



AYSO Region 5

Fountain Valley

Team Manual

2019



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Important Emergency Telephone Numbers

Dial 9-1-1 for all police or medical emergencies unless a direct line to the city dispatcher is listed.

We are located at:

Fountain Valley Sports Park
16400 Brookhurst Street
Fountain Valley, CA 92708

Fountain Valley

Dispatcher(714) 593-4483
Police(714) 593-4485
Fire Department(714) 593-4436
Animal Control.....(714) 935-6848

Huntington Beach

Dispatcher(714) 960-8821
Police Department(714) 536-5333
Fire Department(714) 536-2501
Animal Control.....(714) 935-6848

Garden Grove

Dispatcher 911
Police Department 911
Fire Department(714) 534-4341
Animal Control.....(714) 935-6848

Midway City

Dispatcher 911

Westminster

Dispatcher 911
Police Department(714) 897-2511
Fire Department(714) 893-6565
Animal Control.....(714) 898-3311

Santa Ana

Dispatcher 911
Police Department(714) 834-4211
Fire Department(714) 542-2311
Animal Control.....(714) 245-8792



Region 5 Board Members

Commissioner	Michael Ramirez
Treasurer	Cassandra Flores
Referee Administrator	Russell Poucher
Coach Administrator	Rusty Flum
Registrar	Tracie Pham
Safety Director	Joe Martinez
CVPA	Mark Stevens
First Vice Commissioner	Ron Klinger
Secretary	Tammy Nguyen
Awards	Ron Klinger
Field Equipment	Joe Martinez
Fundraising	Long Nguyen
Photo Day	Laura Rauch
Snack Bar Coordinator	Fatima Mendoza
Team Parent Coordinator	Marci Ginger
Extra Coordinator	Rick Niedermayer
Director 5U/6U Girls & Boys	Jennifer Paquette
Director 8U Girls Director	Adriana Vargas
Director 8U Boys Director	Adriana Vargas
Director 10U Director	Open
Director 12U Boys	Mike Vu
Director 12U Girls	Mark Stevens
Director 14-19 Boys/Girls	Ricky Niedermayer
Uniforms	Nick Farkas
Website	Mark Oster
HI5 Tournament Director	Michael Ramirez



WELCOME to the Coaching Ranks

The Board of Directors and the parents of Region 5 would like to thank you for volunteering your valuable time to coach our players. Coaching is a very challenging task with many rewards. You will face many successes and challenges during the weeks to come. Do not become discouraged. A winning season is not a necessary indicator of a good coach. As it is often said, "one good player can make you a good coach." A good coach is a teacher of the game. They teach the players that a star is not born but created by hard work and perseverance. They teach the players that winning and losing is not as important as how they played. They teach the players to show good sportsmanship whether the call is with you or against you. They teach the players to work toward a common goal by helping each other learn. Not all the players we coach will have the potential to become a star athlete but they all have the potential to become good citizens.

Six Philosophies of AYSO

1. EVERYONE PLAYS

Our program's goal is for kids to play soccer so we mandate that every player on every team must play at least 50% of every game. It's no fun to spend the game on the bench...and that's no way to learn soccer!

In Region 5 everyone must play at least 3 quarters in divisions U5-U10 (except playoffs). In U5-U10, no player may play 4 quarters until all other players have played three quarters. In division U12-U19 and above everyone must play at least half of the game.

Try to give equal playing time to ALL players, regardless of ability.

Try to give players the opportunity to learn and play different positions.

2. POSITIVE COACHING

Encouragement of player effort provides for greater enjoyment for the players and leads to better-skilled and better-motivated players. A coach can be one of the most influential people in a child's life, so AYSO requires they create a positive experience for every boy and girl.

Be positive in dealing with players, parents, referees, and opponents.

Recognize and emphasize what the players are doing right. In a positive manner, suggest ways to improve performance. For example:

"You made a good effort trying to stop their attacker. Next time, try to make your first step toward the ball a little quicker and you will be in a better position to stop him/her."

3. GOOD SPORTSMANSHIP

We strive to create a positive environment based on mutual respect rather than a win-at-all-costs attitude, and our program is designed to instill good sportsmanship in every facet of AYSO.

As a coach, set a good example for your team. Our youth learn by example!

Show respect for the referees and their decisions - even if you disagree. Thank them and shake their hands after a game. They are also volunteers, as you, and are trying to do their best. Yes, they do make mistakes, the same as you, but a referee's mistake is not cause for criticism or bad sportsmanship by a coach.

Show respect for your opponents - shake their hands after the game.

REMEMBER, YOU ARE HELD RESPONSIBLE FOR THE BEHAVIOR OF YOUR TEAM AND YOUR SPECTATORS.
Help make sure that everyone's comments are supportive.



4. BALANCED TEAMS

Each year we form new teams as evenly balanced as possible because it is more fun and a better learning experience when teams of similar ability play. It allows for each player to gain the experience of a wide variety of teammates of different skill levels.

5. OPEN REGISTRATION

Our program is open to all children between 4 and 19 years of age who want to register and play soccer. Interest and enthusiasm are the only criteria for playing. There are no elimination try-outs and nobody gets cut.

6. PLAYER DEVELOPMENT

We believe that all players should be able to develop their soccer skills and knowledge to the best of their abilities, both individually and as members of a team, in order to maximize their enjoyment of the game.

As youth soccer coaches, we develop soccer players. The team is of secondary importance. Without proper development in soccer techniques, tactics cannot be applied and the concept of a team will be nonexistent. As volunteer coaches in AYSO, we have the advantage that we cannot be fired for a losing season. Thus, we have the luxury of properly developing our players without the pressure of winning.

Proper development must begin with techniques. Because, without techniques, there can be no tactics. Refinement of these techniques will involve triumphs and failures. All too often, we celebrate the triumphs and condemn the failures to the point where players will do the safe thing rather than the creative and challenging thing. For example, you've just shown a player a new move. In the safety of a practice, she can attempt to apply this move in a one-v-one. She will be undaunted by her initial failures because no one is keeping score. However, during a game, she may be reluctant to try this new move she has worked so hard on because she is afraid of making a mistake and loses the ball. But her development of that move is not complete until she can practice it during a game. How can we as coaches help our player develop their skills? It's very easy. Encourage their creativity and spirit. Allow one to perform at and beyond the edge of their development. Most importantly, forgive their mistakes and help them learn from it.

The game of soccer is a player's game. Once the players are on the field, there is very little the coach can do to help them. Thus it is very important that you teach them how to deal with tactical situations during a game. This can best be accomplished by teaching them fundamental tactics starting with one-v-one and then building up. Regardless of where you place a player on a field, there are only two fundamental positions: attacker, and defender. A player is an attacker when his team is in possession of the ball and a player is a defender when the other team is in possession of the ball. Each player must be capable of playing both positions.

The sign of a good coach is not in their win/loss record but in their understanding and development of the teaching progression. Soccer is a very complex game. It involves general body coordination as well as eye foot coordination, which are foreign to many of our players. Tactical concepts involve players being able to change roles as the ball changes possession and position on the field. Thus, to develop a player, we must be able to break the complex techniques and tactics down to a level simple enough to teach to our young players.

Before we ask our players to practice a technique, we must first determine if they are capable. Does the technique require movement or placement of the feet and body that some players do not understand or cannot perform? If that is the case, then we need to break the technique down to concentrate on the movements without the ball. A good coach will evaluate the technique and determine what the lowest level that will guarantee success is. Each additional element of that technique can then be added when the players are ready.

The various small sided games from the one-v-one to four-v-four are the teaching progressions for the tactical side of soccer. The concept of the first attacker and first defender is introduced in the one-v-one game. Ball control, distance, closing speed, and reading the defender are some of the tactical skills the first attacker will learn. For the defender, they will learn tactical concepts in position, approach, delay, and deny. As the number of attackers and defenders are increased, the tactical concepts for the second attacker and defender and third attacker and defender can be introduced.



Required Training and Certification

In order to satisfy another requirement of the Volunteer Protection Act of 1997, all coaches in Region 5 AYSO are required to complete the training and certification appropriate for the level of players they are coaching. The AYSO has developed the “Safe Haven Program” to ensure all AYSO volunteers are qualified in their chosen position in the organization. Under the AYSO Safe Haven program, a volunteer coach applicant must complete a four-step process to be qualified as a volunteer coach.

The first step is to obtain training for the specific age level you are coaching. Currently, AYSO coach training is divided into six coaching courses. You must make arrangements to complete the training courses appropriate for the age group you are coaching before a team is assigned to you. Failure to complete all your required training may affect your eligibility to coach.

The following courses are online at www.aysou.org and must be completed prior to coaching. (Log into your www.ayso5.org account and then hit the tab to be linked to aysou.org)

1. Safe Haven for Coaches course.
2. CDC Heads Up Concussion Training.

The next step is Continuing Education. This requirement is satisfied by attending the annual coaches meeting, prior to the start of the season. This meeting is mandatory.

As a volunteer, all courses required by AYSO are provided to you free of charge. All we ask is your time and dedication. Please contact the Region 5 Coach Administrator (coachadmin@ayso5.org) for information and schedule for the above courses.

Please notify the Regional Coach Administrator when you have completed any training or certification courses so he/she may update the Region’s records. Also, maintain a record of the courses you have completed as a backup to the records maintained by the Regional Coach Administrator. Your records will also be useful if you move to a different AYSO Region.

In addition to courses in coaching soccer, AYSO also has courses for referees. As a coach, you will benefit from attending the Regional Referee course by understanding the laws of soccer and how a referee will apply these laws. If you are interested in attending a referee course, please contact the Region 5 Referee Administrator for information and schedule for the course.

Qualifications (Region 5 Specific)

All Coaches

- Volunteer Application Form - Apply electronically at www.ayso5.org. Must be submitted to national every year. All register volunteers are covered under Soccer Accident Insurance (SAI). One must also complete the background verification that is sent via email once the volunteer application is completed.
- Safe Haven Certification - Online Save Haven Course Offered
- CDC Heads Up Online Concussion Training - <http://www.cdc.gov/concussion/HeadsUp/Training/HeadsUpConcussion.html>
- U5, U6 , U8 and U10 Coach Certification - Region-administered 4-hour Coach Clinic focusing on basic team management, soccer skills, and strategy.
- U12 Coach Certification - Region-administered 6-hour Basic Coach Clinic focusing on intermediate team management, soccer skills, and strategy. U12 Coaches



- Intermediate Coach Certification - Area-administered 8-hour clinic focusing on intermediate team management, soccer skills, and strategy. U14 Coaches and U12 Extra.
- Advanced Coach Certification - Area-administered 15-hour clinic focusing on advanced team management, soccer skills, and strategy. U16 & U19 Coaches. U14 Extra and above and above Extra

All-Star Coaches

- U10 – U10 Coach Certification
- U12 – U12 Coach Certification.
- U14 – Intermediate Coach Certification.
- All-Star Coach Applications will be due two weeks prior to the ratings meeting.
- No misconduct during fall season.

Extra Coaches

- U10 – U12 Coach Certification
- U11-U14 – Intermediate Coach Certification.
- U15 and above – Advanced Coach Certification.

Certifications can also be earned by attending similar clinics in other Regions and Areas. So, if you cannot make one of our clinics, please check the websites of other Regions within Area K, or other Areas within Section 11. See links to other Regions and Areas below

All coaches are encouraged to achieve higher-than-required certifications! USSF License E is equivalent to the AYSO Intermediate Coach Certification and will be honored as such. USSF License D will be honored as an Advanced Coach Certification.

Optional Training and Certification

In addition to courses offered by AYSO, additional training and certification in coaching soccer and First-Aid and CPR is available from various organizations in the community. Area K, in which Region 5 is a part of, will be conducting periodic coaching clinics on specific topics through-out the season. The clinic information will be provided to the Division Directors for dissemination to the coaches.

The American Red Cross and American Heart Association both offer courses in First-Aid and CPR. For more information or to sign up for a course, please contact your Local Chapter.



Draft Guidelines

1. Ratings for each player in the division are provided to the Coaches or their representative at the day of the draft. If coach cannot attend draft, He or She can make arrangements with director/coach administrator to discuss rating. No ratings will be electronically sent out. All ratings will be collected at the end of draft.
2. The normalized and ordered ratings for older players in the division will be kept separate from those for younger players in that division.
3. Player ratings are discussed and adjusted by consensus of the Coaches prior to team formation.
4. Relatives of coaches are identified, and Coaches without a relative playing in that division may not designate a child. Exceptions will be addressed prior to draft.
5. Review and modify notations with respect to the player, such as All-Star status, years of experience and or goalkeeping abilities.
6. Start serpentine assignment of older players to teams, starting with the first team, until all older players are assigned.
7. Start serpentine assignment of younger players to teams, starting with the first team, until all younger players are assigned.
8. Balance teams by trading like-rated players of the same older or younger group.
9. Honor sibling or relative pairing, again by like-rated players of the same older or younger group.
10. Confirm the balance of the teams as they stand by checking average player rating for each team.
11. Draw numbers to determine which coach is assigned to which team and annotate the team accordingly. Once teams are drawn, no switching of teams will be allowed.
12. Conduct mandatory trades for offspring or designated child by trading like-rated players of the same older or younger group, with a trading order from first team to last.
13. Assistant coaches must be identified prior to draft and may not be changed once draft has begun.
14. Allow one optional trade per coach from the first team to the last, with a trade declared invalid only if a majority of the coaches not involved in the trade object to the trade.
15. Allow for multiple players to be considered in a single trade to facilitate attempts to keep previous pairings intact, and be sure to trade older for older and younger for younger only.
16. Only players registered prior to commencement of the draft will be eligible.

No Teleconferencing, Electronic Communications or pictures of serpentine.



Team Points

AYSO is an all-volunteer organization. All positions, including your Regional Board, Coaches and Referees are on a volunteer basis. In order for our Region to operate effectively and to provide every child with a positive experience, every family is expected to volunteer. The following volunteer positions must be filled by each team:

- Coach/Assistant coach
- Team Coordinator (Manager)
- Referee (8U teams will be self- refereeing and 10U teams will be required to have at least 2 Certified Referee, U11 – U19 are required to have at least 3 Certified Referees). All Extra teams are required to have 3 certified referees.
- Field Maintenance
- Field Setup and Tear Down

Optional Post Season Play-Offs: Each year Region 5 offers U10 through U19 teams an optional Post Season Play-Offs. This Post Season play is not part of the Fall Program and all teams that would like to participate, **MUST QUALIFY**. Teams may qualify by being in good standings and meeting the minimum requirements, including volunteer points, as detailed in Region 5 policy. Your child’s coach can also provide additional information on each volunteer position and its requirements. A team must earn a total of 100 points as outlined below to meet the volunteer point requirements (some points may be grandfathered as not all teams/age divisions will have snack bar or referee same amount of referee commitment..

- Pre-season Coaches Meeting10 points
- Team Coordinator Meeting10 points
- Total Snack Bar Points (5 points per volunteer)20 points
- Total Referee Tent Points20 points
- Total Referee Points.....30 points* (20 for 8U and 10U)
- **Total Points****90 Points**

**Note: Out of the 90 points a minimum of 30 referee points must be earned.*

Please remember, we are all out to make AYSO a positive experience for our children, please consider making a regional volunteer commitment.



Team Management

As a coach, you are the manager of a team of about 15 players and 30 parents (fewer for Divisions U8, U6, and U5). Don't try to do it all yourself! You will need the following volunteer assistance from the parents of your players. You can determine if you want to fill each position or just have yourself, your assistant coach, and team parent complete all required duties. Each position has a full job description listed under the header: AYSO Position Descriptions for AYSO Teams. At your initial team meeting, we recommend recruiting the following:

- **Assistant Coach:** They help to maintain your sanity throughout the season. They assist at practices with group drills, scrimmages, rounding up equipment and set up nets and corner flags.
- **Referees:** Team Referee Rules are posted on ayso5.org referee tab The Region will provide the training. Please contact the Referee Administrator for a schedule of the training courses. Division U10, U12, U14, U16, and U19 are required to submit so many referee points in order to play in any tournament play or area play offs. The requirement is one game per week.
- **Team Parent Coordinator:** They help keep the team organized by coordinating the snack and refreshment schedule, coordinate and collect money for the Region fund-raiser, organize team parties, telephone-tree, etc. (Fund-raising is extremely important; the registration fees do not cover all the costs for each player.)

Make sure your team parent (or other representative from your team) attends the important TEAM PARENT MEETING to pick up information and materials for your team.

- **Snack Bar Coordinator:** They sever as a liaison between the snack bar director and player parents. Manages the team snack bar schedule to ensure attendance of all snack bar workers. 4 volunteers for 2.5 hour shifts, teams are assigned one shift per season.
- **Banner Coordinator:** They coordinate and/or make the team banner/flag, ensure that the banner/flag is set up for each game, and get reimbursed for banner expenses from players' parents. Make sure they bring it with them on picture day.
- **Picture Day Coordinator:** They work with the picture day director. Make sure their team is organized and on time.
- **Team Sponsor Coordinator:** All tax-deductible donations helps to offset Region 5 expenses such as yearbook publication, equipment, uniforms, field maintenance, trophies, night field lighting, and clinics to train coaches and referees. A sponsor form is included in this packet as an amendment.
- **Field Coordinator:** They mark the field, set up, or take down net/goals on assigned days. Net/goal set up will including completing a goal and fields inspect report that will be included in with equipment. The following is subject to change as we may implement a set up and tear down crew.

First game of the day

Home Team: Set up both nets/goal

Visiting Team: Marks the field (applies to Region 5 teams, only)

Last game of the day

Home Team: Take down one net/goal

Visiting Team: Take down one net/goal (applies to Region 5 teams, only)

- **Safety/Clean-up Coordinator:** They walk the fields before and after each game with a garbage bag checking for potential hazards and picking up game liter. They will complete a field inspect report.



Team Expectations

Start the season with a team meeting or parents' meeting. Outline your goals for the season, your coaching philosophy, and what you expect of the players and parents throughout the season. You may want to review the basic rules of soccer for the parents so they can understand and enjoy the game more. Specifically you should review the following:

What am I expected to do as an AYSO parent?

Support Your Child

Take your child to practices and games with the proper equipment. Support your child by giving encouragement and expressing an interest in his or her team. Help your child learn soccer skills and good sportsmanship. Teach your child that hard work and an honest effort are often more important than victory.

Always Be Positive

You are not on the team, but you have strong influence on the team's environment. Applaud good plays by your child's team and by the opposing team. Support all efforts to remove verbal and physical abuse from youth sporting activities.

Be Enthusiastic And Supportive

Let children set their own goals and play the game for themselves. Don't put too heavy a burden on your child to win games.

Reinforce Positive Behavior

The best way to help a child to achieve goals and reduce the natural fear of failure is through positive reinforcement. No one likes to make a mistake. If your child does make one, remember that he or she is still learning. Encourage your child's efforts and point out the good things your child accomplished.

Let Coaches Coach And Referees Ref

Coaches and referees are usually parents. They volunteer their time to help make your child's youth soccer experiences a positive one. They need your support, too. What coaches and referees don't need is your help in coaching from the sidelines. So please refrain from coaching during games and practices. Referees are not the "bad guys." Treat them and their calls fairly and respectfully.

Kids Zone™

Kids Zone is a dynamic program targeted to eliminate negative sideline behavior. Kids Zone buttons and signs are distributed throughout the Region and parents are asked to sign the Kids Zone Pledge promising to behave within the guidelines of the program.

Each player registration form has the signed parent kids pledge form stapled to it. Please be sure to review the kids pledge form with your parents.

Play It Safe

Safety is a big part of keeping things fun. Here are a few safety tips to keep in mind:

Goal Posts

NEVER let your children play on soccer goals. Portable goals have been known to tip over when people play on them, resulting in serious injury and even death.

Code Word

If you normally pick your child up from the field, but have to send someone else, use a code word. That way, if someone comes up and says "Your mother sent me to pick you up," but they don't have the code word you and your child have established, your child knows not to go with the stranger.

- Inform all parents, in no uncertain terms, that AYSO is not a free baby-sitting service. Parents of small children should remain at practices and games. Parents of older children are encouraged to remain at practices and games, but if they do not remain, they should make sure to return by the conclusion of the



practices or games. For your protection, have at least one other adult present at all practices and games. If you are a male coach coaching a team with girls on it, have an adult female present at all practices and games. Conversely, if you are a female coach coaching a team with boys on it, have an adult male present at all practices and games.

- Inform the parents of the risks associated with soccer. Although soccer is one of the safest sports to participate in, it is not without risks. Injuries do occur. Review the medical release forms and ensure that it is filled out completely for each player. Some parents are reluctant to provide information regarding conditions or medications that their child is taking. Do your best to obtain the information.
- Avoid being left at the practice site with only one player. Ask the other parents to stay until all the players are picked up. Avoid taking any players to your house if their parents are late to pick them up.

NEVER LEAVE A CHILD UNATTENDED AT THE FIELD WHEN YOU LEAVE!

- Phone Tree: Schedules change and other things happen that require the whole team be notified. Rather making all the phone calls yourself, you should organize a phone tree where you call two players, and they each in turn call two more. A form for a phone tree is provided at the end of this manual on page 34.
- Make sure that parents know that they should call you, in advance, if their child cannot attend a practice or a game. Stress being on-time getting to games and practice and picking-up from games and practices.
- Tell the parents not to smoke at practices or games. No one needs to breath their second hand smoke and it may jeopardize our future use of the school fields.
- Remind parents that non-AYSO children (unregistered) cannot participate at practices or games - this includes brothers, sisters, or friends. **Parents cannot play against players.** Anyone wishing to volunteer to assist you in coaching the team must fill out a volunteer application form and complete a background verification. It is for your protection as well as theirs. All register volunteers are covered under Nationals Soccer Accident Insurance (SAI).
- Tell parents that every player needs to wear shin guards to every practice.
- Make sure the parents know what their child must bring to practices and games.
- Inform the parents that harassment of referees will not be tolerated. You, the coach, may have to pay the price for their lack of control.
- Tell the parents that the game is for the kids and not to relive the glory of their athletic childhood through their children.



Equipment

As a coach in Region 5 AYSO, you will be provided with a minimum set of equipment. Accept responsibility for the following Region 5 equipment for the season:

- Soccer balls
- Equipment bag
- Practice cones

Region 5 will also provide each new coach with a first-aid kit. Each coach is to retain the first-aid kit until he/she is no longer coaching in Region 5.

Coach's Equipment

Player Registration Forms: Always have your player's registration forms with you. They include a medical release which may be needed in an emergency. Keep them in a waterproof plastic bag. Failure to have them with you can result in a forfeit.

Distribute Uniforms: The uniforms come in a range of sizes for each division to fit the largest & smallest size children in that age group. DO NOT randomly give out uniforms based on preference for a certain jersey number.

Wait until all of your team members are there to hand out uniforms. Line them up from tallest to smallest and give out the biggest sizes first - Smaller children can always wear a larger size shirt, if necessary.

Cellular Phone: If you have one, bring it along to practices and games. Know the city where the practice field and game field is located. A list of phone numbers for the various cities in Region 5 is located at the front of this manual.

Ice: The most common injuries require ice treatment - have a baggie with ice, "blue ice," chemical "instant ice packs," or a bag of frozen peas or corn available at practices and games.

First Aid Kit: You should have a first aid kit that includes 1" wide Band-Aids, bandages, gauze pads, tape, some type of antiseptic cleaner.

Pump & Needle: There is a conspiracy perpetrated by the sporting goods stores. All soccer balls are sold without air and the cost of a refill is prohibitively high for the average consumer parents to afford. Let's put an end to this diabolical plot and bring a pump and needle to practice.

Trash bags with rubber gloves: To deal with the not so pleasant reminders that there are irresponsible pet owners in the neighborhood.

Other Optional equipment

A whistle	Use the whistle to train the players to respond accordingly. For the U6 and U8 players, this may simply be "stop when you hear the whistle." For the older players, you can teach them to stop and look for the referee's indications for a restart. Only use it during match condition exercises.
Permanent marker	Make sure the balls are marked with the players' name and phone number so they can identify it when it is missing. This is a major problem when we return to standard time when there are four to six teams practicing on one field at Mile Square Park.
A set of at least 8 cones or flags	Flat cones are easy to carry. Use these to mark off a grid or an area for the game or exercise.
Practice pennies	You can make or buy these. Use these to tell who's who during scrimmages.
Clipboard or notebook	Use this to take notes or as a cheat sheet for the practice plan. Avoid the tactical chalk talk unless you want to put them to sleep or you want to field a thousand-and-one what if questions.
Ball bag with extra balls	No matter how often you remind them to bring a ball, they will forget.
Spare shin guards	For those "I can't find my shin guards days."



Spare shoe laces	Just in case one does break.
Goalie gloves	For the younger players, you can use it to entice a player to play keeper. For the older players, it helps to take the sting out of a well-struck ball especially on cold and wet days.
Duct tape	It's good for everything like fastening nets to goals. Not to be used for keeping a player in his position.
Bottle of water	Someone will eventually forget to bring theirs.

Player's Equipment

Each player will be issued a uniform including shirt, shorts, and socks. Uniforms should only be worn to games (and Picture Day) during the season. **Do not put the player's name or any other markings or patches on the uniform.** Shirts should be tucked into the shorts and socks must completely cover the shin guards.

Knee Braces: "AYSO will not prohibit the use of knee braces by players in AYSO events and programs; provided that the brace is adequately covered and padded in the judgment of the referee, so as to eliminate the possibility of its causing injury to the other players on the field of play."

Each player should bring their own WATER BOTTLE to each practice and game.

Each player **MUST WEAR SHINGUARDS TO EVERY PRACTICE & GAME** This is an AYSO requirement that help keep our kids safe. Do not allow a player to participate without them. **The shin guards must be under the socks.** Wearing the shin guards over the sock and then pulling the sock over the shin guards is not acceptable.

Each player should have a correct size ball with their name and phone number on it that they bring to EACH practice (not required on game day). Many drills are designed to have each player use his/her own ball to maximize the opportunity for each player to practice.

Soccer shoes are not required, but are highly recommended. Players usually have better control wearing soccer shoes. Shoes which have a toe cleat (baseball shoes), metal cleats, or square-shaped cleats are not permitted due to increased chance of causing injuries. The blade shaped cleats found on newer soccer shoes are permitted. Make sure the shoes are tied securely.

Uniforms

We all know how anxious the kids are to get their uniforms and try them on. However, a little patience in this process will pay off for all of us in the long run. Remember: we ordered these uniforms in March. We can't custom fit every player, but if you follow a few tried and true procedures, we can match the uniforms and players fairly well.

First, try and have the whole team together before you pass out the uniforms. That's not always possible due to vacations and late registrations and other confusions, but you should be able to have the vast majority present when you pass out the uniforms.

Line the players up smallest to largest and begin with the smallest player first. You will be short a uniform or two. This was done intentionally. If you have an extremely small or large player, we will order the missing uniform(s) to fit that player(s). I know the parents all expect a custom fit for their child, but do the best you can with the size spread you have. The uniforms may be a little large, but you can tell the parents that it's better for keeping the players cool or it gives them more freedom of movement or something else that makes sense.

Be sure to put your name and phone numbers on the uniform slip and give it back to the division director. When you call to order a uniform, we'll know EXACTLY what color of blue you need or if it's gold or yellow, etc. The director needs the packing slip so the correct codes and colors can be ordered. When ordering uniforms, be sure to order under the coach's name and NOT THE TEAM NAME. The director will have no idea if the ALIEN DESTROYERS have red, blue or green uniforms. The director will know that Coach Joe Smith has a 451 in WTB/KWT with 117A Black shorts and 800 White socks. Coaches may order a coaches uniform shirt for themselves to match their team colors. Please be sure to let your division director know what size you will need.



Fundraising

Each Fall Soccer season Region 5 conducts a fundraiser to generate revenue beyond our normal registration fees. This allows a majority of our families to be able to afford the soccer season at a discounted rate with no money out of pocket.

Each family participating in the fundraiser must sell a box of candy (usually 60 bars at \$ 1 each). This is pre paid at registration and no money needs to be turned in once sold.

No fundraising opportunities in the Spring Soccer season.

Practice Fields

Region 5 has secured permits for the use of the fields indicated at www.ayso5.org, under the Fields tab. If conflict occurs with other organizations, please inform the Director so that he may assist you in resolving the issue.

Practice Field Allocation Policies

Locate the practice field at www.ayso5.org, under the Fields tab that your team would like to use during daylight-saving time.

Email to your division director with your "Practice Field Request" in order to officially reserve a practice field. If you do not know when or where you will be practicing, you still need to send the email to your division director. Please send one email request, per team, to your division director.

All practice fields will be assigned according to your emails on a first come, first serve basis. Any conflicts will be resolved by Director and/or Commissioner.

Make sure you also put in your email about any future need for a lighted field after the change from daylight-saving time. Due to the limited lighted fields available, teams should expect to share the fields with other teams.

Lighted practice fields will be scheduled by The Region and closely monitored by the Fountain Valley Sports Park and City of Westminster recreational staff. The lights will be turned on and off according to a schedule, and we will be billed accordingly, so your cooperation is needed to keep our costs for lights under control. Any conflicts with use of fields, lights, schedules, etc. should be brought to the Regions attention immediately, so they can be resolved.

Please notify your Division Director if you have a change in location and/or time of your practices, so the master schedule can be updated

We have made special arrangements with the City of Fountain Valley to channel all communication through The Commissioner exclusively. Please do not confront the park staff with special requests or favors, as they do not have the authority to grant these requests. Also do not use the Fountain Valley Sports Park outside of the Region 5 designated time. You will be billed \$100 by the City for this infraction and jeopardize our permit.

The use of the lights at Gillespie and Fountain Valley Sports Park is a privilege, not a given right, so we must respect and protect these privileges. There are other organizations that would kill to have the field allocation that AYSO Region 5 now has and enjoys. Let's keep it that way.

All appropriate Directors will try to work with each and every one of you, but the system will only work with your complete support and cooperation. With help from everyone, this season will run smoothly. If you have any questions, call your appropriate Director.



U6, U8 & U10 3-Quarter Play

3-Quarter Play

In Region 5 divisions U 5-U10 are required to follow the 3-Quarter play rule. Each player must sit out once before any player sits out a second time. All players must play three quarters.

Game Point Scoring System

The Game Scoring Policy to be in effect as of the first "Pool Play" game of the season. Points are awarded and deducted as follows:

Maximum of 10 Points per Game:

- 6 Points for a Win
- 0 Points for a Loss
- 3 Points for a Tie
- 1 Point (up to 3 Max) for each Goal Scored
- 1 Point for a shut out

Point Deductions:

- 1 Points for each Red Card (Violent Red Card is a 2 point deduction)
- 1 points for a coach or spectator that is asked to leave the field
- 1 point for each delta point past 5 (Good Sportsmanship rule)

Coaches should ensure they control their sideline.

NOTE: Red card and coach/spectator deductions apply to "Friendly" matches as well.

Coaches and teams are expected to play the game with "Honor" and respect for their opponents. Any coach that abuses this policy will first speak to the Coach Administrator then the Regional Commissioner.

Good Sportsmanship rule

AYSO Region 5 has a "Good Sportsmanship rule". If your team is ahead of your opponent by more than 5 points, you will lose a game point for each additional goal scored. This is an Area K rule and will be strictly enforced. We are not telling a team not to score but use good judgement.

Example:

- A team is winning by a score of 5-0. No points deducted.
- A team is winning by a score of 8-2. One point will be deducted.



Team Referee Points

Each team in divisions 10U-19U (8U is self-refereed) must accumulate a total of 30 referee points (20 for 10U) by the end of the fall regular soccer season. Teams that have accumulated the required points by the end of the fall regular soccer season are eligible to play in Area K playoffs. Failure to earn the required referee points will result in the team being excluded from Area K – no exceptions.

Points are obtained by your team's referee team refereeing in the fall regular soccer season. Region 5 requires each team recruit at least 3 referees (2 for 10U).

<i>Center Referee –</i>	<i>2 points per game refereed.</i>
<i>Assistant Referee –</i>	<i>1 point per game refereed.</i>
<i>Mentor Referee –</i>	<i>1 point per game refereed.</i>

All referees must submit a volunteer application and background verification. All registered volunteers are covered under Soccer Accident Insurance (SAI).

Link to log into the referee registration and game sign up system (www.matchtrak.com). You will need to know your e-mail address for this system.

If you have a question on what email address was used, contact refadmin@ayso5.org

Referee Team Rules

1. Divisions 10U through 19U must submit names, phone numbers, and email addresses of their Team Referees/Team Coordinator/Assistant Coach to their Division Director no later than August 3.
2. Division Directors must submit their list of team referees, and the team they represent, to the Referee Administrator no later than August 3.
3. Team Referee candidates must have successfully completed a certified referee course, safe haven training, concussion training and an approved volunteer form and background check.
4. It is the responsibility of the head coach to contact the Referee Administrator to register their Team Referee candidates for scheduling of a referee training course.
5. The Team must have a minimum of 30 points (20 for 10U) to qualify for extra play. Points are assigned for each game served as a Referee or Assistant Referee, or as an approved Mentor. A Team Referee will only represent one (1) team except for a family member with children on multiple teams. Family members (parent, sibling, uncle, aunt or grandparent) may distribute their referee points, in an alternating pattern, among the teams the children are on. After a referee has reached the point level, the referee may request to the RRA for permission to apply additional points to another Team.
6. Maximum of 3 youth referees for every 1 adult referee. The adult referee must referee with the youths; the adult may be the 4th official as the adult supervision. Youth referees are at least 2 years older than the age they are refereeing (example 10 year old refereeing an u8 game). All youth referees must have their youth volunteer form on them at all times while volunteering for AYSO.



7. Head Coaches may be a Certified Team Referee for their Team; but must be confident they can do their coaching duties and represent their Team as a Referee. Coaches will avoid signing up as Referees in their own Division.
8. The minimum number of games each Team's Referees must 'officiate' is the number of games in the season that we play.
9. Officiate means working as a Referee, an Assistant Referee, or a Mentor for a Referee.
10. Relatives of the Coach and/or players of either team will not be assigned as the Referee of their own games.
11. If a game is without a "signed up" Referee, the Referee Administrator, or his designate, will assign a Certified Team Referee to that game. Referee assignments may be changed by the Scheduler to assist in coverage of all Regional games.
12. Problems with the Certified Team Referees not being able to officiate games will be addressed by the RRA and the Team's Coaches, since this may affect their points and extra play opportunities.
13. The Referee Administrator shall be responsible for keeping records of the Team Referee Program and of the reporting to the Board of Directors of any team failing to meet extra play eligibility.
14. All Referees and Assistant Referees must print their names on the back of the line-up cards along with the coach name and division of the team that they are representing in order for that team to receive eligibility credit. Turn in these game cards at the referee tent by the snack bar on the same day of the game.
15. Referees must assign themselves to one game, minimum, per week using our scheduling system by the Wednesday of that week. Matchtrak will be the official tracking of your points..
16. Referees shall officiate games at the level of their ability. The Certified Referee's ability level shall be determined by the Referee Administrator and shall be indicated on the official Region 5 Referee Roster.
17. The Regional Referee Administrator's decision is final regarding Certified Team Referee matters.
18. Referees shall receive, nor accept, any compensation for officiating duties.
19. No tolerance policy (youth referees) - any game that has a youth referee officiating (center or assistant) will have a no tolerance stance against any form of harassment toward said referee, or any other referee within ear shot of the youth referee. Any complaints will earn an automatic one-game suspension for the coach or any other person on the sideline that violates this basic respect.

Picture Day

The picture day schedule will be posted at www.ayso5.org
It is intended to have your picture time before your game. It is very challenging to schedule 65+ teams so please do not complain of your time.



Snack Bar Points

Each team is required to provide 4 volunteers to work at the snack bar for their schedule time. No team points will be awarded if not all 4 volunteers' show up for their teams scheduled snack bar time.

What to Expect:

- Only volunteers 16 years and older can volunteer in the snack bar.
- All volunteers must have submitted a volunteer application or a youth volunteer application (16-18 year old).
- Players and children under the age of 16 years old are not allowed inside the snack bar while their parent is volunteering due to safety regulation.
- AYSO Region 5 is an official restaurant with the Count of Orange Health Care Agency and Environment Health. There are health code requirements that all volunteers will need to be aware of.
- Training of these codes will be done with the volunteers at the beginning of their schedule shift.
- Each team must supply four adult volunteers to work in the snack bar: one cashier, two food servers, and one BBQ griller.
- Each volunteer needs to stay the entire time of their scheduled shift no splitting of the hours between parents or with another parent.
- Please wear proper clean clothing and foot wear while volunteering in the snack bar (No flip flops or open toe shoes).

Referee Tent Points

Each team is required to provide 2 volunteers to work at the referee tent for their schedule time. No team points will be awarded if both volunteers do not show up for their teams scheduled referee tent time. This does not count toward referee points.

What to Expect:

- Only volunteers 14 years and older can volunteer in the referee tent.
- All volunteers must have submitted a volunteer application or a youth volunteer application
- Training will be done with the volunteers at the beginning of their schedule shift.
- Each volunteer needs to stay the entire time of their scheduled shift. No splitting of the hours between parents or with another parent.
- Each shift is 2.5 hours



Player Ratings

It is mandatory that each coach complete their player ratings, and provide them to your division director by October 31 of the Fall season. Your team trophies/medals will be held until your player ratings are received.

AYSO strives to establish balanced teams with respect to ability of the players. A critical requirement for creating that balance is that you, the coaches, evaluate your players at the end of each season. This evaluation is the only complete way to assess all of the many factors that combine to make one player perform better than another on the soccer field.

We have developed rating criteria, which includes an assessment of each player's skills in seven categories plus goal keeping on a scale of 1 - 4. These ratings form the basis for establishing balanced teams of relatively equal soccer ability for next year's fall season.

Your ratings will be reviewed and discussed with your fellow coaches and division director, and adjustments will be recommended to normalize ratings significantly too high or too low. You are not doing the player or next year's coaches any favors if you rate a player much higher or lower than they really are.

Goalkeeper's Skills: It is important to also rate those players who spent a considerable amount of time in goal during the season, as we also try to ensure that each team also has a qualified goalkeeper when the rosters are created.

Scoring Sheet:

List all players alphabetically on the sheet. Fill in a score for each player in each column category. Add together the individual category ratings - this is the player's overall rating. The relative ratings between players should match your judgment of strongest to weakest players on your team. Rate your players by comparing their skills with players within the region/area within the same age division.

Awards & Pins

Each year Region 5 provides awards and pins to each player and coach.

U/5 through U/8 – all players receives a youth trophy and region pin

U/10 through U/14 - trophies are awarded to top 4, 3, 2 or 1 teams depending on how many teams are in the pool. All players and the coach will receive a region pin.

U/16 through U/19 – will receive a region pin and an area pin. Medals are awarded to the top four teams within the area.

Yearbook

Region 5 will provide a yearbook if we have such a volunteer. It will be an electronic yearbook.

Banner

All teams are welcome to make a banner. Please do not use name and number on the banner as this can identify your child to an unsuspecting stranger. Also, the Fountain Valley Sports Park has a rule of nothing in the ground. This means the banners must have a stand above the ground.



League Play

Region 5 AYSO offers post-season play for certain teams and players in the U10 to U14 divisions. League will have an opportunity to participate in the Area K playoff in the Huntington Beach/Fountain Valley area. The team may advance to the Sectional and State playoffs depending on their performance. Region 5 will cover your entry fee but travel and lodging expenses are on your own.

All-Stars

Region 5 will field an All-Star team for each of the U10, U12, and U14 boys and girls division. The players for these teams are selected from the top highest rated players on the team, spread evenly among all teams. Player ratings are reviewed and determined by all team coaches in that division and the division director.

An additional fee is required from each player to cover the All-Star season. The All-Star coach is responsible for collecting monies and dispersing the uniform. No uniforms will be given out until all fees are received.

Each all-star team is required to participate in the Region 5 Holiday Invitational. This is an all-volunteer event and parents will be required to volunteer for different positions including: field set up, field marshal, snack bar, info booth, referee tent and other needed positions.

Each team pays an entry fee (all monies will be deposited). If the whole team completes the mandatory volunteer requirements, the team will have their entry fee refunded within 10 business days of the tournament. The refund check is payable to the coach and he/she is responsible for distributing the funds.

All Star Player and parents must sign the Region 5 All Star Code of Conduct agreement.

U10 division – 10 players, maximum.

U12 division – 12 players, maximum.

U14 division – 15 players, maximum.



Tournament Play

Hi-5 Tournament

Region 5 is the Host of the annual Holiday Invitational soccer tournament. The tournament date will be provided to the division director and it gives the various league champions and all-star teams an opportunity to turn up their game before the play-off. League Champions and All-star coaches will be notified of the tournament and an application with the fee information will be mail to them.

Entry into this tournament will require a tournament fee and a team roster with AYSO National ID numbers entry signed by the Regional Commissioner. You may obtain an official team roster by contacting your Division Director. A player photo ID Card for each player and the coaches will also be required. Contact your Division Directors for the ID cards to be printed by Data Processing and signed by the Regional Commissioner. Attach the player's photo to their player cards and have them sign it. A lot of paper work is involved so please plan ahead and don't wait until the last minute.

Other Tournaments

Any Region 5 team may enter into an AYSO approved tournament. When entering a tournament make sure it is AYSO approved or our insurance will not cover the coaches, other volunteers, or the players. Lists of AYSO approved tournaments are available from the AYSO National web site: ayso.org. All tournaments will require:

1. Team roster with player ID numbers, signed by the Regional Commissioner
2. Tournament fee
3. Referee deposit which will be refunded when your team referee has fulfill their refereeing obligations.

If photo ID cards are needed, contact your Division director to have them printed by Data Processing and signed by the Regional Commissioner.

Uniforms

When entering into a tournament, the team should wear the uniform issued for the fall, all star, or the Spring season. However, if you had to add players to fill out the roster for the tournament, you may not have full set of matching uniforms. A solution is to borrow the uniform from the players not going to the tournament.

Spring Soccer

Region 5 spring soccer program includes division U5/U6, and U8. Registration begins in January and practices can begin February 1. Games will be played March through May. All our U5/U6 and U8 games are played at Fountain Valley Sports Park.

Region 5 does offer a Spring Season for boys and girls divisions U10, U12, U14, U16, and U19. The Spring U10 and higher division teams are coach invite only and participants will compete in Area play with both home and away games against neighboring Area 11K Regions. Coaches that wish to enter a team in the Spring Season need to submit a email notice of intention to coach a Spring team, along with the level (recreational or select), the division/gender of the team, player roster, and coaching certifications for the head coach and assistant coach, to our Region 5 Registrar Toni Lewis at niner.girl@hotmail.com by January 1. Recreational teams consist of non All Star players (only exception is the coach's child) and compete against similar non All Star level teams, and Select teams are primarily made up of All Star players and compete against other All Star level teams. U10 and higher teams should expect to provide a certified age appropriate Referee team of 3 as part of their Spring team.



Kids Zone®

Unique Program Promotes Sideline Cheerleaders

In AYSO, fans are asked to be cheerleaders, not critics. Kids Zone® is a unique program that includes a parent pledge that moms and dads sign to commit to positive, encouraging behavior when they're watching the games. It also includes signs, buttons and other game-day reminders.

Soccer is a player's game. Players learn the game by trying new things, making mistakes and trying again. Sideline critics who scream instructions at players or criticize referees or coaches just slow down the learning process and make it less fun for everyone.

Negative, even violent, behavior of players, coaches and parents involved in youth sports has become almost epidemic in the U.S. Kids Zone is a proactive effort to counteract this trend.

As part of AYSO's education agenda, Kids Zone is a dynamic program aimed toward producing a thoroughly positive experience for everyone involved in youth soccer. To execute this program, four basic elements are involved:

- **The Button.** This is a pin-on button with the Kids Zone logo. This is worn by program supporters at games and serves as a reminder of the importance of positive sideline behavior.
- **The Sign.** A large sideline poster, which lists positive behavior standards, designed to be posted at the entrance of participating fields. Parents and spectators who will abide by these standards are welcome -- all others are not.
- **The Pledge.** AYSO requests all parents to sign a pledge that holds them to the Kids Zone standards.
- **The Video.** This is a 12-minute documentary that introduces AYSO's principles and its Kids Zone action plan to new participants. Viewers will also watch a parent intervene to change another parent's negative behavior. In order to make this program work, everyone must help!



No Pets

No dogs are allowed at any AYSO function. Referees will not start any games until the pet is removed from the sideline and taken to the parking lot.



Team Sponsor

HOW TO BECOME A SPONSOR

AYSO, Region 5 – Fountain Valley

17870 Newhope Street Suite: 104-482, Fountain Valley, CA 92708

Regional Commissioner rc@ayso5.org

AYSO is a non-profit 100% volunteer organization dedicated to providing world class soccer to Youths ages 4-18. All donations are tax deductible and the tax ID is 95-6205398. Make checks payable to AYSO Region 5.

AYSO Region 5 is requesting your assistance in sponsoring teams for the upcoming season. Sponsoring a team is a good investment in the community. Your sponsorship will help cover general operating expenses such as field expenses, insurance fees, uniforms, balls, field equipment, trophies and pictures.

To sponsor a team, please complete the form below and mail it to the address below.

TEAM SPONSOR

Sponsor will receive the following:

- Recognition on our website with logo and hyperlink of corporate sponsor
- **Donation of any amountThe team of your choice will receive 100% of the donation**

Name of Company or Individual: _____

Individual Name Mailing Address: _____

City: _____

State: _____

Zip Code: _____

Contact Person: _____

Phone Number: _____

Email: _____

Website: _____

Sponsored Coach Name: _____



AYSO Position Descriptions for AYSO Teams

In response to the Volunteer Protect Act of 1997, AYSO has written job descriptions for the various volunteer positions in the organization. The following are the official job descriptions for Coaches and Assistant Coaches in AYSO. The job description satisfies one requirement of the Volunteer Protection Act.

The following are the official job descriptions for Team Parent Coordinator, Snack Bar Coordinator, Banner Coordinator, Team Picture Coordinator, Team Sponsor Coordinator, Field Coordinator, and Safety/Clean Up Coordinator within Region 5. They serve to define the scope of responsibility within this non-profit organization.

All volunteers are required to complete a volunteer application every year.

Coach

Purpose

The AYSO volunteer position of coach is intended to develop in players a positive image of themselves, their teammates, coaches, game officials, and opponents, and provide a good roll model for players. Additionally, the coach will develop in his/her players the appropriate soccer skills as recommended in the AYSO coaching manuals.

Specific Duties and Responsibilities

The coach is expected to:

1. Complete a volunteer application that must be submitted every year.
2. Attend a orientation with your division director to review coaches manual and player ratings;
3. Attend team formation before the season begins;
4. Attend the age appropriate coaching course for training on how to coach or a refresher on AYSO philosophy;
5. Attend appropriate training sessions;
6. Promote the AYSO philosophy;
7. Support the regional commissioner;
8. Corporate with the regional coach administrator on all coaching matters
9. Support the division (age group) director;
10. Distribute practice and game schedules to all parents;
11. Conduct a parent meeting;
12. Teach age appropriate skills;
13. Reframe from the use of insulting, embarrassing, foul, or abusive language;
14. Provide player evaluations to the division director at the end of the season;
15. Carry out other team tasks as necessary;
16. Have FUN!

Qualifications and Desired Skills

To be considered for the position of coach, the applicant must:

1. Have reliable qualities;
2. The coach must be 18 years of age or older;
3. Attend training classes before the season begins; and
4. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the coach, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO.
2. Under the overall authority of and directly supervised by the regional coach administrator, and supervised indirectly by the regional commissioner.
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no



volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO sponsored activities; and

4. Once the head coach assumed charge of the children on his or her team, he or she remains responsible until a duly designated adult has taken charge of each child after practice or a game or the child leaves the immediate vicinity of the practice or game as prearranged by the parent to walk home or to a friend's relative's house. No child shall be left unsupervised after a game or practice. Parents who are unreasonably late or consistently tardy should be reported to the child protection advocate for action. Each coach may establish a standing policy of where children may be picked up by the late parents.

Time Commitment

The anticipated time commitment for a coach is a full season.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of coach, AYSO will offer the following educational opportunities which volunteer coaches are expected to take advantage of and participate in, as appropriate.

1. Orientation by the division (age group) director;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Coach Certification;
4. Continuing education;
5. Coach clinics; and
6. Referee clinics

Activity Locations

While performing the duties of coach, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Assigned field locations;
2. Assigned classroom locations;
3. Regional meetings
4. The annual Sections Conference;
5. Regional sponsored events; and
6. Independent work at home alone in committee of adults or in a properly supervised situation with children.

Assistant Coach

Purpose

The AYSO volunteer position of assistant coach is intended to help the head coach with all coaching responsibilities.

Specific Duties and Responsibilities

The assistant coach is expected to:

1. Complete a volunteer application that must be submitted every year.
2. Attend the age appropriate coach clinic for training on how to coach or as a refresher on AYSO philosophy;
3. Represent the head coach if the head coach is unable to attend;
4. Help run one to two practices per week, develop team line-ups for games, and attend regular and tournament games;
5. Provide player evaluations to the division coordinators at the end of the season; and
6. Carry out other team tasks as necessary upon the request of the head coach.

Qualifications and Desired Skills

To be considered for the position of assistant coach, the applicant should;

1. Be reliable;
2. Be 18 years of age or older, unless approved by Coach Administrator.
3. Have an interest in helping children;
4. Have good character;
5. Be interested in promoting the benefits of youth sports, especially soccer;
6. Attend training classes in coaching before the season begins; and
7. Successfully pass a screening, including a background check.



Supervision Protocols

While performing as the assistant coach, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the head coach, and supervised indirectly by the regional coach administrator,
3. To maintain the recommended supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.
4. Once the head coach has assumed charge of the children on his or her team he or she remains responsible until a duly designated adult has taken charge of each child after practice or a game or the child leaves the immediate vicinity of the of the practice or game as prearranged by the parent to walk home to a friend's or relative's house. No child shall be left unsupervised after a game or practice. Parents who are unreasonably late or consistently tardy should be reported to the child protection advocate for action. Each coach may establish a standing policy of where children may be picked up by late parents.

Time Commitment

The anticipated time commitment for a coach is a full season.

Orientation, Training, and Certification Provided

To prepare a volunteer for the position of assistant coach, AYSO will offer the following educational opportunities, which volunteer coaches are expected to take advantage of and participate in as appropriate.

1. Orientation by head coach;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Coach Certification
4. Training classes;
5. Coach clinics;
6. Referee clinics;
7. Annual coach update; and
8. AYSO Safe Haven Program.

Activity Locations

While performing the duties of assistant coach, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Assigned field locations;
2. Assigned classroom locations;
3. Regional meetings;
4. The annual section meeting; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.

Team Parent Coordinator

Purpose

The AYSO volunteer position of team parent is intended to carry out duties as directed by the team parent coordinator.

Specific Duties and Responsibilities

The team parent is expected to:

1. Distribute information to the coaches, players, and families of AYSO players; and
2. They help keep the team organized by coordinating the snack and refreshment schedule, coordinate and collect money for the Region fund-raiser, organize team parties, telephone-tree, etc. (Fund-raising is extremely important; the registration fees do not cover all the costs for each player.)
3. Ensure all volunteers have completed their online AYSO volunteer application for the seasonal year. Notify the CVPA when this is completed.



4. Assist team photo coordinator in the distribution of team and individual photos, fundraising materials, and award or certificates to the players.
5. If no team snack bar coordinator then the team parent will assume these duties.
 - a. Manage team snack bar schedule,
 - b. Ensure a snack bar volunteer is scheduled for at least one shift. Shifts can not be split between parents or other parents.
 - c. Ensure attendance of snack bar volunteer by telephone prior to every scheduled

Qualifications and Desired Skills

To be considered for the position of team parent, the applicant should:

1. Be a good communicator;
2. Be organized
3. Be dependable; and
4. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the team parent, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO; Under the overall authority of and directly supervised by the head coach, and supervised indirectly by the coach administrator,
2. To maintain the recommended adult to child supervision ration of 1:8 or less, that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

The anticipated time commitment for a team parent is a full season.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of team parent, AYSO will offer the following educational opportunities which the volunteer is expected to take advantage of and participate in, as appropriate.

1. Orientation by the Treasurer, team parent meeting;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

Activity Locations

While performing the duties of team parent, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. The annual Section Conferences;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.

Snack Bar Team Parent Coordinator

Purpose

The AYSO volunteer position of snack bar team parent coordinator is intended to serve as a liaison between the Snack Bar Director and player parents.

Specific Duties and Responsibilities

Specific Duties and Responsibilities is expected to:

1. Manage team schedule;
2. Ensure all snack bar volunteer have submitted an online AYSO volunteer application for the seasonal year. Notify the CVPa when this is completed.
3. Ensure a snack bar volunteer is scheduled for at least one shift. Shifts can not be split between parents.
4. Ensure attendance of snack bar volunteer by telephone prior to every scheduled



Qualifications and Desired Skills

To be considered for the position of snack bar team parent coordinator, the applicant should:

1. Be organized;
2. Be a good communicator;
3. Be dependable; and
4. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the snack bar team parent coordinator the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO; Under the overall authority of and directly supervised by the head coach, and supervised indirectly by the coach administrator,
2. To maintain the recommended adult to child supervision ration of 1:8 or less, that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

The anticipated time commitment for a team parent is a full season.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of team parent, AYSO will offer the following educational opportunities which the volunteer is expected to take advantage of and participate in, as appropriate.

1. Orientation by the Treasurer; team parent meeting.
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program

Activity Locations

While performing the duties of team parent, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. The annual Section Conferences;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.

Team Banner Coordinator

Purpose

The AYSO volunteer position of team banner coordinator is intended to procure the season's banner by picture day.

Specific Duties and Responsibilities

The banner coordinator is expected to:

1. Get name of team sponsor from the team sponsor coordinator;
2. Identify a place to make the banner;
3. Banner needs to be ready before Picture Day;
4. Place the name of the sponsor, coach, assist coach, and players names (for players' safety do not place their uniform number on the banner);
5. Buy PVC pipe and hooks for hanging the banner;
6. No rebar can be hammered into the ground at Mile Square;
7. Keep banner and bring to every game to set up and take down.

Qualifications and Desired Skills

To be considered for the position of snack bar team parent coordinator, the applicant should:

1. Be organized;
2. Be a good communicator;
3. Be dependable; and



4. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the snack bar team parent coordinator the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO; Under the overall authority of and directly supervised by the head coach, and supervised indirectly by the coach administrator,
2. To maintain the recommended adult to child supervision ration of 1:8 or less, that is one adult for every eight of fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

The anticipated time commitment for a team parent is a full season. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of team parent, AYSO will offer the following educational opportunities which the volunteer is expected to take advantage of and participate in, as appropriate.

1. Orientation by the Division Director;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program

Activity Locations

While performing the duties of team parent, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. The annual Section Conferences;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.

Picture Day Coordinator

Purpose

The AYSO volunteer position of picture day coordinator is intended to work with the picture day director.

Specific Duties and Responsibilities

The picture day coordinator is expected to:

1. Assist team parent coordinator to distribute the picture day schedule.
2. Make sure the team is organized and on time;
3. Assist the photographer as needed;
4. Put the team and sponsor name on a board for inclusion in the photo
5. Assist on make-up picture day if need; and
6. Be contact liaison for picture day coordinator for any issues.

Qualifications and Desired Skills

To be considered for the position of snack bar team parent coordinator, the applicant should:

1. Be organized;
2. Have planning skills
3. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the snack bar team parent coordinator the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO; Under the overall authority of and directly supervised by the head coach, and supervised indirectly by the coach administrator,



2. To maintain the recommended adult to child supervision ration of 1:8 or less, that is one adult for every eight of fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

The anticipated time commitment for a team parent is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of team parent, AYSO will offer the following educational opportunities which the volunteer is expected to take advantage of and participate in, as appropriate.

1. Orientation by the Picture Day Coordinator;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program

Activity Locations

While performing the duties of team parent, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. The annual Section Conferences;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.

Team Sponsor Coordinator

Purpose

The AYSO volunteer position of team sponsor coordinator is intended to recruit and organize the team sponsor. A team sponsor contributes \$_____ to financially assist the region.

Specific Duties and Responsibilities

The sponsor coordinator is expected to:

1. Obtain a team sponsor.
2. Ensure the accurate and timely communications of sponsor to the sponsor director. This information is required for the team information packet, picture day, region web page, and year book.
3. Pick up sponsor plaque from Sponsor director and deliver plaque to team sponsor.

Qualifications and Desired Skills

To be considered for the position of snack bar team parent coordinator, the applicant should:

1. Be organized;
2. Have planning skills
3. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the snack bar team parent coordinator the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the picture day director and supervised indirectly by the regional commissioner; and
3. To maintain the recommended adult to child supervision ration of 1:8 or less, that is one adult for every eight of fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

The anticipated time commitment for a team parent is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner.



Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of team parent, AYSO will offer the following educational opportunities which the volunteer is expected to take advantage of and participate in, as appropriate.

1. Orientation by the Sponsor Director;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program

Activity Locations

While performing the duties of team parent, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. The annual Section Conferences;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.

Field Coordinator

Purpose

The AYSO volunteer position of field coordinator is intended to mark field, set up, and take down nets and/or goals on game days.

Specific Duties and Responsibilities

The net/goal coordinator is expected to:

1. Mark fields using provide equipment on assigned days, and
2. Set up and take down nets and/or goals on assigned days, and
3. Complete goal report and field for identify any potential hazards, and
4. Turn in goal and field report to report box located at information desk.

Qualifications and Desired Skills

To be considered for the position of snack bar team parent coordinator, the applicant should:

1. Be reliable,
2. Be a punctual person; and
3. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the snack bar team parent coordinator the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO; Under the overall authority of and directly supervised by the head coach, and supervised indirectly by the coach administrator,
2. To maintain the recommended adult to child supervision ration of 1:8 or less, that is one adult for every eight of fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

The anticipated time commitment for a team parent is a full season.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of team parent, AYSO will offer the following educational opportunities which the volunteer is expected to take advantage of and participate in, as appropriate.

1. Orientation by the Equipment Coordinator;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program



Activity Locations

While performing the duties of team parent, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. The annual Section Conferences;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.

Safety/Clean-Up Coordinator

Purpose

The AYSO volunteer position of safety/clean-up coordinator is intended to ensure the safety and cleanliness of the fields.

Specific Duties and Responsibilities

The safety/clean-up coordinator is expected to:

1. Walk the fields before and after each game with a garbage bag checking for potential hazards and picking up game liter; and
2. Report problems to the safety director by email.

Qualifications and Desired Skills

To be considered for the position of snack bar team parent coordinator, the applicant should:

1. Be reliable,
2. Be detail oriented;
3. Understand safety procedures;
4. Have experience in dealing with potential safety hazards, and
5. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the snack bar team parent coordinator the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO; Under the overall authority of and directly supervised by the head coach, and supervised indirectly by the coach administrator,
2. To maintain the recommended adult to child supervision ration of 1:8 or less, that is one adult for every eight of fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

The anticipated time commitment for a team parent is a full season.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of team parent, AYSO will offer the following educational opportunities which the volunteer is expected to take advantage of and participate in, as appropriate.

1. Orientation by the Equipment Coordinator;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program

Activity Locations

While performing the duties of team parent, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. The annual Section Conferences;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.