



**AYSO REGION 91
COACHES MANUAL
2011 – 2012 Season**

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INTRODUCTION

Thank you for volunteering to serve as a coach for the 2011-2012 Season. You are a very important member of the American Youth Soccer Organization (AYSO) team. Only with your help can Region 91 provide the highest quality youth soccer program in our community. We wish you the best of luck in your coaching efforts and hope that you will have lots of **FUN** while spending valuable time with the children of our community.

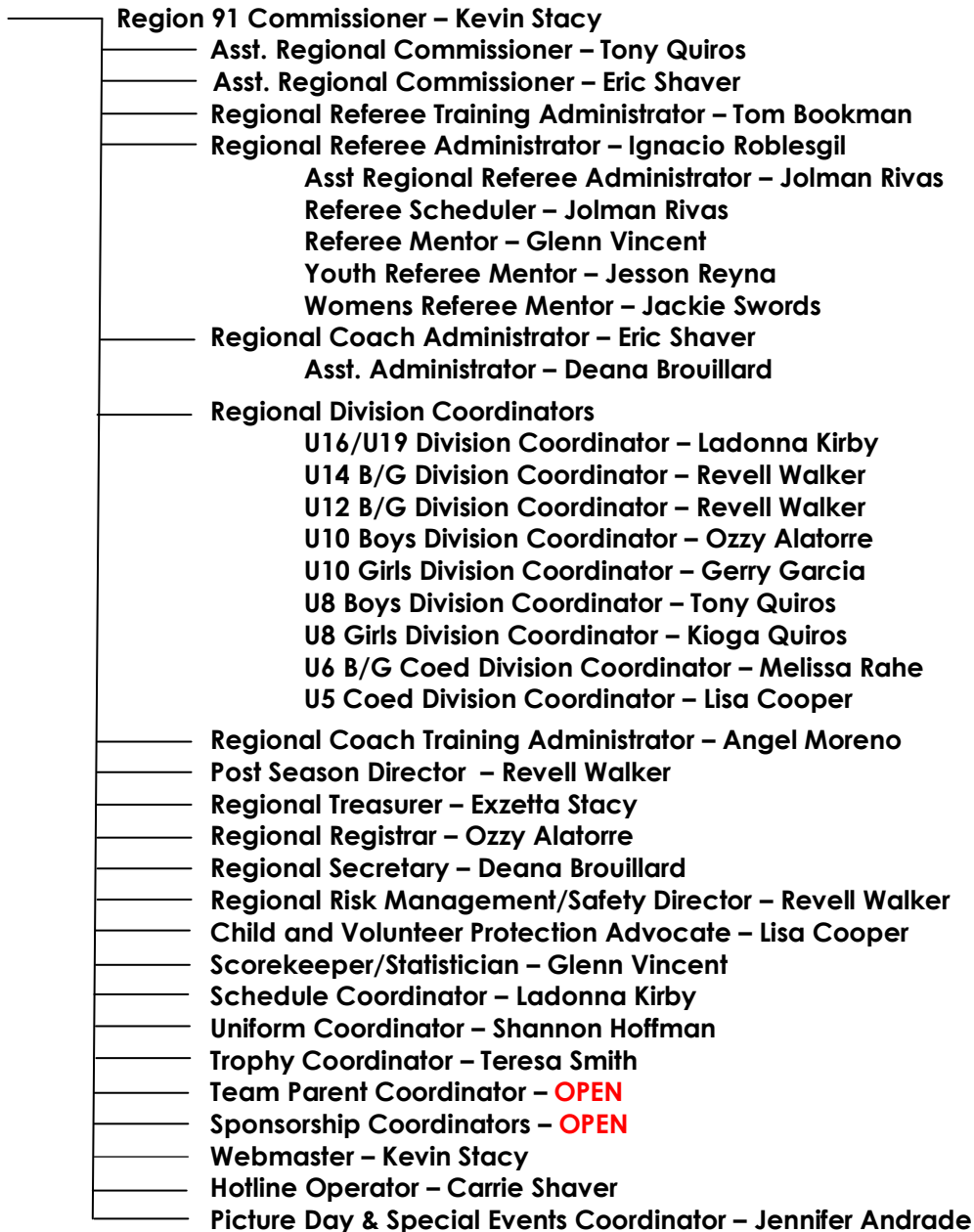
This manual is your guide to the Region 91 organization and should answer any questions you may have with regard to your team and our region. We hope that the provided information will answer most, if not all, of your questions but you can feel free to approach your Regional Board Members for any additional assistance. Should you find a detail or an answer that has not been included, please notify the Regional Coach Administrator so that it may be included for next season. You can also add in any additional ideas that you might have.

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2010-2011 Region 91 Organization

Section 10 Director – Donna Nelson

Area 10/D Director – Charlie Johnson



Should any questions / needs / problems arise, the proper protocol is to follow the chain of command by reporting to your immediate superior.

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1.0 AYSO

1.1 What is AYSO?

Everyone Plays! Boys and girls are not registered on their merits as soccer players, but rather on their interest and enthusiasm. Our objectives are to teach, promote, and develop youth soccer in the United States, and to build up America's youngsters in body and character.

All of AYSO coaches, referees, managers and other local officials are volunteer members dedicated to our youth, their communities, and AYSO philosophies and objectives.

The organization is governed by a National Board of Directors and the National President, all of them volunteers. Working closely with the Board of Directors is the staff at the National Support & Training Center in Hawthorne, California. At the NSTC, a multitude of services are provided for the membership: training support for coaches, referees, and local volunteer administrators; data processing services; accounting; accident reimbursement; risk management; tournaments; cultural exchange information; recognition programs; and educational seminars.

The Grass-roots level of AYSO starts with a local, community-based league known as a **Region**. Each Region is headed by a regional Commissioner. Regional Commissioners have the responsibility and authority to conduct the business of the region within the framework of the AYSO philosophies, official policies, national rules and regulations and national bylaws. Depending on its stage of development, a region might have as few as 12 or as many as 500 teams, grouped for competition into boy and girl divisions by age. VIP divisions for children with special needs exist in many regions as well.

A group of regions in close proximity make up an **Area**. Area Directors are responsible for activities of the Regions in their Area, as well as for Area-wide activities.

For administrative purposes, AYSO divides the country into 14 geographic **Sections** based on player population. Section Directors oversee activities in their respective Sections.

Section 99 is an administrative section designation for programs outside the United States.

1.2 AYSO Vision Statement

To provide world class youth soccer programs that will enrich children's lives.

1.3 AYSO Mission Statement

To develop and deliver quality youth soccer programs, which promote a fun, family environment based on our philosophies:

- **Everyone Plays**
- **Balanced Teams**
- **Open Registration**
- **Positive Coaching**
- **Good Sportsmanship**
- **Player Development**

1.4 The AYSO Team

The AYSO Team is composed of three elements: coaches, referees, and spectators. The concept of the AYSO Team addresses the need for all adults in our program to be respectful and courteous towards each other as an example to the players. When each member of the AYSO Team works cooperatively and respectfully with the other members of the team, the **kids win!** As a member of the AYSO Team, coaches are the most critical guardians of the AYSO philosophy. Coaches are in frequent close contact with the players, our sons and daughters, and are in a position to have the greatest effect on players' skills, attitude, morale, and passion for the game of soccer. It is a trust, and we appreciate your time and energy dedicated to this trust.

1.5 Achieving Our Goals

Implementing the AYSO Philosophy requires that winning be within the confines of healthy competition and that more emphasis be placed on fair play and team spirit. There must be a shared vision and cooperation among and between parents, players, coaches, referees and the myriad volunteers who make Region 91 work so well. The AYSO Team must work together. We in Region 91 are fortunate to already have many fine volunteers, but we need to recruit more volunteers, and better retain the volunteers we have. The best way to achieve both of these objectives is create an atmosphere of mutual respect for all volunteers and players in Region 91.

1.6 How Region 91 Fits In

The American Youth Soccer Organization (AYSO) has more than 630,000 players throughout the United States. The national organization is divided into Sections, the Sections into Areas, and the Areas into Regions. Region 91 is one of twelve regions in Area D of Section 10. Region 91 was formed in 1975 and currently maintains an annual enrollment level of approximately 1,000 players.

1.7 Regional Board

Region 91 is governed by a Regional Board comprised completely of volunteers. Regional Board members are not paid for performing their duties. Nearly every Board member serves in some other capacity as well, including as coaches and referees. The members of the Board are listed on the Organizational Chart (Chart 1) of this handbook. We encourage you to consider becoming a Board member yourself.

1.8 Region 91 Community Relationships

Since its beginnings in 1975, Region 91 has relied on the City of Lancaster for use of its park facilities as playing fields. Thanks to the city of Lancaster, we now play all of our regular season games and many of our post-season games (with the exception of U16 and U19 divisions) at the Lancaster National Soccer Center. This is one of the premier soccer facilities in the state and probably in the country.

While other regions are required to maintain fields, maintain goals, paint the field lines and more, we are lucky enough to have this done for us. Not only are we awarded this luxury, but then the city goes the extra mile in maintaining some of the best grass fields you'll find. We need to take every opportunity possible to be thankful that we have such wonderful facilities being provided to us. We also need to respect city personnel when they require us to change fields, or

stay off the fields for any reason they may deem as necessary. It is because of these decisions that the grass is kept in good condition.

In conjunction with this, we all need to be aware that we are not the only soccer league that uses this facility and we need to take every opportunity to be friendly to all of the people that we may come across while we are on the fields.

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2.0 WHY ARE YOU COACHING?

Ask yourself this... Why are you here? What are your hopes and aspirations for your team this season? Are you here for you, or are you truly here... *for the kids.*

In accepting the position of "Coach" you have been entrusted with much more than the duty of instructing a group of children as they learn how to participate in a team sport. These fresh minds will look to you as their main source of encouragement, mentorship, and as the primary foundation upon which they will build their impression of the game and how to interact in other aspects of their life. You are the ambassador of the "Game" and how they perceive soccer, the American Youth Soccer Organization (AYSO), and organized sports in general will be determined by your words, actions, and behavior.

Never forget... *We are helping children to play a child's game.*

As an AYSO coach your principal focus should NOT be the number of goals scored, shots taken, or wins in a season. Rather, your most important goal, as a coach, is scored as you provide the instruction which will lead to the development of not just athletic skill, but sportsmanship, self-esteem and character. These kids are not competing for the World Cup, but to them the approval of their parents and coach (whether they win or lose) will be every bit as important.

Rather than focusing on a player's shortcomings, try to "catch them doing it right". It's very easy to point out a player's shortcomings, however it's infinitely more effective to concentrate on where they're succeeding and use that to guide them in the direction needed to overcome their difficulties. You will be amazed at the response of positive feedback.

Do you recall a person in your childhood that truly made a difference? Perhaps someone encouraged you to believe you could do something you thought impossible, or helped you to recognize something valuable in yourself? What about someone who told you that you couldn't do something, or possibly made an off-handed remark that you took to heart?

How tragic it is that so many adults forget just how devastating a few thoughtless words can be to the fragile, impressionable mind of a child. And yet, how tremendously powerful a few simple words of encouragement can be when offered at the right time. As a coach you have the opportunity to be that person who makes a difference in a child's life. What type of difference, is up to you.

What if for all the time and effort you devote to the training, instruction, and preparation of your team, they never succeed in winning a game or even scoring a goal? Have you failed? The simple answer is NO. The true success of the program is measured not in the result of the contest on the field, but in the challenge against the myriad of childhood health problems lessened or defeated just by participating.

You have a tremendous responsibility and a unique opportunity to teach your players about teamwork, sportsmanship, obligation, perseverance, and pride. Never fail to recognize just what this program is cultivating. No matter how great a coach you are or how much you want them to, your players may not become the next US Olympic Soccer Team. However, somewhere this year, hidden on one of the thousands of teams in the AYSO is the woman who will find a cure for cancer, the first man to set foot on Mars, and the future President of the United States. Assume that team is yours.

So, why are you coaching? Is it for the big win? Or is it for what each of your players will take with them at the end of their season that will foster a generation of healthy, responsible, confident youth.

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3.0 Sponsorships

3.1 Team Sponsors

Region 91 and the American Youth Soccer Organization (AYSO) is a non-profit organization that was founded in 1964 to promote fitness, good sportsmanship, and self-esteem in kids through their participation in soccer. All across the country, thousands of kids ages 4 to 19 years old play AYSO soccer. Here in Lancaster there are on average about 1,000 players. While coaches, referees, and board members in the AYSO program are unpaid volunteers, player registration fees do not cover all expenses. We keep those player fees as low as possible so more kids can play and therefore we rely on the generosity of local sponsors to help make that possible.

Each Region 91 team is required to provide at a minimum, 1 (one) team sponsor for the regular core program.

Your team contributions will help defray general operating expenses such as uniforms, balls, goals, nets, other equipment, field use and lighting, player insurance, team trophies and awards, training fees for our volunteers. Additionally, your teams sponsorship helps allow us to offer scholarships to help children be able to play soccer with us when they might not otherwise be able to.

For each team sponsor your team brings to Region 91, your team will receive a check in the amount of \$25.00 to apply toward your teams' end-of-season party. In addition, every team sponsor will be listed on our Region 91 website pages and in the Bi-Monthly STRIKER Newsletter that goes out to every player in Region 91.

See Appendix III for Sponsor details.

During the regular core season, look for special promotional programs to encourage teams to bring sponsors to Region 91.

Help us keep in the spirit of AYSO and promote a Fun, Fair and Safe environment for our players in our local community.

3.2 Fundraising

Your team fundraising contributions will help defray general operating expenses such as uniforms, balls, goals, nets, other equipment, field use and lighting, player insurance, team trophies and awards, training fees for our volunteers. Additionally, your team fundraising helps allow us to offer scholarships to help children be able to play soccer with us when they might not otherwise be able to.

Each Region 91 team has the opportunity to participate in the Region Fundraising program. Details of the Region selected Fundraiser is provided at the Coach meeting, Team Parent meeting, and at Picture Day.

The Region selected fundraiser has been approved by the Region 91 Executive Board and general membership.

4.0 TEAM SELECTION

It is the intent of the team selection process to produce teams, which are balanced according to player ratings, ages, and years of experience. The following procedure will provide a fair initial distribution within the subjective ratings of the players.

Team selection meetings typically take place in July or August. Competitive teams are balanced with respect to age and skill. It is not appropriate to request special consideration for an assistant coach or a player that is a family friend. Players are assigned anonymously.

4.1 Divisions U5 Jamboree

Division U5 will be for introduction of soccer skills and concepts and not for competitive purposes. The Jamboree One-With-One format is the preferred program approach for U5 (region discretion by season).

4.2 Divisions U6 and U8

Divisions U6 and U8 players are usually assigned to teams by the e-AYSO computer system, with player placement considerations as follows: (1) that the coaches' child(ren) will be placed on his/her team; (2) that Special requests to have children playing together or playing for a particular coach are honored only in these divisions; and (3) an attempt is made to somewhat even out the ratio of new-to-returning and younger-to-older players per team.

4.2 Divisions U10 through U19

Division U19, U16, U14, U12 and U10 are computer drafted through the e-AYSO system. Criteria such as previous year player ratings, years of experience and age are all used by the computer to help with balancing teams. These divisions are computer drafted in order to provide an unbiased placement of players. The only player placement considerations are: (1) That the coaches' child(ren) will be placed on his/her team; and (2) that returning All-Star players will be as evenly dispersed as possible; and (3) an attempt is made to somewhat even out the ratio of new-to-returning and younger-to-older players per team.

4.3 Player Ratings

The single most important step in achieving team balance in competitive divisions is to make sure that the Coach Administrator has the best, and most accurate, ratings available for the players in each of these divisions. Therefore, at the end of each season you, as a coach, must turn in ratings (in the prescribed manner on the prescribed form) to your Coach Administrator. You may not be given the appropriate medals or trophies for your team unless and until you do so.

Prior to the team draft meeting, the Registrar will:

1. Input values provided from evaluation forms from the prior year's evaluation meetings, as well as from the current year's new player registrations, into e-AYSO for use in the team selection process.
2. Input each player's registration information, including information about siblings on the same team, placing the Coach's child with the coach, etc.

4.4 Team Draft Process

After all player information has been entered, the e-AYSO program will systematically select the players for each team. No personal manipulation will be allowed. The only changes that will be

allowed will be made in order to place siblings onto the same team or to place a head coach with his or her child.

4.5 Special Requests

Special requests for players or coaches will not be honored in the competitive divisions (Div. U-10 and older). If the team selection satisfies special requests it is incidental. Special requests not to have a specific player or coach must be submitted in writing to the Coach Administrator prior to the team draft meeting. These requests must state a specific reason/cause for the request. The Regional Commissioner and the Regional Coach Administrator will review these requests and will determine a course of action. As cause may be sensitive, open discussion will not be held. If the decision is made to honor the request, the player will be traded with an equally rated player.

4.6 Player Trades

Coaches are not allowed to trade players amongst themselves under any circumstances, either during the team draft meeting or thereafter. If a player must be moved from one team to another (for example, in the event of a schedule conflict with the original coach's selected training session time, or if there is another good reason for players from two teams to be exchanged) the movement of the player(s) must be carried out by the Coach Administrator.

4.7 Children of Coach's & Assistant Coach's

Coach's children are guaranteed to be placed on the regular-season team that they are coaching. If a coach is not coaching his/her own child, that coach may appoint 1 player as "their child" and have that player placed on their team. This can only be done with the permission of that player's parent(s).

If a coach has a particular assistant coach that they'd like to work with, the assistant's child is NOT guaranteed to be placed on that team. If the team selection process satisfies this situation it is incidental.

5.0 FINAL TEAM ROSTER

After the teams have been formed, each coach will be presented with a printed team roster and the corresponding player registration forms. All information needed is on the player registration form. These will not be handed out at the team draft meeting. The Regional Commissioner, Assistant Regional Commissioner, Regional Coach Administrator, or Assistant Coach Administrator may inspect the rosters at any time.

Any Board Member may complete a spot check, at any time your team is gathered, to ensure that you have your roster and player registration forms in your possession. All player forms must have a wet signature from the parent (no black ink for signatures).

5.1 Changes to Final Team Rosters

Requests for transfer of players must be made to the Coach Administrator.

Transfer of players may only be made with the approvals of the following parties:

- Coach Administrator and Regional Commissioner
- Coaches of both teams involved
- The parent(s) of each player involved

5.2 Player Transfers

Players may transfer to another team only under special circumstances. The process to do this is as follows.

1. A request must be made by the parents, in writing, stating the reason for the transfer.
2. The Coach Administrator will verify the validity of the request.
3. The Coach Administrator will contact both coaches for their approval.
4. Region Commissioner reviews and gives approval/disapproval of move.
If steps 1, 2 or 3 are not approved, player will not move.
5. If all teams are full, unless there is another player attempting to move to the team where this player is moving from, the move will not be granted. No player will be forced to move to another team.

5.3 Deletions to Final Team Roster

When a player decides not to play AYSO, it is the coach's responsibility to inform the parents they must officially withdraw the player from AYSO so the team may replace the player, and to notify the Division Coordinator.

Until the player's parent has submitted a withdrawal, or refund form as required, the player will remain on the team roster as a valid player. The team may not be able to receive a replacement player until the player is officially removed.

The Division Coordinator, in consultation with the Coach Administrator and the Registrar will then assign a replacement player, if one exists, from the waiting list.

NOTE:

It is not the coach's responsibility to handle the refund process. It is the parent's responsibility to formally request a refund (Refund Request forms are available through the Region and on the region's website) and to return any equipment issued (jersey, shorts, socks) prior to receiving their refund.

5.4 Waiting List

The Registrar will maintain a waiting list of late registrations. This list is to include:

- Player name
- Date of Entry
- Date of Birth
- Rating
- Returning or New Player

This list will be used to replace players who decide not to play AYSO this season, and to fill out team rosters so that each team has an equal number of players. After team selection has occurred, the Registrar will give appropriate priority to the rating of the player being replaced rather than the order of receipt of registrations when filling positions from the waiting list. The Registrar will make the best effort possible to achieve and maintain team balance.

5.5 Player Registration after Team Selection

Regular registration ends after the first registration in June. Waiting lists are established for each Division from which openings will be filled. Players may not participate in AYSO activities (training sessions or games) until a registration form has been completed and filed with the Regional Registrar and fees paid to the Region Treasurer. The assigned coach will contact the wait-listed player's family and inform them of the team's training session and game schedule. Failure to follow the registration guidelines may result in team penalties (e.g. Forfeiture of team wins and dismissal of coach from team with the non-registered player).

5.6 Team Names/Colors

All team names will be derived by the Division themes which are selected by the Division Coordinators and Team colors will be assigned, not chosen.

1. Team names shall bear no resemblance to any religion.
2. Abbreviations or initials may not be used, as these might be construed to have hidden meanings inappropriate for youth sports.
3. Team names may be used by only one team per season. No duplicate names between divisions or genders
4. Team names are set from upper divisions (Divisions U19 & U16) to lower division (U14 thru U5).

5.7 Non-Registered Players & Volunteers

All players on your team MUST be registered with AYSO. A player that is not registered may not participate with your team as they will not be properly covered by the AYSO supplemental liability insurance and you will not have an Emergency Medical Authorization form for them. Likewise, your **parent volunteers MUST be registered and MUST take the Safe Haven Certification Course prior to assisting with your team.** In Region 91, all Safe Haven Certifications **will be** within a 2 year period. If a coach is over the 2 year date they will be required to re-take the Coach Safe Haven course. For Safe Haven re-certification only, the coach may utilize the e-ayso on-line Safe Haven for Coaches.

Everyone that steps onto the field with your team becomes a volunteer – MAKE SURE THEY ARE REGISTERED AND SAFE HAVEN CERTIFIED BEFORE YOU ALLOW THEM TO HELP. Your Division Coordinator or Coach Administrator can help you with this information.

6.0 DIVISION ORGANIZATION

Non-competitive and Competitive AYSO Divisions are formed according to age and gender. Players may join AYSO as early as the age of 4.5 years old to play in the current season. The age cutoff date is July 31.

Division	Ball Size	Length of Game
Under-5*	3	10 minute halves
Under-6*	3	10 minute halves
Under-8	3	20 minute halves
Under-10	4	25 minute halves
Under-12	4	30 minute halves
Under-14	5	35 minute halves
Under-16	5	30-40 minute halves
Under-19	5	30-45 minute halves

Half-time periods shall be a minimum of five (5) and a maximum of ten (10) minutes as designated by the referee.

* Region 91 may combine Divisions U5/U6 in order to support the number of players in these divisions. If these divisions are combined, the game length will be modified to 15 min halves to accommodate both age groups. Detailed rules for these divisions are covered in the U5/U6 Supplement.

6.1 Small Sided Games

Region 91 recognizes and will participate in small-sided games in accordance with AYSO and in an effort to improve ball skills and encourage players to get "more touches on the ball."

Division	Players on Field	Goal Keeper
Under-5/6	3	No
Under-8	5	Yes
Under-10	5 - 7	Yes
Under-12	7 - 9	Yes
Under-14	7 - 11	Yes
Under-16	7 - 11	Yes
Under-19	7 - 11	Yes

6.1 U-5 Jamboree

Jamboree One-With-One is the combination of two different formats that, put together will provide the best possible introduction to soccer for our youngest players. Jamboree means that teams are formed on a weekly basis depending on how many players attend a given season. One-With-One refers to the concept that each player will have a parent (or other adult) working with them on the field. A Master Coach will lead each session and introduce game activity. Each Jamboree session will end with a 20 minute short-sided game (3v3) players selected randomly for teams each week.

6.2 U-6

U-6 games are non-competitive small-sided (3 v 3) and reduced field games. Although both teams may know the outcome of a particular match, no scores are recorded and standings are not maintained, and game cards are not used. There is no division champion. Every player receives an award at the season's end.

These divisions are clearly devoted to instruction and discovery (for coaches as well as players). To promote growth and development of the player, at no time will a single player remain in the same position during the course of a match. All players will be rotated to a different position on the field of play at every substitution period. Game substitution forms will be completed for this division and turned into the Division Coordinator Box at the end of each match.

Equally important, these divisions should be devoted to enthusiasm, confidence, and fitness. All teams must have a maximum of 3 players on the field. There is no Goalkeeper in these divisions. All players rotate in and out in 5 minute increments. The 3 players on the field come off the field and the three that were off come on. For exact rules for these divisions, please refer to the U5/U6 Supplement or contact the Division Coordinator.

6.2 U-8

U-8 games are **non-competitive** small-sided (5 v 5) and reduced field size games. Although both teams may know the outcome of a particular match, no scores are recorded and standings are not maintained. There is no division champion. Every player receives an award at the season's end.

These divisions are clearly devoted to instruction and discovery (for coaches as well as players). To promote growth and development of the player, at no time will a single player remain in the same position during the course of a match. All players will be rotated to a different position on the field of play at every substitution period. Game substitution forms will be completed for this division and turned into the Division Coordinator Box at the end of each match.

Equally important, these divisions should be devoted to enthusiasm, confidence, and fitness. All teams must have a maximum of 5 players on the field. Use of Goalkeepers requires approval of the Coach Administrator and Regional Commissioner prior to season start. Prior to planning your lineup and training, verify with the Division Coordinator or Coach Administrator. All players must play no less than 3 quarters per game. For exact rules for division U-8, please refer to the U8 Supplement or contact the Division Coordinator.

6.3 U-10

Matches are played in a small-sided (7 v 7) format on a slightly smaller field. A U10 team must have no less than 5 and no more than 7 on the field to participate in a match. Match scores will be recorded and division standings will be kept. Although this begins to add a further element of competition, please understand that this division is still devoted to instruction and discovery of the sport. To promote growth and development of the player, at no time will a player remain in the keeper position during the course of a match for more than 2 periods.

6.4 U-12

Matches are played in a small-sided (9 v 9) format on a regular size field. Region 91 recognizes and will participate in small-sided games in accordance with AYSO and in an effort to improve ball skills and encourage children to get "more touches on the ball." A U12 team must have no less than 7 and no more than 9 on the field to participate in a match.

6.5 U-14

U-14 and older use full-sided 11 v 11 formats and offer the opportunity for kids to play a more competitive soccer. A U14 team must have no less than 7 players and not more than 11 on the

field in order to participate in the match. Guidelines are as specified in FIFA Laws of the Game printed for the American Youth Soccer Organization.

6.6 U16 and U19

Division U16 and U19 play is governed by the Area D staff. There will be play within our neighboring regions, with some games at home and others away. Some travel is required. Guidelines are as specified in FIFA Laws of the Game printed for the American Youth Soccer Organization.

6.7 Schedule Coordinator

The Schedule Coordinator determines season game day schedules in consultation with the Regional Commissioner and the Coach Administrator. The main factor influencing scheduling is the number of teams in a division. Special schedules will not be developed for those coaching more than 1 team after the schedule has been officially released – you will need to acquire an assistant coach to help with your duties.

6.8 Division Coordinator

Each Division has a Division Coordinator. The responsibilities of the Division Coordinator include recruiting coaches, overseeing the team formation process, and conveying information to coaches from the Regional Commissioner or the Coach Administrator, and other administrative tasks. You should consult your Division Coordinator Director or Coach Administrator with concerns about team formation, player withdrawals, equipment, or other questions that may arise during the season.

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7.0 Coach Certification and Skills Development

Coach Training includes orientation by the Regional Coach Administrator and successful completion of division-appropriate AYSO certification courses. Coach certification requires that each Coach and Assistant Coach successfully complete an AYSO Safe Haven for Coaches Course for child and volunteer protection, as well as any required AYSO (division appropriate) Coaching Courses.

All coaches MUST have attended the SAFE HAVEN FOR COACHES COURSE prior to first practice, as well as a division-appropriate AYSO certified Coach Training course.

7.1 Player Development

Player skills and development is achieved through trained and certified coaches. It is imperative that every coach be certified to the level in which they are coaching.

7.2 Coach Development

Region 91, as well as neighboring regions, Area, Section, and AYSO National offer coaching courses. The Division Coordinators and Coach Administrator can provide information of the level, location, date and time of each of the clinics as they become available. You can also perform a search for these clinics by going to one of the following: Region 91 web site, www.eayso.org or www.aysohelp.org. These clinics are progressive in nature and will last from 2 hours (for some programs) to as many as 18 hours over the course of a weekend or over a series of evenings for the more advance programs.

An on-line coach course is an easy way to take the academic portion of the coach certification but is not sufficient in itself for certification as it does not provide the required field work; therefore **a coach taking an on-line course will not be considered fully certified until they have physically attended one of the training classes.**

7.2.1 Safe Haven Certification

In Region 91, all Safe Haven Certifications **will be** within a 2 year period. If a coach is over the 2 year date they will be required to re-take the Coach Safe Haven course. For Safe Haven re-certification only, the coach may utilize the e-AYSO on-line Safe Haven for Coaches.

7.2.2 U-6, U-8 and U-10 Coach Courses

These are typically 1-day courses that include **classroom and field time**. They give our first-time coaches (and experienced coaches) some basic training about what they should expect out of soccer players at each of these age levels.

NOTE: An on-line coach course is not sufficient in itself for certification as it does not provide the required field work, therefore a coach will not be considered fully certified until they attend one of these training classes.

7.2.3 Youth (U-12) Coach Course

This is an 8-hour course for coaches in U-12 that are transitioning from short-sided games to a full 11 a side game. In addition to the philosophy and theory topics, the majority of time is spent on the field showing the new coaches how to teach the basic skills, how to conduct a training session, how to prepare for the game, how to start the game and other topics such as required equipment and field markings. This course is a prerequisite for the Intermediate, Advanced and National Coach Courses.

7.2.4 Intermediate Coach Course

This is a 15-hour course (Usually Fri, Sat, Sun), that is targeted at division U-14 coaches who have one to three years of coaching experience. This course is not advisable for new coaches as it covers more advanced topics such as principles of play and offensive/defensive methods. These tend to be overwhelming to new coaches. This course is a prerequisite for the Advanced and National Coach Courses.

7.2.5 Advanced Coach Course

This is an 18-hour course for divisions U16 and U19 coaches with three to five years' experience. It builds on the individual skills taught in the Youth course and the group plays taught in the Intermediate course. It focuses on the coaching techniques of observation and evaluation, tactical decision-making, and dealing with the older age player. It utilizes small group play to create match pressure situations to work on, advanced topics like combination passing, functional training, and set plays. This course is a prerequisite for the National Instructor Course.

7.2.6 National Coach Course

As part of the commitment to improve the overall coaching in AYSO - AYSO National will be conducting courses to identify and develop instructors for all of the Coaching courses. If you are interested or can identify coaches in your division who should attend, please follow up with the Regional Coach Administrator.

8.0 COACHES AND ASSISTANT COACHES

The proper relationship between a coach and his or her players is absolutely essential for implementing the AYSO philosophy. Achieving the necessary balance is not easy. The tasks required of a coach are many. Coaches must attend age-appropriate training and coaches meetings, meet and organize the team schedule, conduct training sessions, obtain uniforms and complete all the necessary paperwork and oversee game play. For some coaches, getting used to the idea that winning games is not the most important goal of coaching in AYSO runs counter to a lifetime emphasis on winning in sports. Parents who do not understand the AYSO philosophy may add to the difficulty by demanding a winning team at any costs.

8.1 Duties of Coaches and Officials

It shall be the duty of each coach and official to:

- **Be certified at the appropriate Division level.**
- **Be Safe Haven Certified within 2 years of the current season.**
- Conduct oneself in a manner becoming a member of AYSO.
- Stress clean competition, fair play and good sportsmanship at all times.
- Train and coach their team to the best of their ability.
- Know and uphold the guidelines of Region 91 and AYSO.
- Participate in positive coaching that encourages players during AYSO games. Negative comments about other players, coaches or officials will not be tolerated.
- Coaches and referees may not smoke or use any tobacco product or allow any parents or spectators to do so on the LNSC Fields, buildings, or in front of the team at games or training sessions.

8.2 Coach Selection

All Coaches must apply annually for the position and be approved by the Regional Board. Each applicant must be trained and certified in the proper division as an AYSO Coach and must complete Coach Safe Haven Certification to be eligible. Some applicants may have extensive experience as a player and /or a non-AYSO coach and some may be certified with other organizations. Experience or certification as a coach by any other organization **WILL NOT be accepted as a substitute** for AYSO training or certification.

The Coach Selection Committee is comprised of regional board members. Prospective coaches and assistant coaches may apply at player registrations, by calling the Region 91 by emailing the Coach Administrator. Also, other coaches, Division Coordinators, or the Coach Administrator may recommend prospective coaches and assistant coaches.

The Coach Selection Committee will select Coaches and Assistant Coaches by considering all available information about coaching candidates, including but not limited to the following:

- Commitment to and support of the AYSO philosophy
- Team Management skills
- Good Sportsmanship
- Fulfillment of regional program requirements
- Spirit of cooperation with and support of other volunteers
- Coaching experience
- Effectiveness in communication with players
- Level of AYSO and/or equivalent training and certification
- Willingness to obtain additional coach training and certification

The Coach Selection Committee also may consider other pertinent factors. For example: the willingness of candidates to continue to coach and encourage tournament teams. In addition, minimum-training requirements may be imposed for certain positions.

8.3 Rosters, waivers and other paperwork

Upon completion of the team selection process, you will be given the registration forms for each of the players assigned to your team. Review each of these forms for complete information, potential health problems, or other items of necessary interest. Each form must be signed by a parent in other than black ink. **These forms include medical release information and must be in your possession at all team events, at all times.** The signed form allows you to obtain emergency medical treatment for an injured player in the parents' absence. Keep the forms together. Use these forms to make a roster to distribute to the players' parents at the first parent meeting.

8.4 Initial Contact with the Players

Within the first couple of weeks in August the Division Coordinators will hold a 'Back to the Region night'. At this event the Division Coordinator will make available binders with all team rosters, coach names, and point of contact. All registered players and parents will have access to review the documentation.

After the Coaches Meeting, each coach must call his or her players. This call is to:

- (1) confirm that the player intends to participate this season;
- (2) inform when and where the team will meet and hold training sessions;
- (3) ensure that players and parents are aware of the basic equipment requirements (shoes, soccer ball and shin guards); and
- (4) to provide the player's family with your telephone number. Encourage the player to call if they cannot attend a training session or game. However, be aware it is a violation of AYSO National guidelines to punish a child or lessen a player's playing time for their inability to attend a scheduled event.

8.5 Parent Volunteers

As a coach of a team of players, you will find that time is precious and that you would prefer to spend your commitment on the field with the players. To help you achieve this goal you will want to solicit assistance from your team parents. The types of volunteers you will need are:

- (1) Assistant Coach(s);
- (2) a Team Parent (check team mailbox weekly - confirm snack schedule -team communications); and
- (3) Referees (See Team Referee Responsibilities for your division). Your workload will be lightened if you can get all of your team volunteers before the start of the season. Coaches will be supplied with forms and other aids to ensure full participation of your teams' parents.

8.6 Player Evaluations

It is the **responsibility of each coach** to fill out the appropriate player ratings form near the end of the season. Player ratings are extremely important, as they are the basis for the next year's team selection and balancing process. Try to judge each player according to the age, value to the team, playing ability, attitude, fitness and endurance, encouragement of teammates, and sportsmanship. Total points available will vary between divisions. Players earning the highest amount of points available or the least amount of points available are very rare. Players that are rated high enough to be considered the 'upper echelon' of the division should be 'impact players' on your team – this means that your team's ability to win would be severely hindered without that player. If this is not the case, you may want to consider lowering that player's score. If you have questions about how to rate players please discuss the process with your Division

Coordinator or with the Coach Administrator. The Coach Administrator will provide the appropriate forms and instructions near the end of the season. These must be returned on-time to receive applicable points and to continue on to league playoffs.

8.7 Team Folders and Coach's Box

There will be a coach's box set up at the AYSO Information tent area each Saturday of the Season. There will be a folder for each team, by team number, that will have items for you to pick up. There are also folders for administrators and officials. Please have your team parent or team manager pick up the contents of your folder before your game on Saturdays. This is where you will get your regional newsletters and other important information that you will need to pass along to players and parents.

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9.0 SAFETY GUIDELINES FOR AYSO COACHES

Many things need to happen before game day for a soccer season to proceed. Registrations must be held, volunteers must be contacted and trained, coaches have to get their teams together and hold training sessions. Volunteers do all of these things. If parents do not volunteer, there is no AYSO.

9.1 Prior to First Game or Training Session

Coaches should do the following to prepare for the first game or practice:

1. Review each of your player registration forms and ensure that the medical release on each form has been completed (photocopies must have an original parent signature in blue or red ink). If not, have it completed at your parents' meeting or prior to the first training session. The registration forms serve three purposes:
 - a. Registration with National AYSO
 - b. Activation of Insurance Coverage
 - c. Medical Treatment Release
2. Establish if any of your players has a medical condition (e.g., asthma, allergic condition) that may impact his or her play. Discuss with the parent or guardian what preventive steps you can take, and what to do if this condition should become apparent during a training session or game. Any players with medical conditions noted should have a doctor's release on file with the region – Regional Board members discussed the conditions of play with the parents at the time of registration. It is your responsibility to also notify the Region if you have any knowledge of a medical condition that may affect the child is not noted on their registration form.
3. Determine what parents on your team, if any have cellular telephones. Ask them to bring their telephone to training sessions and games. In the event of an emergency, these may be used to contact the appropriate authorities to tend to an injured player. You must also immediately notify a Regional Board Member.

9.2 At All Team Gatherings

At all team gatherings (e.g. games, training sessions, scrimmages, meetings, parties) the coach is to check the playing/training session area to identify and remedy any unsafe conditions (i.e. protruding sprinkler heads, holes, broken glass, etc.) and have the following in their possession:

1. Registration form for each player on the team (Medical Release) – **Board members will be performing spot-checks for registration forms (a.k.a. white forms) throughout the season. Should any board member ask you for these forms you must provide them immediately! If you cannot produce the forms, the event (training session, game, etc.) will be immediately terminated and parents must be contacted to retrieve their children.**
2. Ice packs or plastic bags that can be filled with ice for application to an injury
3. A First Aid kit (provided by the region); or at least an ace wrap, tape, gauze pads, antibiotic ointment, and band-aids.

9.3 Injury Prevention

Why do most injuries occur in youth sports today?

- Improper techniques
- Under or over-conditioning
- Collision/contact with other players
- Insufficient warm-up and cool down

- Poor eating habits

Our goal in AYSO is injury PREVENTION. To accomplish this:

- Make sure your players wear all required safety gear at every game and training session
- Be sure to warm up your team before stretching and practicing, and cool down your players at the end of training session.
- DO NOT encourage players to play through pain. If the child has a need to see a doctor, respect the doctor's order for recovery and obtain a signed doctor's release prior to letting the player train or play again.
- Make sure first aid is available at all games and training sessions.

Warm-Ups increase heat throughout the body and reduce the risk of tearing or straining muscles by increasing their suppleness. This should consist of:

- A short 2-3 minute jog, skip, march, or combination before stretching
- Stretching increases flexibility and freedom of movement, reduces muscle tension, and reduces the risk of muscle and tendon injuries. Dynamic Stretching seems to be the way of the future and provides better results than Static Stretching.

Cool Downs remove muscle waste products, reduce muscle soreness and stiffness and enable the player to compete again at the same level within a short period of time.

- Short 2-3 Minute jog or brisk walk
- 5-10 minutes of Dynamic Stretching

Always be alert and aware of the health and safety of your team players. Before, during and after the game it is very important to keep fluid levels up to prevent dehydration. Remember that by the time you feel thirsty, you are already well on the road to dehydration. Stress drinking plenty of water or sports drinks before, during, and after games.

9.4 In The Event Of Injury

1. Remind players injured during a game or training session to remain on the field until a coach or referee assists them
2. Do not play injured or limping players
3. Fractures are common and painful injuries - players with fractures need to be kept out of games until released by their physician
4. Any player that has lost consciousness; appears to be seriously injured; or who may have suffered possible spinal cord injury should be left still and not moved (even if the player is on the field). **DO NOT MOVE THE PLAYER!!!**
5. If the player requires medical attention and emergency crews are contacted, you will be asked to provide the Player Registration form, which is REQUIRED to be in your possession at all times as a coach.
6. In the event a player is injured, you have the responsibility of reporting the injury to the Region Safety Director and the Regional Commissioner as soon as possible (no later than 12 hours after the injury, **No Exceptions!**) Reporting injuries should be done in person or by calling the Safety Director. All player injuries requiring a doctor visit must be cleared and/or released by their doctor before returning to fully participate without restrictions in the AYSO program. A Participation Release Form must be signed by the player's doctor and parent, and then returned to the Safety Director to sign and date before the player can return to the AYSO program.
7. Obtain an AYSO Soccer Accident Insurance (SAI) Claim form from your Regional Safety Director or Commissioner and provide the form to the player's parent(s) or guardian(s). Have the parent or guardian complete the portions of the claim form marked "To be completed

by claimant" and "Statement of Insurance." The "Eligibility verification" section must have signatures from two authorized AYSO officials, the Regional Safety Director and the Regional Commissioner. Point out to the parents that it is their responsibility to make a copy for their own records and to mail the claim form to American National Life Insurance Co. of Texas **within 90 days of the date of injury**. Claim forms that are not completely filled out can not be processed. AYSO SAI will pay only those expenses that are not covered by the player's regular insurance up to a \$50,000 maximum for medical expenses. Thus, the player must first submit a claim to the insurance company that provides coverage for their medical expenses with any remaining balances submitted to the AYSO plan. There is a \$200.00 deductible.

8. OBTAIN ANY ADDITIONAL FORMS FROM THE SAFETY DIRECTOR.

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10.0 FACILITIES, EQUIPMENT AND TRAINING SESSIONS

Regular season games are played at the Lancaster National Soccer Center, primarily on the East side of 30th Street East, or as prescribed by city officials. Goals and nets are provided for each of the fields. Goals and nets for U-5, U-6 and U-8 need to be assembled each Saturday by the first two teams to play on the field, and disassembled by the last two teams. Fields are lined by city personnel. Training session fields will be assigned based upon the space allotted by the city. Training session Field Request will come via e-mail. The Training session Field Request form is where the coaches state their preferences with respect to time and day(s) of week that the coaches would like to have their training sessions. **Training sessions are never allowed on Fridays**, as this is a day that the city uses for major field maintenance. The field scheduler will make every attempt to reconcile all of the requests. However, due to the number of teams that must be accommodated, first choices may not always be provided. It is important to observe your assigned training session time and location so as to avoid conflict with other coaches and other leagues. In most cases there will be a team preceding and following your team at the training session field location. Because of this it is important that training sessions start and end promptly at the scheduled times.

ONCE YOUR TRAINING SESSION FIELD ASSIGNMENT IS ISSUED YOU MUST NOT TRAIN ON A FIELD OR AT A TIME OTHER THAN THAT WHICH HAS BEEN ASSIGNED.

To ensure that all players get the most out of their training session time, it is strongly recommended that each child bring an appropriately sized ball for their age group. **All players must wear shin guards at all training sessions and games.** Goalkeepers may wish to provide their own gloves or padded clothing.

Soccer is played in all types of weather conditions. The Regional Commissioner, Assistant Regional Commissioner, Safety Director, Coach Administrator and the Referee Administrator have the authority to postpone or cancel games due to bad weather or unsafe playing conditions. Unless previously notified, all teams must appear at the game field at the scheduled time. A light to medium rain is not a cause for cancellation, but lightning within a reasonable area is. Assume that your game will be played. Once game time arrives, the assigned referee has the responsibility for determining unsafe playing conditions. Coaches are to use their discretion in regard to practicing in questionable weather conditions. In some instances the Parks and Recreation will determine whether or not to allow training sessions or games.

10.1 Training session location and schedule

Training session fields are not assigned until mid-August and may be changed if necessary. However, you may contact your players and arrange to hold voluntary training sessions prior to receiving your formal training session field assignment. Voluntary training sessions MAY NOT begin prior to the scheduled training session start date. Some families will be on vacation or simply have other summer time activities planned. Do not make players and parents feel obliged to hold training sessions prior to the assignment of training session fields. The region recommends that teams conduct only two formal training sessions each week. Field permits and schedules are based on this assumption. U-6 and U-8 are provided one-hour training sessions, while older divisions are provided 1.5 hours training session slots.

10.2 Equipment

You will be given a soccer ball, a first aid kit, and other equipment provided by AYSO sponsors at the Coaches Meeting. Other suggested equipment you may wish to have includes a clipboard, a whistle, a permanent marking pen, a ball pump (and extra needles), flags, cones and an extra pair of shin guards.

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11.0 THE GAME

11.1 Timeliness

All players must show up with adequate time to be ready for the game. Coaches will instruct as to how early a player should show up.

11.2 Player Equipment

Uniforms are issued to every player and consist of a jersey, shorts and socks. These uniforms are the property of AYSO Region 91 and remain the property of Region 91 until the end of the season. Each player is expected to wear their issued uniform. Failure to wear the proper uniform could keep a player from playing a match. All players on a team must wear the same style and color shorts. All players must wear shin guards of proper size for protection when practicing and during the game. **A player without shin guards will not be permitted to participate.** Shin guards must be manufactured with the sole function as protection for the shin.

Regulation soccer shoes (screw-ins or molded cleats), gym shoes or sneakers are permissible for wear. Cleats with a toe cleat (baseball) or turf shoes with extending studs may not be worn, as they are a safety hazard to other participants.

Sliding pants/bicycle shorts may be worn, provided they are of matching color to the shorts and do not extend below the knee.

Boxer shorts or cutoffs may not be worn under playing shorts if they are visible (extend) beyond the playing shorts.

Under clothing, such as sweat shirts and pants may be worn for inclement weather or for protective reasons and will conform to the following rules:

- a. Will be worn under the uniform
- b. Be of a similar color to the uniform
- c. Must be of the same color or shade for the whole team
- d. Sweat pants must be worn under socks/over shorts and if one player wears sweat pants any others that chose to must conform to a, b, c above.

In accordance with FIFA Laws, metal braces, studs, earrings, hair ornaments and any other hard or metal jewelry or other objects are not allowed. **No exceptions.**

No hard-brimmed caps, or bandannas are allowed. In the case of cold or inclement weather, soft, knit headwear will be allowed.

No face or hair painting or other body decorations of any kind are allowed, except that soft hair ribbons, rubber bands, or "scrunches" for hair grooming are allowed and may be colored.

Goalkeepers are allowed different clothing as specified in AYSO and FIFA laws of the game. Goalkeeper jerseys shall not have advertisements for alcohol, cigarettes, etc., nor should they have obscene, suggestive, insulting, or profane language or artwork on them.

Players are not allowed to have gum or other type substances in their mouths during the game. (Exceptions: mouth guards and wax for braces.)

Ball size as defined by AYSO: Division U5, U6 and U8 size 3; Division U12 and U10 size 4; Division U19, U16 and U14 size 5. Balls must be properly inflated and may not have sharp edges or loose

patches. Balls that are inflated by high powered air compressors will not be used until the air pressure is adjusted properly.

11.3 Check the Schedule


Make sure that you know your game time and side of the field you will occupy. **Visiting team is listed as playing AT the Home team (i.e. Team 1 [visitor] AT Team 2 [Home]).** Home team is always North or West side of the field depending on direction of the field layout.

11.4 Come Prepared

Have your team on the field in plenty of time for good warm-ups and pre-game talks. Have your game card and lineup ready BEFORE you get to the fields. Know who your Captain and Assistant Captains will be for the game. That way you can concentrate on your players. Games need to start on schedule!! Referees have the option to deduct time from the game if start time is delayed.

11.5 Game Cards

Prior to week 1 game day each coach will receive 10 game cards provided by the region to cover 10 weeks of play. It is the coaches' responsibility to have a game card filled out prior to the game start. All players must be listed (first and last name) numerically. Any player absent must be listed accordingly. The referee maintains the game card once the match begins. **At the conclusion of the match the coaches from both teams should examine and initial their game cards, at which point the center referee will be responsible for turning the cards into scorekeeper/statistician box.**

Official Lineup Form 	REGION <u>91</u> DIV <u>GU10</u> TEAM# <u>507</u> TEAM NAME <u>Typhoons</u> TEAM COLORS <u>Red / Black</u> COACH'S NAME <u>John Doe</u> ASSISTANT COACH'S NAME <u>Jane Doe</u>																																																																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">No.</th> <th rowspan="2">PRINT PLAYERS NAME*</th> <th rowspan="2">Goals Scored</th> <th colspan="4">Qtrs. Played</th> </tr> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Amber Sun C</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Misty Rain</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>Sunny Breeze</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>Tonya Tornado</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6</td> <td>Amy McCloud A</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>7</td> <td>Stormie Smith</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>8</td> <td>Tammy Thunder</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>9</td> <td>Sandy Snow GK</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10</td> <td>Susie Tsunami absent</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	No.	PRINT PLAYERS NAME*	Goals Scored	Qtrs. Played				1	2	3	4	2	Amber Sun C						3	Misty Rain						4	Sunny Breeze						5	Tonya Tornado						6	Amy McCloud A						7	Stormie Smith						8	Tammy Thunder						9	Sandy Snow GK						10	Susie Tsunami absent													
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Final Score _____			Winning Team _____																																																																															
Referee must sign reverse side. _____			Losing Team _____																																																																															

11.6 Check-In

Before the referee calls for check-in, make sure that all of your players are "game ready".

This means:

1. Everyone is wearing their uniform, shin guards, proper shoes and has tucked in their jerseys.
2. No players are wearing jewelry or watches of any kind
3. No face paint or hair colors
4. No casts or splints
5. No hard clips or hair ties

Note: Due to safety purposes, Long Spiked hair will be to the discretion of the referee.

11.7 The Game Ball

It is the responsibility of the coach of the HOME team to provide a game ball prior to the start of the match. The game ball must be in good shape.

11.8 Set a Positive Tone for the Game

Get your team fired up by encouraging them to play hard, make their best effort and have fun! Remind everyone (including your parents and yourself) that this is a game and that games are supposed to be fun! Make sure everyone understands the importance of good sportsmanship! Remember to employ Positive Coaching!! Take notes of fixes that need to be covered in your next training session.

11.9 Playing time

All players must maintain no less than two quarters in one game in accordance with FIFA Laws of the Game, and AYSO Rules of Soccer.

As stated by the Region 91 *Equitable Play Rule*, no player shall participate in a fourth consecutive quarter of play unless or until all other players from that team have already participated or are participating in their third quarter of play.

Players that are absent, tardy or disciplined by their parents will be credited as having played the quarters. Disciplined players must have a note from their parents to the head coach. This is so the region know it's a parent's decision, not something from the coach.

11.10 Running Time - Substitutions

The game is described as having three parts: a first half, a half time, and a second half. Approximately midway through the first half and the second half of the game there are substitutions allowed (most people refer to these as quarter substitutions). During these substitution periods, the clock DOES NOT STOP. This is called running time. The clock starts at the beginning of each half and does not stop for substitutions. The clock will restart at half time and again at the beginning of the second half. Therefore it is very important to have your game plan prepared in advance and circulate the players in/out of the field as quickly as possible.

11.11 Conduct of Coaches and Spectators

Referees will enforce the following rules concerning coaches and spectators:

- Sideline coaching is limited to two coaches from each team, and they shall be limited to a coaching area extending ten yards on either side of the halfway line (use the center circle as a guide).

- Coaches, players and spectators should also stay one to three yards off the touchline to allow the players sufficient space to play the ball near the line and to allow the Assistant Referee sufficient space to maneuver.
- Spectators may sit or stand on the sidelines to which their team is assigned. West for the home team, north when the field is east and west (home team is listed first). In no way may they stand closer than 3 yards from the sideline. Spectators may not sit or stand behind the goalkeeper or on the line where the goal is at. On the sidelines spectators must stay between the two penalty areas.
- Spectators are allowed to cheer by clapping and by using their voices. Noisemakers, clackers, air horns, etc. are not allowed for use in cheering as these items demonstrate poor sportsmanship.
- "Coaching" is the directing of players on the field.
- U-5 parents will be allowed on the field to assist their team during the soccer fest event.
- U-6 coaches will be allowed on the field to assist their team (one coach per team).
- U-8 and up may only occupy the coaching area on their team's side.
- Coaches and spectators may not enter the field during a game or during the quarter substitution break unless they have the referee's explicit permission.
- Spectators may not watch the game from goal area or from behind the goal lines.
- **Negative comments or complaints about the referees and their handling of the match are not allowed.**

Coaches are responsible for the conduct of their team's spectators

As a coach, you have the ability to ask an unruly parent or spectator to leave the area. You may call upon Division Coordinator for additional assistance. Remember: if a Referee is unhappy with a spectator's actions you will receive the verbal caution (Yellow Card) or verbal send off (Red Card), not the spectator.

11.12 After the Game

Gather your team together at the end of each game. Give a cheer for the other team and then one for yourselves! Lead your team out to shake hands with the other team and to thank the referees. Enjoy the moment together! Let your team know that you are proud of them. Let them leave on an upbeat note. Your attitude is what the players and parents will remember as they leave the field. Make it a positive one!

Remember, at the conclusion of the match the coaches from both teams should examine and initial their game cards prior to the Referees turning them into the Game Card Box.

11.13 Animals – Region 91 Activities

NO animals of any kind are allowed at any REGION 91 AYSO activities. These activities include player training sessions, various clinics, or game day.

City Park Rules and Regulations regarding animals at the LNSC are superseded by the Region 91 Guidelines and Coaches Manual and will be strictly adhered to by all that are in attendance at an AYSO Region 91 activity.

AYSO and Region 91 have a responsibility to provide a **SAFE** and **FUN** environment for all volunteers, players and spectators. Due to the aggressive nature of some animals towards other animals and non-family members, Region 91 will no longer allow any animals at any AYSO activity.

Region 91 Coach Manual

Individuals bringing animals to the LNSC during an AYSO activity will be asked to remove the animal from the field areas.

12.0 REFEREES AND RULES

Always remember: Referees are volunteers too. New volunteers are needed each year so that our Region can continue to train and develop skilled referees and thereby increase the overall quality of our program. As a coach choosing Team Referees, you should select reliable people who have some interest in soccer. Knowledge of the game is not a requirement, as training and supervision are provided. Regional Referee Courses will be conducted before and after the start of the season. The courses are presented by the Referee Administrator. These courses provide instruction about the Laws of the Game, guidelines for their interpretation and enforcement, and instruction on the different methods of refereeing. New and experienced referees as well as coaches are welcome. It is important for a coach to understand the role of the referee.

12.1 Providing Volunteer Referees

U10, U12 and U14 Team Responsibility for Providing Volunteer Referees

12.1.1 Team Responsibility

- **Each team will provide a minimum of two registered volunteers to act as referees and/or assistant referees for a minimum of 7 games during the course of the season (i.e. 7 games at 2 positions per game = 14 positions). Teams in U-10, U-12 and U-14 that do not meet this requirement will not be considered for post-season play (league playoffs).**
- There will be **NO** swapping of referee points after a game is complete and the referee has assigned the game to a team they are representing.
- The referee may represent more than one team in a season, but may only assign one team per game.
- The game card will be the official standing for the team represented, NOT the referee schedule as some referee positions are replaced due to no shows and/or cancellations.
- The Regional Referee Scheduler will provide scheduling to show which games your team will be responsible for refereeing, or your referees may be able to sign up for games that they wish to officiate.
- You should not burden only two people with the job of refereeing in all of your required slots. You should try to get as many volunteers from your team as possible so that you will be covered in the event of a no-show.
- U-5 and U-6 games will be refereed by the coaches or parents of the players on the field for the game being played. It is suggested that these referees be trained so that they understand the rules for the division.
- U-8 teams will provide 1 (one) referee to officiate each match in which their team is listed as the home team. The referee will be a parent or relative of the player of that team. The referee will not be the coach of one of the playing teams.
- A neutral, three-person team will referee U-10 games and above.
- U16 and U19 referee scheduling will be handled by the Area staff and is not included in this program.

12.1.2 Referee Responsibilities

- **Referee volunteers are required to have successfully completed a Basic Referee course.**
- Referees should arrive thirty minutes before the kickoff of the game they are to officiate.
- Referees are responsible for accurately recording the games they officiate on the back of game cards with the team information. If not, their team will not receive credit for the games refereed.

- The Region's Referee Administrator will provide a record of completion of team referee assignments to the Coach Administrator.
- Teams may receive credit for officiating games other than assigned games provided that information is accurately reflected on the back of the game card. Referees are solely responsible for this.
- There will be NO swapping of referee points after a game is complete and the referee has assigned the game to a team they are representing.
- The referee may represent more than one team in a season, but may only assign one team per game.
- The game card will be the official standing for the team represented, NOT the referee schedule as some referee positions are replaced due to no shows and/or cancellations.

12.2 Match RULES - EQUITABLE PLAY RULE

All Region 91 games will be played according to the international (FIFA) rules of soccer currently in effect, except as amended by the National AYSO Rules and Regulations. The referees will remind coaches of the "Everyone Plays" rule but enforcement will come from the Regional Board. Current national guidelines state, "All registered players in attendance at AYSO games must participate and play at least half of the game excluding overtime." As a region we pride ourselves in our strict adherence to the five tenants of AYSO. As such, and in the spirit of those tenants, we hold ourselves to an even higher standard. Therefore the **CURRENT SEASON** will continue to enforce the "Equitable Play Rule" which states...

During an individual match, no player shall participate in a fourth consecutive quarter of play unless or until all other players from that team have already participated or are participating in their third quarter of play.

The Scorekeeper/ Statistician will notify the Coach Administrator if the equitable play rule is being neglected, at which point sanctions **will** be imposed upon coaches including but not limited to:

- Loss of one full point in team's regular or post season standings,
- Suspension of the coach for the following scheduled match,
- And/or in extreme cases, forfeiture of the match in question.

It shall be the responsibility of the Regional Coach Administrator or Regional Commissioner upon review to determine what sanction/s shall be imposed. **Details of the Equitable Play Rule can be found on the region web site under coaching documents.**

It is the coach's responsibility to ensure that the players receive sufficient playing time. If a player is injured during a game, the coach may substitute for that player. The injured player may not return to the game until the beginning of the next quarter. Only the player who was injured (who started the quarter) is credited with a quarter's playing time. Alternately, the coach may elect to play short, thereby allowing the injured player to return to the game during the quarter in which the game was left. Prior to re-entering the field, the referee must recognize the injured player.

For the safety of the players and others, players may not wear watches, rings, necklaces, hard hair ornaments, bracelets (including string "friendship" bracelets), earrings, or other jewelry. "I just had my ears pierced" is not an acceptable excuse for wearing an earring. Jewelry or other offending objects may not be covered by tape. No casts are permitted, soft or otherwise. Soft knee braces are permitted, so long as no dangerous edges are showing.

- All games played within Region 91 shall be played in accordance with FIFA Laws of the Game, and AYSO Rules of Soccer.
- No protests of games will be allowed under any circumstances. Decisions of the referee during the game are final.
- Questions of player eligibility shall be brought to the attention of the Coach Administrator and the Regional Commissioner, not to the game referee. Playing of an ineligible player, whether intentional or accidental, will result in the forfeit of that game and suspension of both the coach and the player for the remainder of the season.
- Coaches are responsible for the behavior of their team's spectators. Failure to maintain control could result in the coach being cautioned or sent off, that game being suspended and the team taking a forfeit.
- Game points are as follows: WIN = 3, TIE = 2, LOSS = 1, FORFEIT = 0
- Any forfeit will be reviewed by the executive board to determine if further action is required

12.3 Conduct

It cannot be overly stressed that AYSO programs are "for the kids". The entire AYSO program has been built upon this and other principles such as: **Everyone Plays, Good Sportsmanship, and Positive Coaching**. Above all, AYSO and Region 91 are here for everyone to have fun. Over zealous officials, coaches and parents are encouraged not to participate.

Coaches and Assistant Coaches who demonstrate poor conduct, lack of self control or poor sportsmanship will be cautioned or be ejected, Followed by a formal letter of reprimand. If a coach is ejected from the game, the coach must leave the vicinity of all playing fields immediately as directed by the referee. Additionally, coaches are responsible for the conduct of their spectators and parents. Coaches may be cautioned or sent off for inappropriate behavior by spectators or parents. If the behavior continues the referee is required to suspend or terminate the game. The games outcome will then be determined by the executive board.

Any player receiving a send off before, during or after a game must leave the vicinity of all playing fields, and is not permitted to play in the next scheduled game that is played by his/her team. The player **must** be at the game in uniform but may not participate in **any** of the game day activities with the exception of cheering for their team. The player will not be eligible to play until the preceding requirement has been fulfilled. It is the responsibility of the coach to make the Referee aware of the restricted player fulfilling their obligation for the prior week send-off offence (note on game day card) so the player will be eligible for the next regular league game day. If the player is issued 2 send offs in one season that player and his or her coach must appear before the executive board.

A misconduct report must be filled out by the referee team. The report is to be forwarded to the Regional Referee Administrator to be reviewed by the Coach Administrator and Regional Commissioner.

12.4 The Coach-Referee Team

Verbal abuse from adults on the sidelines unquestionably erodes players' confidence and the view of the importance of the AYSO philosophy. Without referees there is no AYSO, and sideline abuse is the number one problem associated with recruiting and retaining referees. The program depends upon recruiting and retaining the larger number of volunteers needed as qualified referees to handle matches held during the regular season. Referees must be able to depend upon their greatest ally in this area, the coaches. The vast majorities of AYSO coaches successfully balance their interest in winning with their desire to foster physical and social development of their players and appreciate the fact AYSO referees are unpaid volunteers like themselves, and often inexperienced in the game of soccer. These coaches understand the importance of the AYSO Team and know that Team members must cooperate and support each other. Most parents embrace these concepts, even if they have never been involved with AYSO.

Every season, a very small number of coaches and parents ignore the AYSO philosophy by elevating winning the match above all else. These individuals verbally abuse referees with insults and inappropriate comments. Sometimes they act purposefully, with the mistaken belief that such abuse will result in more favorable calls from the referee for the child's team. More often, it seems, such conduct is a reflection on the adult's character. Even though they are mostly loving and caring parents, these adults do not consider the extremely negative impact of their outbursts on the kids or the AYSO program. **This behavior will not be tolerated.**

12.5 Region 91's Policy on Abuse of Referees

Sadly, abuse of referees by a very few people can create disruption that reaches out to more current and potential volunteers than one would imagine. AYSO and Region 91 in particular, take primarily an educational approach to this problem. These educational efforts are, however, backed up by official policies and appropriate disciplinary measures against offenders, including expulsion from the program.

Coaches and Assistant coaches who demonstrate poor conduct, lack of self control or poor sportsmanship will be cautioned or be ejected, followed by a formal letter of reprimand. If a coach is ejected from the game, the coach must leave the vicinity of the field (out of sight, out of sound) immediately as directed by the referee. Additionally the coaches are responsible for the conduct of their spectators and parents. Coaches may be cautioned or sent off for inappropriate behavior by spectators or parents. If the behavior continues the referee is required to suspend or terminate the game. The games outcome will be determined by the administrative board.

In the event a coach is sent-off by a referee, he/she will be suspended from next match and may receive a one point deduction from the team's regular or post season standings.

Any player, coach, parent or official that continues disruptive behavior or lack of self control, may be required to appear before the Regional Executive Board for possible removal from the program, suspension or other discipline.

Please remember that all of the referees are volunteers, most of them parents. They are not professionals (as you are not professional coaches) and usually have had minimal soccer experience. They will make mistakes. Players, coaches, and spectators must accept the referee's ruling, although they may disagree. Coaches and parents must provide an example of good sportsmanship and tolerance for their players and children. It is never appropriate to suggest that the referee determined the outcome of a game.

12.6 Negative Competition

A negative competitive environment narrows the range of youth that can benefit from AYSO, and discourages good people from volunteering, particularly as referees and coaches. The earmarks of overly intense negative competition are often apparent:

- Spectators yelling orders and directions to players from the sidelines.
- Coaches going beyond positive coaching to harshly commenting on the play, the players
- Coaches, spectators and players denigrating or complaining about the competitors, on either side of the field.
- Coaches, spectators and players openly grumbling about and disputing calls made or not made by the referee, and directing sexist or racist comments at game officials.
- Controlled expressions of disappointment are expected, however, dissent is not.
- Coaches training players to purposefully commit fouls for advantage and deception.
- Players purposefully using unfair, deceptive and sometimes dangerous practices to win, with the tacit approval of coaches and/or spectators.

12.7 Protests

The referee's decisions relating to the play of a match are final. **No protests of games will be allowed under any circumstances.**

12.8 Suspensions

All yellow cards and red cards are recorded on the game cards. In all Divisions, a player receiving a second yellow card in the same game or a red card will immediately leave the field and is suspended from the next game. The Administrative Board will review repeated cautions or expulsions to determine if further action is necessary. If further action is required, it will be taken to the Executive Board.

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13.0 POINT SYSTEM

13.1 U10 - U14 Divisions Only

Applies to U-10 through U-14 Divisions ONLY

In an effort to encourage and reward coaches to take advantage of educational opportunities and to motivate them to cooperate in helping the region run more efficiently, Region 91 has instituted a points system that awards points for various items for the competitive level divisions (U10, U12, and U14). **These points will affect your team's standings.** These points may be awarded for attendance at certain meetings and training sessions as well as for completing certain tasks that are required by the Region and by AYSO. At any time you see a blast point (the symbol below surrounding the ½) you will know that you have an opportunity to be awarded special points toward your team's standings. The numeric value of the item is noted in the star.

Gaining points in this way may have a direct effect on your placement at the end of the season. Here is an example of genuine past use of the points system and how a division finished at the end of a season.

Team	Wins / Losses / Ties			Points	Ranking
801	6	3	1	23	2
802	6	3	1	23	3
803	2	6	2	16	6
804	4	4	2	20	4
805	5	5	0	20	5
806	7	1	2	26	1

With the points system in place, you can see how the ranking could change. For example: Coach #804 went to all the meetings, turned in all required paperwork, and received 4 additional points. That team could move into 2nd place even if the other coaches went to some of the meetings and received all of the available points.

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13.2 Coaching Points Available

*** POST SEASON ELIGIBILITY NOTE *** Some of the line items below marked with an asterisk * are also required for Post Season Eligibility. **All coaches MUST Review the Post Season Eligibility Section** of the Region 91 Coaches Manual to ensure compliance for all teams moving on to League Playoffs and other post season play.

- **Fully Trained and Registered Coach *** – Volunteer Registration Form filled out correctly, completely and turned in; Safe Haven Certification completed; and age appropriate Coach Training course(s) completed; Attends Mandatory Coach Meeting (Maximum Coach Point = 1) **DUE DATE: 09/17/2011 (Season Week 2)**
- **Fully Trained and Registered Asst. Coach** – Volunteer Registration Form filled out correctly, completely and turned in; Safe Haven Certification completed; and age appropriate Coach Training course(s) completed (Maximum Asst Coach Point = 1) **DUE DATE: 09/17/2011 (Season Week 2)**
- **Fully Trained and Registered Team Parent** – Volunteer Registration Form filled out correctly, completely and turned in; and Safe Haven Certification completed; Attends Mandatory Team Parent Meeting (Maximum Team Parent Point = 1/2) **DUE DATE: 09/17/2011 (Season Week 2)**
- **2 Referees *** trained **from your team** that referee no less than 6 games total (6 games at 2 positions per game = 12 positions). Point break down: 12 positions completed by the end of the season will earn 2 points total. No incremental points will be awarded. [Maximum Referee Points = 2] **DUE DATE: 11/12/2011 (Season Week 10)**
- **Region Information Tent Coverage** – Registered Volunteer from your team who provides Coverage at the Region Information Tent for a minimum of 1 hour for 2 game days (Assigned Team times will be provided at the Information Tent beginning week 1) (Maximum Tent Coverage Point = 1/2). **DUE DATE: 11/12/2011 (Season Week 10)**

MANDATORY FOR PLAYOFF ELIGIBILITY (No Points)

- Player Evaluation Forms – **DUE DATE: 10/22/2011 (Season Week 7)**
- Player Evaluation Meeting – **DUE DATE: 10/29/2011 (Season Week 8)**

There are a total of 5 points available that can be earned toward your teams total score at the end of the season.

Notes: Coaching Points Application

Coach points will be used to determine the top four teams going to the playoffs, but will not be used to determine playoff seeding. Only the win/loss record will be used to determine playoff seeding once the playoff teams were determined.

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13.2.1 Registered and Trained Coach - Mandatory

If you do not PRINT CLEARLY on any given form, you may not receive the points for that item.

Applies to U-10 through U-14 Divisions ONLY

Our team has a fully Registered and Trained Coach.
This is the volunteer who qualifies my team to be eligible for post season play and to earn extra points:

Coach (Print Clearly)

Phone #



Coach

**** ** Points and Compliance for Post Season Eligibility for a team is only awarded if volunteers have turned in a correctly and completely filled out volunteer form, have completed the required training for their position ****

Signed

Date

Printed Name

Team Name

Team #

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13.2.2 Registered and Trained Volunteers

If you do not PRINT CLEARLY on any given form, you may not receive the points for that item.

Applies to U-10 through U-14 Divisions ONLY

Our team has a full roster of Registered and Trained volunteers. These are the volunteers who qualify my team to earn extra points:


Asst. Coach (Print Clearly)

Phone #

Team Parent (Print Clearly)

Phone #

 **1 ea Point for Asst Coach**

 **1/2 Point for Team Parent Volunteer**

**** Points are only awarded if volunteers have turned in a correctly and completely filled out volunteer form, and have also completed the required training for their position****

Signed

Date

Printed Name

Team Name

Team #

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13.2.4 Referee Volunteers - Mandatory

If you do not PRINT CLEARLY on any given form, you may not receive the points for that item.

Applies to U-10 through U-14 Divisions ONLY

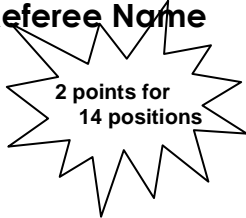
Our team has provided 2 referees that have turned in a current volunteer form, and have refereed a total of 6 games or 12 positions (6 games x 2 positions per game = 12 positions). These are the volunteers who qualify my team to be eligible for post season play:

Referee Name (Print Clearly) Phone #

Referee Name (Print Clearly) Phone #

Referee Name (Print Clearly) Phone #

Referee Name (Print Clearly) Phone #



Referee Volunteers

** Compliance for Post Season Eligibility for a team is only awarded if volunteers have turned in a correctly and completely filled out volunteer form, have completed the required training for their position, and have refereed a total of 6 games (filled 12 positions) between them. (2 pts max)**

Signed

Date

Printed Name

Team Name

Team #

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13.2.5 Player Evaluation Forms - Mandatory

If you do not PRINT CLEARLY on any given form, you may not receive the points for that item.

Applies to U-10 through U-14 Divisions ONLY

Our coach has turned in the Player Evaluation Forms by week 7 which qualifies my team to be eligible for post season play:

Coach (Print Clearly)

Phone #

Asst. Coach (Print Clearly)

Phone #



Player Evaluation

**** Compliance for Post Season Eligibility for a team is only awarded if volunteers have turned in a correctly and completely filled out volunteer form, have completed the required training for their position, and have turned in the player evaluation forms by week 7.**

Signed

Date

Printed Name

Team Name

Team #

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13.2.6 Player Evaluation Meeting - Mandatory

If you do not PRINT CLEARLY on any given form, you may not receive the points for that item.

Applies to U-10 through U-14 Divisions ONLY

Our Coach or Asst Coach has attended the Player Evaluation Meeting during week 8 which qualifies my team to be eligible for Post Season Play.

Coach (Print Clearly)

Phone #

Asst. Coach (Print Clearly)

Phone #



Attending Player Evaluation Meeting

**** Compliance for Post Season Eligibility for a team is only awarded if volunteers have turned in a correctly and completely filled out volunteer form, have completed the required training for their position, and have attended the player evaluation meeting during week 8 as posted on the Region 91 Calendar.**

Signed

Date

Printed Name

Team Name

Team #

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14.0 Post Season Play

14.1 U10 Through U19 Divisions Only

Applies to U-10 through U-19 Divisions ONLY

At the conclusion of the regular season, opportunities exist for coaches and players to continue participation in a soccer program. The options available are:

- Regional playoffs are held for competitive divisions at the end of each regular season. **IF THE COACH HAS NOT COMPLETED THE REQUIRED COACH CERTIFICATIONS, THE TEAM MAY BE DISBANDED AND NOT ALLOWED TO PLAY IN ANY PLAYOFF SERIES.**
- Division Champions and Post Season Division Tournament Champions enter Area D Playoffs against other region's champions. This is a playoff tournament season that usually begins in January and continues as long as the team continues to win, ending with Tri-Section playoffs/championships. The duration of the playoff series (through Tri-Section Playoffs) is approximately six weeks with all games held on Saturdays AND Sundays.
- The All-Star Program begins with a selection process stemming from the regular league season. This is also a playoff tournament that usually begins in January and continues as long the team continues to win. The duration of the playoff series (through Tri-Section Playoffs) is approximately six weeks with all games held on Saturdays AND Sundays.
- U10 – U14 Division Tournament teams begin with player tryouts in October. Team's will be selected and coached by approved division Certified coaches. These teams will play in AYSO sanctioned tournaments that are held in different areas & regions.
- U-16 and U-19 Division post-season play is limited to Area Playoffs and Section Playoffs for regular League season teams. No All-Star tournaments will be held for these upper divisions. Approved and division certified coaches may form tournament teams and play a tournament season after High School CIF play has ended.

It is the policy of the AYSO National Board of Directors that all coaches who coach in sanctioned AYSO tournaments, intra-sectional AYSO tournaments, non-AYSO tournaments, or participate in the AYSO National Games adhere to the following policy:

1. Coach Qualifications for Tournament Play/National Games

It is the position of the National Coaching Commission that, for all Tournament Play and National Games play, all Tournament/National Games coaches and assistant coaches, at a minimum shall:

1. **Be registered in e-AYSO for the current year**
2. **Be Safe Haven trained and certified**
3. **Be trained and certified per the National Coaching Program Guidelines at the age/skill level of the team they wish to enter/coach**

14.2 Post Season Eligibility

The following are the team and/or player requirements each team or player **MUST** comply with in order to be considered eligible for any post season play.

14.2.1 Regular League Team Requirements for Post Season Eligibility

- a) Each League team progressing on to League playoffs **MUST** have provided a minimum of 2 registered volunteers to act as Referees and/or Assistant Referees for a minimum of 12 games (12 games x 2 positions per game = 24 positions) during the course of the current season. Teams in U10, U12, and U14 that do not meet this requirement **will not** be considered for post-season play (League Playoffs).
- b) **Each League Team will have a Fully Trained and Registered Coach** – Volunteer Registration Form filled out correctly, completely and turned in; Safe Haven Certification completed (*Safe Haven will be within the 2 year period for the current year*), and age appropriate Coach Training course(s) completed (if an on-line class was taken, field work is still required and **MUST** be completed to be considered fully certified). Teams in U10, U12, and U14 that do not meet this requirement **will not** be considered eligible for post-season play (League Playoffs).
- c) The Team Coach **MUST** turn in all Player Evaluation Forms for their team - Teams in U10, U12, and U14 that do not meet this requirement **will not** be considered for post-season play (League Playoffs).
- d) The Team Coach **MUST** attend the Player Evaluation Meeting for their division and gender - Teams in U10, U12, and U14 that do not meet this requirement **will not** be considered eligible for post-season play (League Playoffs).
- e) Each League team progressing on to Post Season Play **MUST** provide at a minimum 2 Assist Referees to referee for their teams at all Post Season Playoffs (League, Area, Section, and Tri-state). Any team NOT complying with this requirement **will not** move on past regular season or at any point during post season play they stop providing the Asst Referees the team will be removed from further post season play. **There is NO exception to this requirement.** A list of team referees will be required upon notification of placement in Post Season Playoffs (League, Area, Section, and Tri-state). Teams in U10, U12, and U14 that do not meet this requirement **will not** be considered for post-season play (league Playoffs).
- f) Each team progressing on to Post Season Play **MUST** provide team volunteers as designated by the Region/Area/Section at all Post Season Playoffs (League, Area, Section & Tri-state). **There is NO exception to this requirement.** Any team NOT complying with this requirement **will not** move on past regular season or at any point they stop providing the Team Volunteers. A list of team volunteers will be required upon notification of placement. Teams in U10, U12, and U14 that do not meet this requirement **will not** be considered for post-season play (League Playoffs).

14.2.2 All-Star Team Requirements for Post Season Eligibility

- a) Each All-Star team progressing on to Post Season Play **MUST** provide at a minimum 2 Assist Referees to referee for their teams at all Post Season Playoffs (Area, Section & Tri-state). Any team NOT complying with this requirement **will not** move on past regular season or at any point they stop providing the Asst Referees the team will be removed from further post season play. **There is NO exception to this requirement.** A list of team referees will be required upon notification of placement in Post Season Playoffs (League, Area, Section and Tri-state). Teams in U10, U12, and U14 that do not meet this requirement **will not** be considered for post-season play.

- b) Each All-Star team progressing on to Post Season Play **MUST** provide team volunteers as designated by the Region/Area/Section at all Post Season Playoffs (Area, Section & Tri-state). **There is NO exception to this requirement.** Any team NOT complying with this requirement **will not** move on past regular season or at any point they stop providing the Team Volunteers. A list of team volunteers will be required upon notification of placement. Teams in U10, U12, and U14 that do not meet this requirement **will not** be considered for post-season play.

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14.3 All-Star Coach Selection

All Star coaches are chosen near the middle of the season (October). Head coaches and Assistant coaches may apply as All-Star coaches by submitting a letter to the Regional Coach Administrator before the cutoff date listed on the calendar (you will find a sample letter in Appendix III of this manual). Coaches will be selected by the Administrative Board based on coaching experience, previous All-Star & tournament team coaching experience and intent to coach a tournament team. While all-star coaching is at a higher level of competition, we will not forego our organizational principals in order to win. Each coach requesting to be an All-Star coach must also meet the following criteria:

- a. A head coach must have coached in the division that they are applying for or higher. Assistant coaches that are applying must be division certified and have coached in that division.
- b. He/She must be in good standing with the Regional board.
- c. He/She must have demonstrated good player, game and spectator control through out the season.
- d. Each coach must have completed Safe Haven for Coaches training, required age-appropriate Coach Training courses, and have a current volunteer form on file with AYSO.

The Administrative Board will make all decisions on All-Star coaches and Assistant Coaches. The Administrative Board may request an interview session with each of the coaches that have applied. In the event that no qualified coach applies for a particular division, then the Administrative Board may appoint a staff member, or recruit from the season's pool of certified coaches.

13.4 All Star Team Selection

A player's skill, attitude, sportsmanship, dedication, and a willingness to put in extra hours playing soccer weigh heavily when choosing players for the All-Star team. It is possible that a skilled player will not be selected if, in the opinion of the coaches and/or regional administrative board members, a player or his/her parents are divisive or disruptive to team unity. Although All-Star and tournament teams are supported by Region 91 and represent the region, these teams are not part of the regular program.

All Star teams will be formed using the following process:

- Coaches will nominate players from their own team that they feel are All-Star caliber players.
- Coaches may nominate outstanding players that they have noticed on other teams.
- Some players may be identified by Division Coordinators in their respective divisions.
- Not all players identified will be selected.
- In some cases, not all teams will be represented in this selection process.
- Player evaluations will be taken into consideration.
- A player is not eligible if they have not played in at least half (5) of their team's regular-season games.

Once this information is gathered, a list of All-Star players will be created as follows:

U-10: The team will consist of no more than 10 players. A list of 8 players will be chosen by the Regional Board's coach-related staff (Commissioner, Regional Coach Administrator, and U-10 Division Coordinator) and/or the Administrative Board. The additional 2 positions open on the team, and 2 alternate positions (in case chosen players are not available to play) will be chosen by the coach of the team and must be approved by the Regional Board.

U-12: The team will consist of no more than 12 players. A list of 9 players will be chosen by the Regional Board's coach-related staff (Commissioner, Regional Coach Administrator, and U-12 Division Coordinator) and/or the Administrative Board. The additional 3 positions open on the team, and 3 alternate positions (in case chosen players are not available to play) will be chosen by the coach of the team and must be approved by the Regional Board.

U-14: The team will consist of no more than 15 players. A list of 11 players will be chosen by the Regional Board's coach-related staff (Commissioner, Regional Coach Administrator, and U-14 Division Coordinator) and/or the Administrative Board. The additional 4 positions open on the team, and 3 alternate positions (in case chosen players are not available to play) will be chosen by the coach of the team and must be approved by the Regional Board.

- If an All-Star coach wishes to choose a player for the team that is not known as an 'impact' player, a written request, explaining why the player should be selected, must be submitted to the Executive Board before that player may be contacted.
- Coach's children not designated as impact players may fall into a pool whereby more qualified players pass them up for selection. Impact players designated by the region will be selected first over all others, including the All Star coach's children. The Regional Board recognizes that volunteer staff is limited and may grant an ALL-Star coach the privilege of inviting their child onto the All-Star team. However, the coach also needs to realize that their child may not be placed on the team.
- Both players and coaches must be available to participate on Saturdays AND Sundays, as many games are played on both days.
- Being a coach or a player on an All Star team is a privilege not a right.

14.5 All-Star Uniforms

1. All Star uniforms will be purchased by the region. These uniforms may be worn for games only when participating in All-Star play. These uniforms may not be worn when participating in a scrimmage game unless this game has uniformed referees and is authorized by the Regional Commissioner.
2. Uniform color: The All-Star uniform color will be Red and Black. The style will be determined by the Executive Board.
3. Uniforms purchased will consist of Shirt and Socks. Shorts will be black in color and will be the players' shorts from the current season.

14.6 All-Star Finances

1. Uniforms: All-Star teams will provide a predetermined refundable deposit to the region for each distributed uniform. When the uniform is returned, in good condition, the deposit will be returned to the team.
2. Socks will be retained by the player and not be returned to the region.
3. Uniform deposits will cover replacement of Shirts in the case of non-return or destruction of articles.
4. Banking: All-Star banking will be conducted thru the Region 91 Primary checking account.
5. Fund raisers: Fundraisers are encouraged and ALL fund raisers must be authorized by the Regional Commissioner.

14.7 Tournament Team Coach Selection

Tournament team coaches may or may not be the same person as the All-Star coach.

Tournament coaches are chosen near the middle of the season (October). Head coaches and Assistant coaches may apply as tournament team coaches by submitting a letter to the Regional Coach Administrator before the cutoff date (September) listed on the calendar (you will find a sample letter in Appendix III in this manual). Coaches will be selected by the Administrative Board based on coaching experience, previous All-Star and/or tournament team coaching experience and plans for the tournament team. While tournament team coaching is at a higher level of competition, we will not forego our organizational principals in order to win. Each coach requesting to be a tournament team coach must also meet the following criteria:

- a. A head coach must have coached in the division that they are applying for or higher. Assistant coaches that are applying must be division certified and have coached in that division.
- b. He/She must be in good standing with the Regional board.
- c. He/She must have demonstrated good player, game and spectator control through out the season.
- d. Each coach must have completed Safe Haven for Coaches training, required age-appropriate Coach Training courses, and have a current volunteer form on file with AYSO.

The Administrative Board will make all decisions on Tournament Team coaches and Assistant Coaches. The Administrative Board may request an interview session with each of the coaches that have applied. In the event that no qualified coach applies for a particular division, then the regional board may appoint a staff member, or recruit from the season's pool of coaches.

14.8 Tournament Team Selection

A player's skill, attitude, sportsmanship, dedication, and a willingness to put in even more hours playing soccer weigh heavily when choosing players for the tournament team. **It is possible that a skilled player will not be selected if, in the opinion of the coaches and/or regional administrative board members, a player or his or her parents are disruptive to team unity.** Although tournament teams are supported by Region 91 and represent the region, these teams are not part of the regular core program.

Tournament teams will be formed using the following process:

- Players will be provided with a 'letter of intent' form that is to be filled out, signed by the player's parents and turned in to the Regional Coach Administrator. This letter will explain the costs, travel, and dedication required of a tournament team player and his/her family.
- Not all players that submit a letter will be selected.
- All players will participate in a tournament team tryout session around mid season (October).
- Players must be registered and played in AYSO during the current regular core season.
- The tournament team coach may evaluate and recruit players from the teams in their division. These players will be required to tryout for the tournament team.
- Player evaluations will be taken into consideration.
- The coach's child will be required to participate in tryouts if they are to be considered for placement on the team.
- A player is not eligible if they have not played in at least half (5) of their team's core regular-season games.

Once this information is gathered, the coach will submit a list of requested players and alternates to the Regional Coach Administrator for approval by the Regional Board.
Team size is as follows:

U-10: The team will consist of no more than 10 players. An alternate player list should consist of at least 5 players.

U-12: The team will consist of no more than 12 players. An alternate player list should consist of at least 5 players.

U-14: The team will consist of no more than 15 players. An alternate player list should consist of at least 5 players.

Both players and coaches must be available to participate on Saturdays AND Sundays, as many tournaments games are played on both days.

Being a coach or a player on a tournament team is a privilege not a right.

U16/U19: The Upper Divisions may be exempt from the tryout process depending on the size of these divisions and interest of players. Speak to the Coach Administrator regarding this tournament age group prior to Post season play.

14.9 Tournament Uniforms

Tournament uniforms will be purchased by the individual teams. The style and color will be determined by the regional executive board. These uniforms may be worn for games only when participating in an authorized AYSO Tournament. These uniforms may not be worn when participating in a scrimmage game unless this game has uniformed referees and is authorized by the Regional Commissioner. Any coach wishing to participate in a non-sanctioned event with their AYSO Tournament team and wear the AYSO uniform will require prior authorization from the region 91 Administrative board. Any coach that does not obtain prior approval for these activities will be brought to the Administrative board for disciplinary action that could include removal of the coach from the Tournament program and potential disbandment of the tournament team.

14.10 Tournament Team Finances

Tournament teams must conduct banking thru the regions Cultural Exchange account. Tournament teams are responsible for all tournament, referee, and uniform expenses. At no time may Region 91 funds be expended for tournament team expenses.

Fundraisers are encouraged. All fund raisers that are planned for a Region 91 tournament team must be approved by the executive board.

ALL Special event fundraising will fall under the Region 91 Fundraising and Sponsorship Protocol.

14.11 Additional Post Season Info

14.11.1 Number of Tournament Teams

We do encourage other coaches to form additional Tournament teams in their division. Any coach wishing to form an additional team must follow the same procedure and meet the same criteria as the Tournament team coaches. The only stipulation is that the B team may not take a player from the A team. Once a player has been asked to participate on the A team, whether the player plays or refuses, that player may not play on the B team until the entire division roster has been exhausted. If the coach of the B team has a child on the A team, that child may move to the B team.

We at Region 91 know that we have many talented players that do not make the All Star teams. We encourage coaches to look strongly at these players when forming tournament teams.

14.11.2 Post Season Player Requirements

In order to play on a Region 91 tournament team the player must have been registered in AYSO during the current regular season, played at least half of the season, and be in good standing within their own region, or they may not participate. Due to the high player count, there will be no exceptions to this rule for divisions U10, U12 and U14. After exhausting the player list for divisions U16 or U19, the coach may, with the Region's Commissioner and the Coach Administrator's permission, go outside the region for players. These players must have been registered in AYSO during the current regular season, played at least half of the season, and be in good standing within their own region, or they may not participate.

14.11.3 Post Season Team Protocol

- a) Players, coaches and parents represent Lancaster AYSO Region 91 when traveling to tournaments. Failure to act within Region 91's guidelines could result in suspension or removal from the team. Therefore, **any player or coach that receives a send off may no longer be allowed to participate in the All Star or Tournament program for that year.** In the case of a coach send off, the Assistant Coach may coach the team for the remainder of that tournament, but then the team may be disbanded. In the case of a player, that player may be replaced by another player from the approved player list.
- b) Any player or coach receiving 3 cautions during the course of a single tournament during Post Season Play will be considered the same as a send off offense and **may no longer be allowed to participate in any Post Season program for that year.** The offending individual(s) will be required to meet with the Region 91 Disciplinary Board for corrective action. That player may be suspended or removed from the tournament or All-Star team. In the case of a coach the team may be disbanded.
- c) Any player or coach receiving 2 cautions in the same post season tournament or 3 cautions during the course of Post Season Play will be required to meet with the Region 91 Disciplinary Board for corrective action. That player may be suspended or removed from the post season team. In the case of a player, that player may be replaced by another player from the approved player list. In the case of a coach the team may be disbanded.
- d) While participating on a Lancaster AYSO Region 91 Tournament team, all tournaments and activities will be AYSO sanctioned events. Failure to act within Region 91's guidelines could result in suspension or removal from the team. Therefore, any coach wishing to participate in

a non-sanctioned event with their ASYO Tournament team will require prior authorization from the Administrative board. Any coach that does not obtain prior approval for these activities will be brought to the Disciplinary Board for disciplinary action that could include removal of the coach from the Tournament program and potential disbandment of the tournament team.

Appendix I

AYSO Region 91 Calendar - 2011 – 2011

For the most up to date region information, go to:
www.region91.org/calendar

August 2011

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 First Day of Upper Division Practices First Day of Extra Team Practices	2	3	4	5	6 Coach Coordinator Meeting – 6:30pm LNSC East	7
8 Region 91 Soccer Camp with Challenger	9 Region 91 Soccer Camp with Challenger	10 Region 91 Soccer Camp with Challenger	11 Region 91 Soccer Camp with Challenger Coach Meeting – 6:30pm LNSC East	12 Region 91 Soccer Camp with Challenger	13	14
15	16	17	18	19	20	21
22 First Day of Regular Season Practice	23	24 U5 Parent Meeting – 6:00pm LNSC East	25 Team Parent Meeting – 6:00pm LNSC East	26	27 Upper Division Mini Tournament U16-U19 Picture Day – 8:00am	28 Region 91 Hosted Referee Training – 8:00am LNSC East
29	30	31				

September 2011

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5	6	7	8	9	10 – Week 1 First Day of regular season	11
12	13	14	15	16	17 – Week 2 Fully Trained and Registered coach, Assist. Coach & Team Parent Due	18
19	20	21	22	23	24 – Week 3 U5 – U14 Picture Day – 7:30am	25 Region 91 Hosted Referee Training – 8:00am LNSC East
26 Region 91 Hosted Referee Training – 5:30pm LNSC East	27 Region 91 Hosted Referee Training – 5:30pm LNSC East	28 Region 91 Hosted Referee Training – 5:30pm LNSC East	29	30		

October 2011

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1 – Week 4	2
3	4	5	6	7	8 – Week 5	9
10	11	12	13	14	15 – Week 6	16
17	18	19	20	21	22 – Week 7 Player Evaluations Due Date	23
24	25	26	27	28	29 – Week 8 Player Evaluation Meeting Due Date	30
31						

November 2011

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5 - Week 9	6
7	8	9	10	11	12 - Week 10 Referee Points due from each team Tent Coverage Due	13
14	15	16	17	18	19 Region 91 Playoffs	20 Region 91 Playoffs
21	22	23	24	25	26	27

APPENDIX II

Sample Letter for Parent Meeting

U10G-23 "Twisters" Team Info

Coach: Joe Brown, Jr
(661) 555-1212

Assistant Coach: Joe Brown, Sr
(661) 555-1212

Team Parent: Jane Doe
(661) 552-1212

Our Team: Amber Sun
Sunny Breeze
Misty Rain
Amy McCloud
Tonya Tornado
Stormie Smith
Sandy Snow
Susie Tsunami
Tammy Thunder

AYSO Philosophies –

- ❖ Everyone Plays
- ❖ Good Sportsmanship (this means parents too!)
- ❖ Positive Coaching
- ❖ Balanced Teams
- ❖ Open Registration

Notes from the Coach:

I am really looking forward to coaching your children this season. This is my 4th year as a head coach with AYSO and I really do enjoy volunteering for this job (even though I don't think of it as a job). Beyond being your daughter's coach I am also:

1. A very busy with 2 wonderful daughters, both playing in separate divisions within AYSO Region 91
2. A referee
3. Sometimes an employee for the place that actually pays me so that I can afford to have fun volunteering in my free time.

My Goal:

To help your children enjoy the sport of soccer safely and learn various skills while they have fun

- FOR YOUR CHILD'S PROTECTION - WE NEED TO HAVE A FEMALE, NOT RELATED TO ME, AT EVERY PRACTICE, GAME OR EVENT
- **The parents' responsibilities are:**
 1. To sit on the sidelines and cheer with a **positive** attitude
 2. To assist, as requested by the coach
 3. To respect all coaches, referees and players
 4. To get your kids to practices and games on time, to stick around and help out during practices, and to ensure that kids are picked up promptly when finished
 5. Please do not try to coach your children from the sideline. If you would like to sign up for a coaching position I can set you up a personal meeting with the Regional Coach Administrator, who can help to get you placed with your own team to coach next season.
 6. Please do not react to the way a referee officiates the game. Negative reactions can severely affect our Sportsmanship points. If you have a problem with a referee or a call that a referee makes, please report it to me and I will deal with the situation appropriately (even if it means explaining to you why the referee made the correct call and why you misunderstood it) If you would like to attend the Basic Referee training course See me about the dates and times that they are scheduled for.
 7. To make sure your child has plenty of **water** available **before and at** every practice or game
 8. To make sure that your child is well-rested before every game.
- The Lancaster National Soccer Center is an AYSO Kid Zone and is a Kid-Safe Environment. I will be respectful and safe at all times with regards to the kids, parents, referees and other coaches and I expect that you will do the same.

Calendar:

September 2 nd -	Team Parents Meeting – this is when uniforms are handed out. Players will receive their uniforms at the following practice.
September 6 th -	Start of Season
October 4 th -	Picture Day
November 8 th -	Last Regular Season Game
November 10 th -	Playoffs Begin
January 3 rd / 4 th -	League Playoffs
January 17 th /18 th -	All-Stars Playoffs
July 5 th -11 th , 2004 -	AYSO National Games

* I will hand out the game schedule as soon as it is available

Practices:

Monday 6:15 – 7:45

Wednesday 6:15 – 7:45

Where : West Side fields until the East Side fields are made available

* Practice days/times are subject to change when the practice schedules are handed out. You will be notified of any changes as soon as I am aware of them.

What your child needs to bring with them to every game and practice:

1. **WATER**
2. A soccer ball (Size 4) that is properly inflated
3. Cleats or appropriate shoes
4. Shin Guards (your child cannot practice or play without them)
5. Uniform (games only – not to be worn to practice. You may use uniforms from past years for practice)

What is NOT allowed at practices or games:

- Earrings, rings, necklaces or any other jewelry
- Beads, clips or anything else worn in the hair that is hard
- Cleats for other sports that have a 'toe' cleat

Players with serious injuries incurred on or off the soccer field will be required to furnish a doctor's note and may also be subject to further Board approval prior to returning to play

The following are the Laws of the Game that apply in this age group. We will discuss each of these so that you understand them too. If you have any questions about them during the season, feel free to ask me

1. The Start of Play
2. The Kick Off
3. Ball in and Out of Play
4. Method of Scoring
5. Fouls
6. Misconduct
7. Free Kicks
8. Penalty Kicks
9. Throw-In
10. Goal Kick
11. Corner Kick
12. Offside

AYSO Coach Pledge:**In my words and actions, I pledge to:**

1. Enthusiastically support and practice the AYSO Philosophies of: Positive Coaching, Good Sportsmanship, Everyone Plays, Balanced Teams and Open Registration.
2. Stay informed about sound principles of coaching and child development
3. Respect the game and know the laws
4. Emphasize to my players that they must abide by the Laws of the Game at all times.
5. Develop a true respect for the judgment of all referees.
6. Develop a team respect for the ability of our opponents.
7. Ensure a safe environment for my payers.
8. Never yell at or ridicule a player.
9. Always set a good example.
10. Remember that soccer is a game and all games should be fun.

Sample Parent's Agreement Form

Greetings AYSO Region 91 U10G "Twisters" Parents, Players, & Family,

Recent incidents have demonstrated that some individuals may be unaware of the manner in which they are expected to behave during the course of AYSO Region 91 matches. It is absolutely imperative to both the success of our players and that of the region as a whole, that we all be fully aware of our responsibilities and required conduct as parents, spectators, and coaches. Moreover, since our etiquette will serve as an example to our children, we must be particularly cautious that our behavior provides an appropriate model for them to pattern themselves after. Therefore, please examine the following with the utmost care.

In past seasons it has become evident that some individuals are unaware of their specific responsibilities as members of an AYSO team. In the interest of diminishing any confusion which might exist regarding this issue, we offer the following list of classifications and corresponding obligations.

<i>Players</i>	Play	v 1: participate in games or sport; " <i>David Beckham will play for Real Madrid in Sunday's football match</i> "
<i>Coaches</i>	Coach	v 1: supervise the training of an athlete or a team; " <i>Greg Ryan has agreed to coach the USA Women's Olympic Soccer Team</i> "
<i>Referees</i>	Officiate	v 3: <u>Sports</u> . To serve as a referee or umpire; " <i>The referees officiated the match admirably</i> "
<i>Parents/Spectators</i>	Cheer	v 5: urge on or encourage; " <i>The crowd cheered as Rooney tackled the Chelsea defender and advanced on goal</i> "

Our region strictly adheres to the five tenants of AYSO. They are...

Everyone Plays - Every player on each team will play at least half of the game. A player will not be "benched" purely because he or she lacks the skills of another.

Balanced Teams – Our region goes to great lengths to make each team as even as possible. Balanced teams result in games which are more competitive and therefore, more fun. One should be aware that the computerized draft system used in creating our teams is reliant upon input provided by the player evaluation forms that were completed by coaches at the end of the previous season. We encourage our coaches approach these evaluations with honesty and careful attention. However, since the draft is dependant upon this data, certain teams may be stronger or weaker accordingly.

Open Registration – Our programs are open to all children ages 4 – 18 who want to play soccer, regardless of skill level or location. Desire is the only requirement.

Positive Coaching – We train and encourage our coaches to offer positive help to our players so our children learn in a fun, friendly atmosphere.

Good Sportsmanship – We strive to create a positive environment where our children can enjoy playing the game without the pressure of winning at all cost. We believe that the examples we set today will mold the behavior of our children tomorrow.

Player Development – The goal of Player Development is to embrace the objective of improving the soccer skills and knowledge of every AYSO player, from VIP to U-19.

As aforementioned in the section addressing individual responsibilities... It is the child's job to play, the coach's to coach, the referee's to officiate, and the parent's job to cheer. By way of further elucidation, we offer the following...

Parents and spectators must remain at least 9 feet off the play line, and at least 18 yards from the end of the field. At no time may a spectator coach the team from behind the goal net, or for that matter anywhere out side the technical area (*the technical area extends 10 yards from either side of the center of the field of play and is delineated by the center circle*). During the match, the coach must remain within the confines of the technical area except in special circumstances, for example, a physiotherapist or doctor entering the field of play, (*with the referee's permission*) to assess an injured player.

Because soccer is a physical sport, it is quite likely during the course of play your child may sustain some sort of injury. While most injuries are minor, it is important to be prepared to wipe away the occasional tear. Should an injury occur during the course of a match, the official will request that the coach enter the field of play to examine the injury and/or assist that player in leaving the field. Should this occur, the parent(s) should wait at the sideline until called upon for additional assistance.

Each match is controlled by a referee who has full authority to enforce the Laws of the Game in connection with the match to which he or she has been appointed. **The decisions of the referee are final. The referee may only change a decision upon realizing that it is incorrect or, (at his/her discretion) on the advice of an assistant referee, provided that he/she has not restarted play.** Therefore, it is neither useful nor appropriate to question the decision of a referee or lineperson at any time during a match. Doing so may result in an immediate send-off for the coach or offending party. Moreover, **it is an "AYSO Safe Haven" violation to yell at, or in any way make negative comments toward any youth referee. Such behavior is considered by this region to be a form of child abuse and will be met with the immediate ejection of the offending coach or spectator, as well as possible consideration for permanent expulsion from AYSO Region 91 activities, pending a formal inquiry before the executive board.**

As a region we cannot and will not abide any form of abuse (verbal or otherwise) toward our youth volunteers. Use of vulgarity, or child inappropriate language will not be tolerated. This is an immediate "send-off" offense.

A spectator or coach may be ejected or "sent-off", (requiring that the individual immediately exit the fields completely and withdraw to the parking area) should a referee or Region 91 official find their words, actions, or behavior to be, violating the laws of the game, abusive, or not in accordance with "AYSO Safe Haven" guidelines and regulations. Should an individual refuse to leave, a referee may stop play (with the clock still running) until

such time as that person vacates the fields. It is the coach's responsibility to remind parents and spectators of "AYSO Safe Haven" policy, and/or caution them against unruly behavior or negative comments before such actions lead to intervention by an official. As such, a coach may themselves be ejected by an official should any member of their sideline become a problem. We accept that certain individuals are simply unmanageable and unreceptive to directives. In such instances an AYSO Region 91 board member should be sought immediately to deal with the situation accordingly.

Thank you for choosing Lancaster AYSO Region 91, and for giving us the opportunity to present the beautiful game of soccer to you and your children . We believe that, by working together and understanding our responsibilities as coaches, parents, and players, not only will our children play better... they will have more fun and become better citizens in the process.

Respectfully,

Joe Brown Jr.
Head Coach
AYSO Lancaster, Region 91 U10G "Twisters"

Please sign, and return to your child's coach at your earliest possible convenience.

I have read this document regarding Lancaster AYSO Region 91 policies and guidelines, and comprehend my role within AYSO as a parent, my companions as spectators, and that of my child as a player.

X _____

APPENDIX III

MISCELLINIOUS FORMS

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Sample - All-Star or Tournament Coach Consideration Letter

October 11, 2004

Lancaster AYSO® Region 91
POB #6733
Lancaster, CA 93539-6733
RE: Tournament/All-Star Coach Consideration

Dear Region 91 Board,

I would like to be considered as the Boys U-12 All-Star and/or Tournament coach for the 2005-2006 post-season.

I have been a successful AYSO coach in Region 742 and Region 91 over the past 5 seasons and I believe strongly in the AYSO philosophies. I measure my success not on wins and losses, but on the improvements of my players over each season and the number of players that return each season after playing on one of my teams. I have completed the required Safe Haven for Coaches Course, the Basic Coach Course and the Youth U-12 Coach Course.

Beyond coaching soccer, I am also a certified AYSO Intermediate Referee, and have coached Basketball for the City of Anywhere and Little League baseball at Park View Little League.

If chosen, I intend to coach the team through the All-Star Playoff series and then plan to continue on to make this into a tournament team that will play year-round in other AYSO tournaments. I am very well versed in the teachings of AYSO and believe that I can represent our region well.

Thank you for your consideration,

John Doe
123 Main Street
Anywhere, CA 93535
(661) 555-1212

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All-STAR PLAYER RECCOMENDTION FORM

My team and I would like to nominate the following players from our team for the All-Star Team. I/we understand that the following players may or may not actually be placed on the All-Star Team, but we think it'd be great if they were.

Choice 1

Jersey #

Choice 2

Jersey #

Choice 3

Jersey #

Signed

Date

Printed Name

Team Name

Team #

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Sponsorship Form – [League]

AMERICAN YOUTH SOCCER ORGANIZATION
a nonprofit corporation dedicated to youth soccer
everyone plays!



AYSO Region 91

Proudly serving the communities of Lancaster,
Palmdale, Quartz Hill, and Rosamond

Dear Potential Sponsor:

The American Youth Soccer Organization (AYSO) is a non-profit organization that was founded in 1964 to promote fitness, good sportsmanship, and self-esteem in kids through their participation in soccer. The AYSO motto is "Everyone Plays". That means every girl and boy who register is assigned to a team and every player plays at least half of every game. There are no benchwarmers in AYSO.

All across the country, thousands of kids ages 4 to 19 years old play AYSO soccer. Here in Lancaster there are about 1,600 players. While coaches, referees, and board members in the AYSO program are unpaid volunteers, player registration fees do not cover all expenses. We keep those fees as low as possible so more kids can play and therefore we rely on the generosity of local sponsors to help make that possible.

A sponsor's relationship with AYSO is a tax-deductible monetary contribution, which is the same as any contributor has with a non-profit organization. You will not be required to participate in any way, but you are always welcome to volunteer. Your contribution will help defray general operating expenses such as uniforms, balls, goals, nets, other equipment, field lighting, insurance, training fees for our volunteers, trophies, and awards. Additionally, your sponsorship helps allow us to offer scholarships to help children be able to play soccer with us when they might not otherwise be able to.

WHAT YOU GET:

As an AYSO sponsor, you will be helping us provide quality soccer programs to kids in our community. AYSO is a nonprofit 501(c)(3) corporation, and you may deduct your donation to the extent the law allows (please consult your tax advisor). Our TIN is 95-6205398. However, to show our appreciation you will also get the following determined by the sponsorship (Sponsorship details can be found on the Region 91 Sponsor Web page):

- AYSO Thank You Letter
- Sponsor Plaque (with Team photo if team sponsored)
- Your sponsor name on team banner
- Acknowledgment in our newsletter

You will receive excellent publicity in exchange for your generous contribution. But more importantly, you will know that you are helping children grow and develop in both body and character while they are having a good time playing the most popular sport in the world.



() YES! I want to help AYSO develop kids through soccer by making a tax deductible contribution of \$_____

- Diamond Sponsor - \$3000 and above
- Platinum Sponsor - \$800 - \$2999
- Gold Sponsor - \$400 - \$799
- Silver Sponsor - \$116 - \$399.00 (Team Sponsor)
- Bronze Sponsor – making _____ tax deductible contribution/s of **\$115** dollars. (Scholarship sponsor)

VERY IMPORTANT FOR SPONSORS AND CONTRIBUTORS:

Sponsor/Contributor Name: _____
 Address: _____
 Telephone /E-mail _____
 Website / URL _____

Silver Sponsors Only: Team Name _____ Coach _____ Division U- _____
 Player referring sponsor _____

Note: \$25.00 of this contribution will be allocated to the sponsored team for their after season party.

Please make checks payable to AYSO Region 91. Complete the above section and mail to:

Treasurer
AYSO Region 91
P. O. Box 6733
Lancaster, CA 93539-6733

If you have any questions, please contact our Sponsor Coordinator or Treasurer by visiting us at www.region91.org or you can also call our hotline at (661) 524-5133.

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Sponsorship Form– [Tournament]



AMERICAN YOUTH SOCCER ORGANIZATION
a nonprofit corporation dedicated to youth soccer
everyone plays



AYSO Region 91

Proudly serving the communities of Lancaster,
Palmdale, Quartz Hill, and Rosamond

Dear Potential Sponsor:

The Tournament program at AYSO Region 91 in Lancaster provides an opportunity for our top athletes to participate in postseason soccer at a more competitive level than our standard program. The teams will compete against regions from other cities in our Area, as well as other participating regions from other Areas. Region 91 Tournament teams will participate in a number of predetermined tournaments as a region as well as additional tournaments as individual teams each month between November and June.

Because the activities of the Tournament teams are outside of the regular program offered by Region 91, these teams must be self-supporting. Participation in additional tournaments, warm -ups, gear and other expenses are paid either by the parents or from contributions by team sponsors. With each tournament's entry fees costing between \$425 and \$600, the program can become too expensive for individual players and their families. As such, we look to the community for help. Sponsorship funds raised by each team are for their exclusive use during their Tournament season.

AYSO is a nonprofit 501(c)(3) corporation, and you may deduct your donation to the extent the law allows. Our TIN is 95-6205398. Sponsors may be listed on the Region's website at region91.org, and a link to your business site may be included.

If you are able to help, please complete the bottom section of this letter and return to the address below, and keep the top portion for your records. Thank you for your consideration.



YES! I want to help AYSO develop children through soccer. Please consider me a sponsor; enclosed is my donation for:

Please mail this completed form to:

Treasurer
AYSO Region 91
P. O. Box 6733
Lancaster, CA 93539-6733

- Diamond Sponsor - \$3,000.00 and above
- Platinum Sponsor - \$800.00 – \$2,999
- Gold Sponsor - \$400.00 - \$799.99
- Silver Sponsor - \$116.00 - \$399.99
- Bronze Sponsor – amounts up to \$115.00

Name of Sponsor _____

Mailing address _____

Telephone / Email _____

Website / URL _____

Team number and name _____

Coach's name _____

Player referring sponsor _____

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Injury Protocol Form



Coaches:

The following is the protocol set by AYSO Region 91 Executive Board in regards to reporting player accidents or injuries. Injuries are defined as any injury that requires a doctor visit, cuts requiring stitches, severe bruising, sprains, pulled muscles, broken bones, neck injuries, back injuries, etc.

In the event a player is injured, you have the responsibility of reporting the injury to the Region Safety Director as soon as possible (no later than 12 hours after the injury, No Exceptions!) Reporting injuries should be done in person or by calling the Safety Director. All player injuries requiring a doctor visit must be cleared/released by their doctor before returning to fully participate without restrictions in the AYSO program. A Participation Release Form must be signed by the player's doctor and parent, and then returned to the Safety Director to sign and date before the player can return to the AYSO program.

AYSO Region 91 Safety Director: Revell Walker
Contact number: AYSO Region 91 - (661) 902-9521

I agree to report player accidents or injuries in accordance to AYSO Region 91 protocol, and understand that if I do not follow the protocol I can be removed from my position as Coach.

_____	_____	_____
Coach Name (Print)	Division	Team
_____	_____	
Coach Signature	Date	

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Sample - Incident Report Form



**AYSO
INCIDENT REPORT FORM**
*Use in the event of
Injury, Incident or Property Damage*

*Give this form
to your Regional
Commissioner or
Safety Director*

INJURED PERSON INFORMATION/PROPERTY DAMAGE OWNER:					
Last Name		First Name		MI	Telephone:
					Social Security #:
Address:					AYSO ID #
City:	State:	Zip:	Age:	D.O.B.:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Employer Name & Address:					
Team Name:			Section :	Area:	Region:
Does the injured person have other medical insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide name of company and policy #:</i> _____					
INJURED PERSON: <input type="checkbox"/> Player <input type="checkbox"/> Official <input type="checkbox"/> Coach <input type="checkbox"/> Spectator <input type="checkbox"/> Volunteer <input type="checkbox"/> Other: _____					
GUARDIAN/PARENT (if injured person is a minor):					
Last Name		First Name		MI	Telephone Number: ()
Address:					City: State: Zip:
INCIDENT INFORMATION:		Date of Incident:		Time of Incident: AM / PM	
BODY PART INJURED			<i>If ankle injury, was ankle:</i>	PRIMARY INJURY	
<input type="checkbox"/> Ankle (L/R)	<input type="checkbox"/> Shoulder (L/R)	<input type="checkbox"/> Back	<input type="checkbox"/> Taped/Supported	<input type="checkbox"/> Abrasion	<input type="checkbox"/> Fracture
<input type="checkbox"/> Knee (L/R)	<input type="checkbox"/> Wrist (L/R)	<input type="checkbox"/> Neck	<input type="checkbox"/> Unsupported	<input type="checkbox"/> Burn	<input type="checkbox"/> Heat Exhaustion
<input type="checkbox"/> Nose	<input type="checkbox"/> Finger	<input type="checkbox"/> Internal	Shoes: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Cardiac	<input type="checkbox"/> Nausea
<input type="checkbox"/> Head	<input type="checkbox"/> Eye (L/R)	<input type="checkbox"/> No injury	<i>If knee injury, was knee:</i>	<input type="checkbox"/> Cold Injury	<input type="checkbox"/> Laceration
<input type="checkbox"/> Tooth	<input type="checkbox"/> Ear (L/R)	<input type="checkbox"/> Other	<input type="checkbox"/> Braced/Supported	<input type="checkbox"/> Concussion	<input type="checkbox"/> Pain
			<input type="checkbox"/> Unsupported	<input type="checkbox"/> Contusion	<input type="checkbox"/> Seizures
			Knee Pads: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Sting/Bite
				<input type="checkbox"/> Foreign Body	<input type="checkbox"/> Strain/Sprain
LOCATION		INCIDENT		DISPOSITION	
<input type="checkbox"/> Before Competition/Event	<input type="checkbox"/> Collision (participant/spectator)	<input type="checkbox"/> Animal/insect bite/sting	<i>No care given:</i> <input type="checkbox"/> Not Needed		
<input type="checkbox"/> During Competition/Event	<input type="checkbox"/> Collision (with object)	<input type="checkbox"/> Slip/Fall	<input type="checkbox"/> Patient Refused		
<input type="checkbox"/> After Competition/Event	<input type="checkbox"/> Collision (participant/participant)	<input type="checkbox"/> Overexertion	<i>Released:</i> <input type="checkbox"/> To Parent		
<input type="checkbox"/> Competition Area	<input type="checkbox"/> Collision (spectator/spectator)	<input type="checkbox"/> Assault/Sexual	<input type="checkbox"/> To Personal Vehicle		
<input type="checkbox"/> Concession Area	<input type="checkbox"/> Struck by falling /flying object	<input type="checkbox"/> Assault/Non-Sexual	<i>Referral:</i> <input type="checkbox"/> To Doctor		
<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Caught in, on, between goal	<input type="checkbox"/> Property Damage	<i>EMS transport::</i> <input type="checkbox"/> To Hospital/Clinic		
<input type="checkbox"/> Restrooms			<input type="checkbox"/> Region Recommended		
<input type="checkbox"/> Off Property			<input type="checkbox"/> Patient/Parent Requested		
<input type="checkbox"/> Bleachers/Stands					
FIELD SURFACE	<input type="checkbox"/> Dirt <input type="checkbox"/> Grass <input type="checkbox"/> Indoor	CLASSIFICATION	<input type="checkbox"/> Non-Injury	<input type="checkbox"/> Minor Injury or Illness	<input type="checkbox"/> Serious Injury or Illness
POLICE REPORT FILED: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, report number:</i> _____ <i>Officer's Name:</i> _____					
Describe how the incident, injury or property damage occurred: <i>(use the backside or attach a separate sheet if necessary)</i>					
WITNESS INFORMATION					
Name		Address		Telephone Number	
Person completing this form:					
Name:	Signature:	Title:	Date:	Phone: ()	

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APPENDIX IV

Helpful Websites & Contact Info

AYSO National	www.ayso.org www.eayso.org
AYSO Region 91 – new site	www.region91.org
AYSO Help	www.aysohelp.org
AYSO Store	www.aysostore.com
AYSO Area 10 / Section D	www.area10d.org
Score	www.scoresports.com/ayso
SoccerOne	www.soccersupplies.com
Lancaster National Soccer Ctr.	www.lancastersoccercenter.com

Region 91 Contact Info

**Lancaster AYSO® Region 91
P.O. Box 6733
Lancaster, CA 93539-6733**

(661) 524-5133

You can reach any board member at the phone number listed above or by going to the Region 91 web site > Board Members Page and clicking on the name of the board member you wish to reach.