gefrides 480-282-1141	M & F U9 - U18	U9 - U10 \$300 U11 - U19 \$350	Oct. 7 '05
WVUSC Arizona Cup	West Valley United SC 	Nov. 4, 5, 6	Glendale	Jill Oliver 623-561-2787	M & F U9 - U18	U9 - U10 \$300 U11-U19 \$375	Oct. 7 '05
HeatWave All Girls Classic	Arizona Heatwave 	Nov. 4, 5, 6	Avondale	Tom McConkey	F Only U8 -	U8 - \$285 U9 - U10	Oct. 15 '05

				623-535-9171	U19	\$325 U11- U19 \$375	
Mesa Soccer Club Patriots Cup	Mesa Soccer Club 	Nov. 11, 12, 13	Mesa	Rick Ban 480-981-3589	M & F U9 – U18	U9 - U10 \$325 U11 – U19 \$375	Oct. 15 '05
Kick For the Cure	Chelsea Soccer Club 	Nov. 18, 19, 20	Phoenix	Tom McConkey 623-535-9171	M & F U8-U19	U8 \$285 U9 – U10 \$325 U11- U19 \$375	Nov. 1 '05
 Tempe Elite Thanksgiving Tournament	Tempe Soccer Club 	Nov. 25, 26, 27	Tempe	Larry Larsen 480-452-7678	M & F U10 - U19	U10 - \$450 U11- U14 \$535 U15-U19 \$635	Oct. 23 '05
Turkey Daze	Tanque Verde Soccer Club 	Nov. 25 26 27	Tucson	Libby Whitthorne 520-760-3169	M & F U6 – U10	U6 - \$135 U8 - \$165 U10 - \$205	Nov. 10 '05
C.D.O. Soccer Classic	Canyon Del Oro Soccer Club 	Dec. 2 3 4	Tucson	Nina Criss 520-797-4474	M & F U8 – U14	U8 – U14 \$325	Oct. 21 '05
Kohl's Christmas Angel	Valley Youth Soccer League 	Dec. 2 3 4	Avondale	Tom McConkey 623-535-9171	M & F U8-U19	U8 – \$225 + Donation U9 – U19 \$250 + Donation	Nov. 15 '05
San Tan Holiday Classic	San Tan Soccer Club 	Dec. 9 10 11	Chandler	Alex Rowe 480-223-8170	M & F U8 - U14	U8 - \$275 U9 – U10 \$300 U11- U14 \$375	Nov. 15 '05
Quest For the Gold	McDowell Mountain Ranch Soccer Club 	Dec. 9 10 11	Scottsdale	Tom McConkey 623-535-9171	M & F U8-U19	U8 - \$285 U9 – U10 \$325 U11 – U19 \$375	Nov. 15 '05
Stars Fall Classic	CCV Stars Soccer Club	Dec. 16 17 18	Phoenix	Marlene Chrisbacher 623-330-2323	M & F U6 – U10	U6 - \$100 U7 – U10 \$225	Please Call
Kachina Classic	Sunfire Soccer 	Jan. 6 7 8	Avondale	Jill Oliver 623-561-2787	M & F U6 - U14	U6 – U8 \$250 U9 - U14 \$300	Dec. 9 '05
23rd Annual Sereno Soccer Classic	Sereno Soccer Club 	Jan. 13 14 15	Phoenix	Shawna Stagmiller 602-996-5754	M & F U9 - U14	U9-U10 \$375 U11-U14 \$500	Nov. 25 '05
Coldwell Banker/Fort Lowell Shootout	Fort Lowell Soccer Club 	Jan. 20 21 22	Tucson	Eileen Majeski 520-529-1493	M & F U9 - U16	U9 - U10 \$365 U11-U16 \$410	Nov. 5 '05
Desert Classic '06	SC Del Sol	Feb. 10 11 12	Phoenix	Tom Fox 602-493-3143	M & F U7 - U14	U7 - U8 \$225 U9-U10 \$300 U11-U12 \$325 U13 – U14	Jan. 11 '06

							\$350	
27th Annual President's Day Invitational Tournament	SC Del Sol 	Feb. 17 18 19 20	Phoenix	Tom Fox 602-493-3143	M & F U12 - U19	U12-U19 \$600		Dec. 1 '05
Randolph Girls Classic	Randolph Soccer Club 	Feb. 17 18 19	Tucson	Barry Parks 520-326-1927	F Only U8 - U19	U8 \$250 U9 - U11 \$300 U12- U14 \$315 U15- U19 \$330		Jan. 21 '06
Jacobs Classic	Jacobs Park Soccer Club 	Feb. 17 18 19	Tucson	Detlef Lange 520-743-9574	M Only U8 - U19	U8 \$250 U9 - U10 \$300 U11-U19 \$325		Jan. 23 '06
Arsenal Challenge	Gilbert Soccer Club 	Feb. 24 25 26	Gilbert	Aaron Kaminski 480-529-4269	M & F U9 - U18	U9 - U10 \$275 U11 - U14 \$350 U15 - U19 \$400		Feb. 4 '06
Ring Of Fire	West Valley United SC 	Feb. 24 25 26	Phoenix	Jill Oliver 623-561-2787	M & F U7 - U16	U7-U10 \$350 U11-U16 \$400		Jan. 16 '06
Northern Arizona Champions Cup 2006	N. Arizona Flex League/ Yavapai Soccer League 	Mar. 3 4 5	Camp Verde	Laurie Kasper 928-775-4026	M & F U10 - U19	U10-U19 \$300		Feb. 10 '06
District II Pima Cup	Pima County Junior Soccer League 	Mar. 1- 6	Tucson	Dan Raby 520-797-4541	M & F U8-U19	U7 - U10 \$235 U11 - U19 \$270		Feb. 1 '06
8th Annual Ostrich Festival	San Tan Soccer Club 	March 10 11 12	Chandler	Alex Rowe 480-223-8170	M & F U11- U19	U11 - U19 \$375		Feb. 15 '06
 Arizona Open Cup	AYSA Board	Mid-March	Statewide	AYSA - 602-433-9202	M & F U11- U19	U11-U19 \$.
 National Cup (State Cup)	AYSA Board	Late March or Early April	Statewide	AYSA - 602-433-9202	M & F U12- U19	U11-U19 \$		

Registration

FORMS YOU MAY REQUIRE

The following forms may be required and can be found in the "forms" section of our website, or obtained from the offices.

[Membership Form](#)

[Medical Release Form](#)

[Multiple Registration Form](#)

[Member Status Change Form](#) (Release/Transfer)

[Member Loan Form](#)

[International Clearance Form](#)

For a player who comes to the United States on or after the player is 12 years of age, the player must request and receive an international clearance from the Federation. However, an international clearance is not required of a player who is 12, 13, 14, 15, or 16 years of age if the player and the player's parents sign a statement that the player has not signed a professional contract or received money from a professional team for playing soccer

All players who come to the United States who turned seventeen (17) years of age by January 1 of the year they arrive, must complete and submit to USSF an international clearance form per FIFA rules before playing for a team in this country (Steinbrecher, 10/21/99).

PROOF OF AGE

Your registrar is required to verify each player's age and a copy of the player's proof of age must be available to the State Registrar upon request. The following is a list of acceptable "Proof of Age" documents:

Board of Health Records

Passport (current or expired)

Birth certificate (must be a certified copy)

Driver's License (not valid for State Championship play)

Alien Registration Card (issued by the U.S. Government)

Birth Registration issued by an appropriate governmental agency

Certificate issued by the Immigration and Naturalization Service attesting to age

Certificate of an American Citizen born abroad issued by the governing agency

NOTE:

Hospital, Baptismal or Religious Certificates are not acceptable

Proof of Age documents in foreign languages must have a notarized English translation attached to the original document (the translation is required for tournament play). Please call the Phoenix office for the requirements necessary to be an approved translator.

INITIAL REGISTRATION

A player is considered registered: for insurance purposes when an intent to play has been signed and fees received.

To participate in games when the pass is signed, contains a current picture, and is properly laminated.

A player is considered rostered: when placed on a team and that team is registered with the appropriate league.

Once a player has been registered and rostered, any movement between teams is considered a transfer.

Players coming from another State Association during the seasonal year must complete the appropriate transfer forms prior to participating with a team registered with in the AYSA.

PLAYER PASSES

Players and coaches must present their passes to game or tournament officials prior to the start of each game.

All passes, both for players and Coaches, must include a current picture and signature, and the pass must be laminated.

Up to three (3) Assistant Coach passes are provided free to each team.

Warning: Unregistered Players

If an unregistered player is allowed to participate in any AYSA sanctioned game or tournament, the offending parties will be referred to the appropriate committee. This is a serious offense and could lead to suspension from AYSA activities.

Any coach who is found to have played a player who is over-age and / or illegally registered shall, at a minimum, be suspended for the remainder of the seasonal year in which the player is found to have played and the following seasonal year. In addition, the team shall forfeit the game(s) in which that player has taken part (AYSA Bylaw 803- False Registration).

TEAM AGE BRACKETS - 2005 -2006 Season

Look for the birth month and year to determine in which division your player should participate. Please note there are restrictions as to how many age groups your player may play up.

AGE GROUP MATRIX

Age groups for the seasonal year that begins September 1, 2002, and ends August 31, 2003			
U-19	Players born 8/1/83 and younger	U-13	Players born 8/1/89 and younger
U-18	Players born 8/1/84 and younger	U-12	Players born 8/1/90 and younger
U-17	Players born 8/1/85 and younger	U-11	Players born 8/1/91 and younger
U-16	Players born 8/1/86 and younger	U-10	Players born 8/1/92 and younger
U-15	Players born 8/1/87 and younger	U-09	Players born 8/1/93 and younger
U-14	Players born 8/1/88 and younger	U-08	Players born 8/1/94 and younger

Age groups for the seasonal year that begins September 1, 2003, and ends August 31, 2004			
U-19	Players born 8/1/84 and younger	U-13	Players born 8/1/90 and younger
U-18	Players born 8/1/85 and younger	U-12	Players born 8/1/91 and younger
U-17	Players born 8/1/86 and younger	U-11	Players born 8/1/92 and younger
U-16	Players born 8/1/87 and younger	U-10	Players born 8/1/93 and younger
U-15	Players born 8/1/88 and younger	U-09	Players born 8/1/94 and younger
U-14	Players born 8/1/89 and younger	U-08	Players born 8/1/95 and younger

Age groups for the seasonal year that begins September 1, 2004, and ends August 31, 2005			
U-19	Players born 8/1/85 and younger	U-13	Players born 8/1/91 and younger
U-18	Players born 8/1/86 and younger	U-12	Players born 8/1/92 and younger
U-17	Players born 8/1/87 and younger	U-11	Players born 8/1/93 and younger
U-16	Players born 8/1/88 and younger	U-10	Players born 8/1/94 and younger
U-15	Players born 8/1/89 and younger	U-09	Players born 8/1/95 and younger
U-14	Players born 8/1/90 and younger	U-08	Players born 8/1/96 and younger

Age groups for the seasonal year that begins September 1, 2005, and ends August 31, 2006			
U-19	Players born 8/1/86 and younger	U-13	Players born 8/1/92 and younger
U-18	Players born 8/1/87 and younger	U-12	Players born 8/1/93 and younger
U-17	Players born 8/1/88 and younger	U-11	Players born 8/1/94 and younger
U-16	Players born 8/1/89 and younger	U-10	Players born 8/1/95 and younger
U-15	Players born 8/1/90 and younger	U-09	Players born 8/1/96 and younger
U-14	Players born 8/1/91 and younger	U-08	Players born 8/1/97 and younger

Age groups for the seasonal year that begins September 1, 2006, and ends August 31, 2007			
U-19	Players born 8/1/87 and younger	U-13	Players born 8/1/93 and younger
U-18	Players born 8/1/88 and younger	U-12	Players born 8/1/94 and younger
U-17	Players born 8/1/89 and younger	U-11	Players born 8/1/95 and younger
U-16	Players born 8/1/90 and younger	U-10	Players born 8/1/96 and younger
U-15	Players born 8/1/91 and younger	U-09	Players born 8/1/97 and younger
U-14	Players born 8/1/92 and younger	U-08	Players born 8/1/98 and younger

MULTIPLE REGISTRATION

Please see your club registrar BEFORE you consider multiple registering any player.

PLAYER TRANSFER

To transfer a player from one team to another, the [Member Status Change Form](#) (available from the "Forms" section or the State office) must be completed with all requested information and signatures.

Coaches, please remember the following transfer rules apply:

No more than three (3) transfers are allowed per team.

Exceptions can be made for teams not entering or having completed their commitment to the Snickers' National Cup Arizona State Championship.

PLAYER RELEASE

There must be a valid reason for a player to be released from a team:

The player has violated rules of the USSF, USYSA or the AYSA.

The player has moved beyond a reasonable travel distance; the determination of 'reasonable travel distance' is subject to definition by the AYSA.

The player is injured in such a manner that the player will not be able to participate for the remainder of the season.

Please remember, a parent always has the right to request his/her child be released from a team.

PLAYER LOANS

The [Member Loan Form](#) (available at "Forms" or the State office) must be completed in its entirety with the appropriate signatures. State official signatures are not required for second season travel within the state.

Reminder
of existing/new policies
for 2005-2006 Season

English Translations

Must be completed prior to registration. All foreign born players must have a region IV translation form accompany their birth documents if their birth documents are not in English. This form can be located on our website, under the forms section. The translation does not need to be notarized.

International Clearance/Waiver

Must be completed prior to registration. All players must have the international clearance/waiver if they cannot prove they have been in this country prior to the age of 12. Remember, this was just in effect for state cup teams last year, but is in effect for all players this year. Here's the policy once again:

US Youth Soccer Policy, Rule 207:

For a player who comes to the United States on or after the player is 12 years of age, the player must request and receive an international clearance from the Federation. However, an international clearance is not required of a player who is 12, 13, 14, 15, or 16 years of age if the player and the player's parents sign a statement that the player has not signed a professional contract or received money from a professional team for playing soccer.

Regarding foreign birth documents:

If the player is under the age of 12, waiver/clearance forms are not needed. (Please make a xerox copy of the player's proof of residency, such as, a report card or medical records, showing that the player has been in the US before the age of 12, keep for the future)

If the player is age 12 to 16 and can show proof that he/she has been in the country before the age of 12, make a copy of the proof of residency and keep with birth documents. Nothing further needs to be done.

If the player is age 12 to 16 and did not enter the US until after the 12th birthday but before the 17th birthday, they must download the waiver form from our website and submit the original along with a check made payable to US Soccer in the amount of \$10.00 to the office. If the parents marked the answer "no" to all of the questions on the waiver form, the player may play immediately. If the parents answer yes to any of the questions, an international clearance form must be filled out and submitted. Player will not be authorized to play until released by the Federation. If a response has not been received after a period of 30 days from the date of the original request being sent to the foreign national association, a provisional certificate will be issued to the player enabling him/her to play in this country.

If the player is 17 or older but can provide proof of residency before the age of 12 keep a copy of the proof of residency with the birth documents. If a player enters the US after the age of 17 they must have an international clearance. The international clearance can be downloaded from our website and faxed directly to the state office. Once the form is received in the office, it will be logged and forwarded to the Federation, there is no charge for the clearance. Player will not be authorized to play until released by the Federation. If a response has not been received after a period of 30 days from the date of the original request being sent to the foreign national association, a provisional certificate will be issued to the player enabling him/her to play in this country.

Medical Release Forms

Medical release forms must be notarized for all out of state travel and any cup play.....this would include State cup, Open cup

and Commissioners cup. They must be filled out on a yearly basis. If your team will only be participating in league play, please contact your league to determine their policy on notarized medical release forms.

Disclosure forms

Must be completed prior to registration, all coaches/admins must submit a disclosure form for this year.

22 Player Roster

At the last US Youth Soccer meeting, it was voted on and approved for the u17-u19 age groups to have a 22 man roster. Essentially, this will mean that u17-u19 will basically have 2 rosters. A "team roster", which will list all players on the team up to 22. They will also have a "game" roster, which will list all players who will be participating in a match. The team may name only 18 players to its game roster per match and those players must be designated at a time set by the State Association for US Youth Soccer State Cup play, by the US Youth Soccer Regional play and not later than 60 minutes prior to each scheduled game in National Championships play. The timeframe for submitting a game roster for state cup, will be determined by the state cup committee. That information will be provided with the State Cup rules/regulations. Timeframe for submitting the game roster for league play and tournaments will be up to the individual leagues and tournaments. Please remember, teams are not required to maintain 22 on their roster, they can stay at 18 if they would like, this a club/team decision. The registration system will only produce the "team roster," the game roster will need to be filled out on the forms provided by your league or the tournament you are attending.

Three Tier System

2005-2006	
Tier One	
Name	<i>Arizona National Team Player</i>
Fee	\$26.50 per player \$15.00 team fee
AZ State Championships	Yes
AZ Open Cup Championship	Yes, if sufficient teams apply
Travel	No fee
In State Tournament	Yes
Out of State	Yes
Transfer	\$6.00 per player
Move to Tier Two or Three	Free
Tier Two	
Name	<i>Arizona State Team Player</i>
Fee	\$14.00 per player \$15.00 team fee
AZ State Championships	Must move to Arizona National Team Player
AZ Open Cup Championship	Yes
Arizona Club Team Tournament	No
Travel	\$25 per trip
In State Tournament	Yes
Out of State Tournament	Yes with \$25.00 travel papers fee per tournament
Transfer	No transfer to move to Arizona National Team Player
Move to Arizona National Team	\$26.50 per player/pay difference (\$12.50)
Move to another Arizona State Team	Free
Move to Tier Three	Free
Tier Three	
Name	<i>Club Arizona Team Player</i>
Fee	\$11.50 per player \$15.00 team fee
AZ State Championships	Move to Arizona National Team Player
AZ Open Cup Championship	Move to Arizona State Team Player
Arizona Club Team Tournament	Yes, Initial Tournament play to be held in District, winners to State

	Championship.
Travel	In State only-no fee
In State Tournament	In State only-no fee
Out of State Tournament	Must move to Arizona National or State Team Player
Transfer	No transfer
Move to Arizona National Team	\$26.50 per player/pay difference (\$15)
Move to Arizona State Team	\$14.00 per player/pay difference (\$2.50)
Move to another Arizona Club Team where applicable	Free

US Youth Soccer Guidelines

Tier 1 - Arizona National is a team in which

- (A.) the use of tryouts, invitations, recruiting, or any similar process to roster players selectively to any team on the basis of talent or ability, **is permitted**; and
- (B.) one or more rules restrict the manner in which players may be rostered to participating teams. (See U. S. Youth Soccer National Championships Rule 221 Team Eligibility Section 2(a.) (1))

Tier II - Arizona State is a team in which

- (A.) the use of tryouts, invitations, recruiting or any similar process to roster players selectively to any team on the basis of talent or ability **is prohibited**;
- (B.) teams accept any and all eligible youths (subject to reasonable terms of registration)
- (C.) a system of rostering players is used to establish a fair or balanced distribution of playing talent among all teams participating **is permitted**

Tier III - Club Arizona is a team in which

- (A.) the use of tryouts, invitations, recruiting, or any similar process to roster players selectively to any team on the basis of talent or ability, **is prohibited**; and
- (B.) a system of rostering players is used to establish a fair or balanced distribution of playing talent among all teams participating **is permitted**; and
- (C.) rules require that each player must play at least one-half of each game except for reasons of injury, illness or discipline.

Risk Management

1. Arizona Youth Soccer Association Policy Statement:

Arizona Youth Soccer Association has adopted the following Risk Management and KidSafe Program, effective on the date of its adoption

August 16, 1999, to comply with USSF/USYSA Rule 4043: Any person participating in a USYSA program or in any State or local association program who becomes involved as a defendant in litigation detrimental to the welfare of youth players or litigation based on activities detrimental to the welfare of youth players, shall be suspended from all soccer-related activities until completion of the litigation. The status of the person shall be reviewed by the suspending body at the completion of litigation. Suspensions under this rule shall be determined by the State Association. Matters detrimental to the welfare of youth players shall include crimes of moral turpitude and felonies. The person has a right to appeal whether the matter which is the substance of the accusation, if true, is detrimental to the welfare of youth players. And with the USYSA KidSafe Risk Management Program and its mission: To identify all coaches and program administrators, to develop and communicate the KidSafe guidelines to all coaches and program administrators and to monitor the implementation of these objectives. It is the intent of US Youth Soccer and its affiliated organizations to exclude from participation in US Youth Soccer activities, at a minimum, all persons who have been convicted of crimes of violence or crimes against persons.

2. The Arizona Youth Soccer Association Risk Management and KidSafe Program

1. Program Overview

1. Arizona Youth Soccer Association has adopted a KidSafe and Risk Management program and all coaches and program administrators must meet the conditions of this program.

1. Coaches and program administrators are defined as state, district, league and club officers and program directors, team managers, athletic trainers, coaches, assistant coaches and substitute coaches and anyone else who has an official capacity in the soccer program.

2. All coaches and/or program managers must fill out an employment/volunteer disclosure statement.

3. All coaches and program administrators must agree to be subject to a legally sensitive criminal history check, which may require fingerprinting before or during their participation in the Arizona Youth Soccer Association soccer program.

4. AYSA will undertake a yearly program of random, legally sensitive criminal history checks beginning with the 1999-2000 season.

1. Any coach or program administrator, who, for any reason, may be thought to present a risk to the welfare of Arizona Youth Soccer Association, its clubs and/or its players, may be the subject of a legally sensitive criminal history check at the discretion of the Risk Management and KidSafe Administrator at the league or state level.

5. AYSA will establish a procedure for handling a complaint of child abuse against a currently employed person or a current program volunteer, including identifying a point person and an alternate to receive such complaints and to follow the procedure outlined in the USYSA KidSafe program (7, a through f).

2. Registration Procedures for Coaches and Program Administrators

1. All coaches and program administrators must complete a Disclosure Statement as approved by the State, League and/or Club and register with the Arizona Youth Soccer Association in accordance with their registration policies.

1. Disclosure Statements will be good for a two year time period.

2. Disclosure Statements will be sent to the Arizona Youth Soccer Association Risk Management and KidSafe Program Administrator in a sealed envelope.

1. While the Disclosure Form may be submitted through a club, they will remain sealed and shall not be opened by any person other than the Risk Management and KidSafe Program Administrator or his or her alternate.

2. After verifying that the Disclosure Form is complete, the Risk Management and KidSafe Program Administrator will inform the league registrar that the coaches and/or administrator's card may be delivered.

3. Program Administration The Vice President of Arizona Youth Soccer Association will be designated the Risk Management and KidSafe Program Administrator. The Vice President may, with full board approval, appoint an alternate to assist with program operation and to carry out the program in his or her absence.

1. Each club will appoint a Risk Management and KidSafe Program Coordinator whose primary responsibilities are:

1. Ensuring club compliance within the League.

2. Acting as the first line of contact for the club when Risk Management problems occur.

3. Reporting any incident of noncompliance to Arizona Youth Soccer Association.

2. The Risk Management and KidSafe Program Administrator will, subject to approval by the Arizona Youth Soccer Association Board of Directors, appoint a Risk Management Committee (RMC) to consist of 3 to 7 persons. If possible, the majority of the RMC will be made up of members from outside the soccer community.

1. Members of the Risk Management Committee will be registered under the Registration Procedures for Coaches and Program Administrators

4. Denial, Suspension and Revocation of Coaching and/or Program Administrator Privileges

1. The Risk Management and KidSafe Program Administrator and the Risk Management Committee have the authority to suspend any employee's, volunteer's, coach's or program administrator's right to participate in Arizona Youth Soccer Association, its clubs and its team for Risk Management concerns or concerns for the well being of any club, team or player arising from the Risk Management and KidSafe policies pending a Risk Management Hearing by the AYSA Risk Management Committee.

2. Arizona Youth Soccer Association has adopted the following grounds as reasons for possible automatic exclusion from serving as a Coach or Program Administrator:

1. Any conviction for a crime of violence or crime against a person

2. Any felony conviction

3. Any report of child abuse appearing on the Child Abuse Index

4. A record of sexual offense and/or sexual misconduct

5. Use of illegal drugs within the past 10 years

6. Any conviction for use and/or sale of illegal drugs

7. Documented history of alcohol abuse (DUIs, etc.)

8. Refusal to fully complete the Risk Management Disclosure Form

9. Refusal to submit fingerprints when required by the Arizona Youth Soccer Association Risk Management and KidSafe Program

3. A coach and/or program administrator who is found, through his or her disclosure form or by any other means, to meet any reason(s) for possible automatic exclusion will be notified through regular mail.

1. Said coach and/or program administrator will have five days to request a hearing of consideration from the Arizona Youth Soccer Association Risk Management Committee.

1. A hearing will be scheduled within 14 days of receipt of the coach and/or program administrator's request.

1. If information deemed necessary to conducting the hearing, such as a criminal history, takes longer than 14 days to secure, a hearing may be postponed until such information is available.

2. If a hearing is not requested, the coach and/or program administrator's right of participation within Arizona Youth Soccer Association will be automatically denied pending a hearing by the Arizona Youth Soccer Association Risk Management Committee and denial of participation will be in effect.

3. It may be necessary for the coach and/or program administrator to undergo a legally sensitive criminal history, which may require fingerprinting, at the time a request for a Hearing of Consideration is made.

2. Once a coach's or program administrator's privilege to participate has been denied, suspended or revoked by Arizona Youth Soccer Association, it may not be restored except through the decision of the Arizona Youth Soccer Association Risk Management Administrator and the Arizona Youth Soccer Association Risk Management Committee or through the appeal process stated in 2.5, Appeal Procedures.

4. In accordance with USSF/USYSA Rule 4043, any person participating in a USYSA program or in any state or local association program who becomes involved as a defendant in litigation detrimental to the welfare of youth players or litigation based on activities detrimental to the welfare of youth players, shall be suspended from all soccer-related activities until completion of the litigation. Matters detrimental to the welfare of youth players shall include crimes of moral turpitude and felonies.

5. Appeal Procedures

1. All appeals will be held at the State level according to Arizona Youth Soccer Association policies.

2. A coach and/or program administrator whose privileges are denied, revoked or suspended under USSF/USYSA Rule 4043 has a right to appeal on the basis of whether the matter which is the substance of the accusation, if true, is detrimental to the welfare of youth players.

6. Confidentiality and Ethics

1. The Disclosure Forms shall be used only for the purpose of registering coaches and program administrators in Arizona Youth Soccer Association, including denial, suspension and revocation of program administrator and/or coaching privileges. Information may be used in the hearing process for the denial, suspension or revocation of privileges by the Risk Management and KidSafe Administrator, the Risk Management Committee and any committees deemed necessary for the implementation and monitoring of the Risk Management and KidSafe Program at the Arizona Youth Soccer Association level.

2. Record storage will be under lock and key and only accessible to the Risk Management and KidSafe Administrator and his or her duly appointed alternate.

3. Record reproduction will be limited to a single copy of the Disclosure Form and/or the results of the criminal history check (along with any supporting documents) to be filed by the Arizona Youth Soccer Association Risk Management and KidSafe Administrator. The original will be filed at the Arizona Youth Soccer Association office.

4. Any record may be reproduced for use during a hearing and/or appeal of denial, suspension or revocation as needed.

1. Any record reproduced for such use will be collected and destroyed at the conclusion of the hearing and/or appeal.

5. The Risk Management and KidSafe Administrator and members of the Risk Management Committee will agree to abide by and sign the "Standards of Ethical Conduct Statement."

1. The "Standard of Ethical Conduct Statement" is as follows: The purpose of this signed statement is to inform the Risk Management and KidSafe Administrator and all members of the Risk Management Committee of the security and confidentiality requirements of the information that they will be gathering. It is not meant to reflect negatively on their performance; nor does it imply that they are suspected of any wrongdoing. As part of the Risk Management and KidSafe programs, you have an obligation to safeguard the records entrusted to you and this document is to remind you of the security, confidentiality and ethics required. As a Risk Management and KidSafe Administrator and/or Committee Member, I will; A Represent the interests of all people served by this organization and not favor special interests inside or outside of this organization. A not use my position for personal advantage or for the advantage of my friends or associates. A Keep confidential information confidential. A Do nothing to violate the trust of those who elected or appointed me to my position or of those we serve. A Never exercise authority as a Risk Management and KidSafe program member except when acting in that capacity, as I am delegated, by the organization which elected/appointed me. A Ensure that all disclosures are made only to those individuals having a legitimate need to know in the course of their official duties. A If I am uncertain whether contemplated action may violate privacy and confidentiality standards, consult with a higher authority, e.g., the AYSA Risk Management Administrator, prior to taking action. A Disclose personal information about an individual only with the written consent or at the written request of the individual to whom it pertains. The Arizona Youth Soccer Association Board of Directors will maintain a copy of this document. The signature below acknowledges that you understand the security and confidentiality pertaining to your responsibilities and that you were afforded the opportunity to obtain clarification regarding any of the requirements of the position which you did not fully understand.

6. Since criminal histories are a matter of public record, Arizona Youth Soccer Association cannot guarantee that no other person and/or entity will discover the circumstances of a denial, suspension or revocation.

3. Health and Safety Guidelines These health, safety and financial guidelines are provided for informational purposes only. Arizona Youth Soccer Association is not responsible for the implementation or administration of the following health, safety and financial guidelines.

1. CHILD ABUSE GUIDELINES

1. All coaches or program administrators should immediately report any suspected abuse to the local county child abuse authorities and the Risk Management and KidSafe Administrator.

2. There are four types of reportable child abuse:

1. Sexual: This involves improper touching of private parts, penetration, flashing, etc. This includes any type of improper behavior where there is a difference in power and control (adult-child, older child-younger child, and younger child-younger child). There are usually threats against the victim or members of the victim's family for telling. The use of pornography is included in this category.

2. Physical: Anything that leaves a mark is reportable, i.e., black eyes, swollen lips, finger marks on the face or other areas. Using anything other than the hands on the behind and not leaving any marks.

3. Neglect: Incapacitation by the caregivers. This could include not providing a home, food, water, clothing, and supervision for long periods of time or while taking illicit drugs.

4. Emotional: Verbally abusing a child.

3. It is not the responsibility of the reporting parties to investigate the allegations. Once the report has been made the legal authorities will investigate. All information on the reporting parties will be kept in confidence by the legal authorities.

4. It is the responsibility of every coach or program administrator to avoid being in a situation with a minor that has the potential of being misunderstood or misinterpreted.

2. FIRST AID

1. In the event of a medical emergency, appropriate action must be taken immediately.

2. It is recommended that each coach and/or program administrator have a first aid kit on the field at all times. The first aid kit should include, but is not limited to: (a) Antiseptic wipes (b) Tweezers (c) Scissors (d) Band-Aids (e) Roll gauze (f) Triangular bandage (g) Instant cold packs (h) Eye pads (i) Feminine pad (for heavy bleeding) (j) Ace bandages and plastic bags (for ice) (k) Adhesive Tape (l) Latex Gloves (several pairs) (m) Plastic trash bags (n) Small bottles of Hydrogen Peroxide and Distilled Water (o) Tube of Antibiotic Ointment (p) Spray bottle containing a solution of 1:10 chlorine bleach to water

3. All Medical Release forms must be on the field at all times during practices and games. Make sure that emergency phone numbers are listed.

3. PROCEDURES FOR INJURIES PERTAINING TO BLOOD

1. The first concern is always to make sure the player is not seriously injured. Never move a player that may have internal injuries. If serious injury is suspected, clear the field and summon medical help. It is recommended that standby medical help be present at all tournaments.

2. If it will not hurt the player more, remove him/her from the field to the sidelines away from spectators.

3. Carry plastic bags at all times in the coach's bag. These bags should be large enough to carry a uniform and shoes. It is also recommended that rags be carried and a spray bottle containing a 1:10 solution of chlorine bleach and water for wiping up surrounding areas. All tainted grass should be sprayed with the solution. A separate bag should include all contaminated articles including bandages, rags, wipes, etc. This bag should be tied off and placed in a covered container.

4. Referees will not allow a player on the field with a uniform that has blood on it. It is recommended that extra clothing be carried as a precaution. Many referees will allow a T-shirt of the same color as the jersey to be worn should an accident happen.

4. COACHING GUIDELINES

1. It is the responsibility of the coach to set the standard of behavior on the field. It is also incumbent upon the coach to control the actions of the coaching staff, players and spectators. Some things that are not acceptable are:

1. Name calling or harassment of a player, referee or spectator by anyone.

2. Name calling or harassment of a player by a coach or parent of another player, or by another player, especially a teammate.

3. Name calling or harassment of the referee, assistant referee or 4th official by anyone.

4. Hitting or slapping a player, coach, referee or spectator by anyone.

5. Failure to control spectators (especially parents).

6. Failure to treat injuries.

7. Inadequate supervision, e.g. during travel, before practice (late arrival of coach), during practices, after practice (failure to wait for late parents). It is recommended that the coach have a procedure for this event and communicate this plan to the parents at the first team meeting.

8. Leaving player(s) unattended.

9. Failure to report signs of abuse.

10. Recognizing and dealing with dangerous field and weather conditions, e.g., heat, cold, lightning, high winds, etc.

11. The coach shall always have medical releases on the field and should carry a fully stocked first aid kit.

12. The coach should have proper pre-game warm-ups and conditioning.