

AYSO Region 183 Coach Handbook



**AYSO Region 183
Peterson Park / Hollywood Park**

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Welcome

This handbook is to provide a general guide for you as the Coach. The handbook is structured in a checklist format for each type of activity that you will encounter thru the season. Whether it is for a preseason activity, pre-game, or in-game activity, the handbook is intended to provide a quick set of reminders. Use this handbook as a guide for your own coaching and team management approach for your team.

For more information on the web, please visit:

AYSO 183 Coach Blog: <http://ayso183coaches.blogspot.com>

AYSO 183 Web Site : <http://www.ayso183.org>

AYSO: <http://www.ayso.org>

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1. AYSO Vision and Mission

AYSO Vision

To provide world-class youth soccer programs that enrich children’s lives

AYSO Mission statement

To develop and deliver quality youth soccer programs, which promotes a fun, family environment based on the:

AYSO's Six Philosophies

AYSO's philosophies are living tenets that separate it from other sports organizations. They are Everyone Plays®, Balanced Teams, Open Registration, Positive Coaching, Good Sportsmanship and Player Development.

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!

Balanced Teams

Each year we form new teams as evenly balanced as possible because it’s 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.

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.

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.

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.

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.

2. Coach Monthly Calendar

Month	Activities	Notes
September	Team Training Sessions and Games	
October	Team Training Sessions and Games Player Evaluations	
November	Coach Training & Meetings Player Evaluations	Remind team; season restarts in April. Same teams are assigned.
December	Coach Training & Meetings	
January	Coach Training & Meetings	
February	Coach Training & Meetings Coach Pre-Registration	
March	Volunteer Training Early Player Registration for next season Preseason Meeting Coach Registration Tournament / Area Fest Team Planning	Email your team or contact your team!
April	Team Training Sessions and Games Player Evaluations Coach Registration Tournament/Area Fest Team Acceptance	Area Fest Planning (ask team)
May	Team Training Sessions and Games Player Evaluations Due	
June	Team Training Sessions and Games Team Formation Team Assignments Fests and Tournaments	Area Fest; First Sunday in June
July	Volunteer Training Team Announcements	Coach Training
August	Volunteer Training Uniform Pickup, Team Roster Pickup Preseason Meeting Game Scheduling	Coach Training

3. Coach Training

All coaches in Region 183 need to be certified in the division that they are assigned a team to coach. It is a requirement that each coach be AYSO Safe Haven Certified and also has AYSO Coach Certification for the division that they will be coaching. All coaches are encouraged to take AYSO Referee Training.

You must use eAYSO.org and your account to enroll into any AYSO Certification Course.

Division	Requirements	Hours	
U05	Master Coach Advanced Coach and Coach Instructor		
U06	AYSO Safe Haven U06 Coach Certification	2-3 Hours AYSO Safe Haven 2-3 Hours for U06	
U08	AYSO Safe Haven U08 Coach Certification	2-3 Hours for U08	Basic Referee Training
U10	AYSO Safe Haven U10 Coach Certification	3-4 Hours for U10	Basic Referee Training
U12	AYSO Safe Haven U12 Coach Certification	U12 Coach Certification and above require that you take classes are in-person. U12 5 Hours for U12	Intermediate Referee Advanced Referee
U14	AYSO Safe Haven U12 Coach Certification Intermediate Coach Certification	16 Hours for Intermediate. 2 Days course	Intermediate Referee Advanced Referee
U16	AYSO Safe Haven U12 Coach Certification Intermediate Coach Certification Advanced Coach Certification	18-20 hours for Advanced. 2.5 Days course	
U19	AYSO Safe Haven U12 Coach Certification Intermediate Coach Certification Advanced Coach Certification		

4. Preseason Activities Checklist

Before the 1st game of the season there are a number of activities that you must complete. Use this checklist as your guide for a good start of the season. Your team parent should follow this as well.

#	Activity	Description
1	Pickup Team Roster and Team Uniforms	<p>Review number of uniforms and sizes that match against your Team Uniform Roster. You will need to be sure that you have accounted for each player which the correct size. Players that registered requested a specific size that was fitted at registration.</p> <p>Player Forms sometimes have uniform listed at the top written in pen.</p>
2	Organize Uniforms	<p>Sort uniforms by player name and assigned number. Mark down bag with masking tape or write on bag player name and number.</p> <p>Write down on your main/control roster sheet Player Name and Number.</p> <p>Organizing the uniforms in this manner is an easy of not mixing up the uniforms.</p>
3	Plan a Team Meeting	<p>Decide on a possible list of team meeting dates before the first game. Decide on practice days that will fit your schedule.</p>
4	Review Player Forms	<p>You will need to review all player forms for parent names, phone numbers and email addresses.</p> <p>This is a good time to reach out to parents via email or phone so that you can introduce yourself as the coach or team parent.</p> <p>Check for specific medical or health conditions of player. When reviewing with the parent ask questions in a one on one meeting. Also be sure that assistant coach and team parent is aware for anything specific.</p>
5	Create a Team Contact Sheet	<p>Type up a contact sheet with player name, uniform number, parent names, phone numbers and email addresses.</p> <p>Make enough copies of the contact sheet for distribution for your team meeting.</p>
6	Game Schedule	<p>When the schedule is ready, inform your parents on the Region Web Site Link for the Schedule. Always refer to the web site for the schedule. Please be sure that all parents know the team number and field location.</p>
7	Team Meeting	<p>Hold the team meeting. (see next page)</p>

5. Team Meeting Checklist

Refer to your AYSO Coach Manual as this follows the Team Management Section

#	Activity	Description
1	Develop a Team Goal	“Players have Fun while learning about soccer” is a good base for a team goal. You, the parent and the players can build on that foundation.
2	Develop a Coaching Philosophy	You can base our personal coaching philosophy on the AYSO Coach Pledge.
3	Meeting Topics	<ol style="list-style-type: none"> 1. Discuss the AYSO Six Philosophies 2. Discuss the team goal(s). 3. Explain your coaching philosophy. 4. Educate parents the age division laws of the game; what kind of game such as 5 v 5, etc. and why we play short-sided soccer. 5. Get Help. Ask parents to help out as assistant coaches, team parents, etc,; 6. Parents can setup the Snack Schedule.
4	Player Equipment	<p>Mention at the team meeting that all players for practice and games are to have the following:</p> <ol style="list-style-type: none"> 1. Shin-guards 2. Soccer Shoes (cleats). No baseball, football, or other sporting cleats. Gym shoes such as turf or flats are acceptable. 3. Assigned Uniform and Assigned Socks are required for Games! 4. Practice Uniform and Practice Socks are for Training. 5. Soccer Ball (Size 3 for U05, U06 and U08; Size 4 for U10 and U12; and Size 5 for U14 and above). 6. Water bottle 7. Sports bag (if needed) .
5	Team Policies	<p>Encourage being on time for team training sessions (practices).</p> <p>Ask for players to arrive 15 minutes early before game (if possible).</p> <p>Ask parents to inform you if player is sick a day ahead (if possible) before game day or as soon as possible.</p> <p>Players play at least 50% of the game no matter if attended practice or not. Players cannot play a full game until everyone has played 75% of the game.</p>
6	Good Sportsmanship Behavior	<p>All players, coaches, referees, volunteers and all fans including visiting relatives or friends are to exhibit good sportsmanship behavior.</p> <p>Please review the AYSO Player and AYSO Parent Pledge</p>

6. Coach Bag

#	Item	Description
1	AYSO Player Forms	All player forms must be with you at all times at training sessions, practices, and games. AYSO Staff will be doing spot checks from time to time. This is a Safe Haven Requirement.
2	Contact List	A quick reference contact sheet of your parents should be there.
3	AYSO Lineup Cards	Filled out Lineup Cards.
4	Roster Lineup	Your own roster lineup which is used for your notes.
5	Training Plans	Any notes or training plans that you need. AYSO Coach Manual
6	First Aid Kit	
7	Plastic Sandwich Bags	Good for ice; or dispose of first aid items;
8	Trash Bags	Good for collecting trash before and after field location.
9	Air-pump and needle	
10	Whistle	
11	Cones	Soccer training cones for practices.
12	Shinguards	Just in case a player forgets
13	Extra Socks	Game socks that go with the shinguards.
14	Extra T-Shirts(s)	Just in case you need to use an extra T-shirt of the same color uniform.
15	Pinnies	Practice Pinnies (extra practice jerseys)
16	Soccer Ball	
17	Water Bottle	
18	Bring Ice	If it's a hot day; bring a small container of ice; thermal lunch box of ice.

7. Wednesday-Friday Pre Game Day Checklist

This pre-game day checklist should be done from Wednesday thru Friday (before Saturday Game Day)

#	Activity	Description
1	Review Game Schedule	2-3 days before the game, you'll need to be sure that your game schedule as noted and that there were no changes.
1G	Goal Setup Reminder	<p>If you have the first game, remind your parents to help setup the goals before the 1st game. Rotate your team parents if you have multiple days that start as the first game.</p> <p>Team Parents are to setup goal with coaches</p>
2	Create AYSO Lineup Card	<p>Official AYSO Lineup Card The Referee collects the Official AYSO Lineup Cards, which is usually at the start of the game.</p> <p>Hint: At the start of the season, you can create all of the AYSO Lineup Cards ahead of time. Put cards in a plastic ziplock sandwich bag.</p>
3	Create Your Roster Lineup Sheet	<p>Your Own Roster Sheet It is important to keep track as to who played in which quarter and position. Having a planned rotation is good to have.</p> <p>Hint: Watch your rotations over games. Ensure that all players play over the entire season. No player should be playing 50% of every game. Every player should be rotating thru 75% thru 100% thru all games.</p> <p>Rotate your Goal-Keepers ! Every player should play GK during the season. It's important that all players understand how to play GK.</p>
4	Review First Aid Kit	If First Aid Kit was used the previous weekend, update the kit with new items. Clean out or dispose of any items properly.
5	Watch Weather Forecast	<p>Plan ahead and notify team via email of weather conditions. If hot, suggest bringing extra water bottles and hydrating the day before.</p> <p>Coach or Team Parents should plan on bringing ice for hot days.</p>
6	Remind Team	<p>Remind team at the next training session the upcoming game time and field location. 15-30 minute pre-game check-in is good. Also remind team of any updates such as weather conditions, snack schedule updates, AYSO news, etc.</p> <p>You can remind team via email, etc. Remind Team Parents of Goal Setup or Goal Take Down.</p>
7	Update Roster Lineup	<p>You might get an update from a parent that player is sick or has another scheduled activity for Saturday Game. Adjust accordingly your roster.</p> <p>Hint: Play that player immediately the next game in the 1st quarter and be sure that player plays 75% of game!</p>

8. Game Day Checklist

#	Activity	Description
1	Watch Weather	Check email notification about canceled games. If it rained a lot the past 2 days the fields, there is a good chance that games can't be played because of field conditions. We usually make the announcement early in the morning between 7:30am-8:00am.
1 G	45 Minutes before game	Team Parents are to help Coaches setup goals.
1 G	Goal Setup	<p>Goals need to be carried to field location from Goal stations. Each team should carry one goal bag and setup. Parents from both teams are expected to setup the goals 15-30 minutes before the game.</p> <p>Goal Setup Tricks</p> <ol style="list-style-type: none"> 1. Layout goal bars 2. Separate Net and Goal Anchor Stakes 3. Do not attach yet 4. Goal bars are usually taped with same color 5. Lineup by goal color 6. Setup Crossbar 7. Thread net (corner net) thru Crossbar 8. Attach Cross bar ends to side bars 9. Attach side goals to balance bars 10. Attach backside bar to balance entire net 11. Pull net to along the side bar and backside bar 12. Anchor net with 2 stakes per side and 1-2 stakes for back of net
2	30 minutes before game.	<p>If possible, try to arrive 15-30 minutes before game time.</p> <p>Take attendance and update your Roster Lineup. As players arrive, do an equipment check for each player. Shin guards? Shoes? Uniform? Are you wearing jewelry? Watches? Etc. Do you have water bottle? Did you bring your ball to warm up?</p>
3	Warm up Players	<p>Assistant Coach: Warm up players with basic dribbling and passing. No standing in lines or waiting around. A basic 2 v 2 or 3 v 3 game is fine. Don't play to hard in the warm up. Players to warm up with good dribbling, passing and controlling the ball.</p> <p>Warm up Goal Keeper with basic throws and catches. No Goal Shooting until Goal is secure.</p>

9. Pre-Game Coaches/Ref Meeting

#	Activity	Description
1	Introduction	Greet and shake hands with all coaches and referees.
2	Balanced Teams Everyone Plays	Discuss your attendance of the team. In other words, if your team is going to be short by 2x (ie. U10 game of 7 v 4). You'll need to rebalance the teams to be 5 v 5 with 1 rotation or 6 v 5 thru substitution breaks.
3	Setup Team at Coach / Team Area	This is known as the Technical Area. All teams are to setup on the same side (touchline); Players to bring sports bags, water bottles, and equipment with them to the team area. Only Coaches and Players; Fans on the other side.
4	Pre-Game Check In	Referee will ask for team to lineup on field. Referee will do the official equipment check. Be prepared that player that does not pass equipment check will need to be adjusted in 1 st qtr.
5	Start on Time	We start games on the hour. If game is started late, games are to be completed by the 50 minute of the hour. No excuses. If you start the game late, the game is shortened. Goal Setup is the most important as players in the 1st game lose out on the most minutes, if goals are not setup on time.
6	Captains	Decide on captain(s) for your team.
7	Pre Game Message: Positive Coaching	As the players are warming up or when you have a good point when players are resting. Bring up a positive message and have fun! Use ROOTS where everyone is to Honor the Game R(ules) O(pponents) O(fficials) T(eam) S(elf) Source: Positive Coaching Alliance (PCA)

10. Game Checklist

#	Activity	Description
1	Enjoy the game!	Sit down on a chair and relax. You can stand and be that positive coach. Too much talking doesn't get you anywhere. Cheer your players.
2	Positive Coaching	Watch carefully your players and take down notes. Let the players play! Track positives. Good plays. Achievements per player. Look for improvements; Note team play and not individual play for game meetings.
3	Quarter-Breaks / Substitutions	Be prepared to rotate your players at substitution breaks. 1 st Quarter Break, Half Time and 3 rd Quarter Break
4	Fans Good Sportsmanship	Fans on one side of the field. No Fan next to a goal. This does not reflect well. Fan yelling or screaming?! Team Parents should help calm the fan.
5	Sideline Coaching	No Parent should be sideline coaching. This happens every year where you get the active parent who yells instructions to own child on the field. Remind the parent that we need volunteers to help coach and referee.
6	Injuries	Wait for Referee to notice player is down. Referee will stop play. Referee will assess and ask for a Coach ONLY. No parents on the field unless called by Referee and Coach. Use Safe Haven principles for First Aid; Call for Professional Help. Fill out AYSO Incident Form and turn into AYSO Staff immediately!
7	End of Game	Graciously end the game as a good sport. Shake Hands with other teams, with coaches and with referees. "Thanks Ref!". Good Sportsmanship
8	Post Game	Review with team the entire game. Make positive comments; Inform team as a whole what worked; what needs to be worked on. Cheer players; Note to Parents and Players next session
8	Last Game	If you have last game, ask parents to help take down goals, place goals in bag, pickup corner flags, and return to goal area.

11. Game Tactics

#	Activity	Description
1	<p>Game out of reach</p> <p>Good Sportsmanship</p>	<p>If your team is up by 4 goals, you should keep in mind of rebalancing the team in-game.</p> <p>Provide challenge to your team such as</p> <ul style="list-style-type: none"> • Pass to Player A and B all the time. • Pass to A, B, C and to D, rotate before score! • 3 Passes in the back half; 3 passes in the front half • 3 Passes in the back half; 1 pass front; 2 back and 3 forward <p>Referee may remind you to reposition players in-game.</p> <p>A quick 2 goals after 3 goals, this event can demoralize a team very quickly. Manage the game appropriately when it is at 3 goals.</p>
2	<p>No Statues</p> <p>Player Development</p>	<p>Refrain by giving directions by instructing, you stand there. 1) Players take this literally. Instruct player to follow the ball in the area and apply pressure on the ball, regain possession and formulate when to advance the ball. 2) Players like to hangout at the scoring end of the field, encourage player to come back since there is so much space on the field.</p>
3	<p>Goal Keeper</p> <p>Everyone Plays</p>	<p>All Divisions will need to rotate Goal Keeper for every quarter.</p> <p>At the beginning of the season, mention to all players to goal keeping is important and that everyone will be playing the position thru the entire season. U10 and above for Goal Keeping.</p>
4	<p>Positive Charting</p> <p>Positive Coaching</p>	<p>You've got that parent that is side-line coaching?!</p> <p>Ask the parent to chart on a notepad such as:</p> <ul style="list-style-type: none"> • Connected passes • Good touches on the ball; • Control the ball • Good Plays between 2 players (3 or more)
5	<p>Attacking Principles</p> <p>Coach & Player Development</p>	<ol style="list-style-type: none"> 1. Penetration 2. Depth 3. Width 4. Mobility 5. Creativity
6	<p>Defending Principles</p> <p>Coach & Player Development</p>	<ol style="list-style-type: none"> 1. Delay 2. Depth 3. Concentration 4. Mobility 5. Composure

12. Post Game Activities

#	Activity	Description
1	End of Game Good Sportsmanship	Graciously end the game as a good sport. Shake Hands with other teams, with coaches and with referees. “Thanks Ref!, “Thanks Coach”, “Good Game..”, etc.
2	Post Game	Review with team the entire game. Make positive comments; Inform team as a whole what worked; what needs to be worked on. Cheer players; Note to Parents and Players next session
3	Snacks	Distribution of Snacks. Be wary of allergies.
4	Last Game Take Down Goals	If you have last game, ask all parents to help take down goals, place goals in bag, pickup corner flags, and return to goal area.

13. Conducting a Training Session (Player Development)

#	Activity	Description
1	Arrive 10 minutes early	Follow your Training Plan. Use as many water breaks as necessary.
2	Setup a grid	10 yard x 10 yard, 20 x 10, 20 x 20.
3	Players Arrive	Not all players will arrive; Players to warm up in grid area with dribbling and passing to another player. Play an ice-breaker game to get team motivated.
4	Warm up Activity	Continue with Warm up Activity with team.
5	Skill Activity	Instruct players on a new skill; or work on a continued technique.
6	Fun Activity #1 / #2	Use your Coach Manual
7	Small Sided Games	Try to have multiple 3 v 3 games; going on at same time. Use an Assistant Coach to help out. No more than 4 v 4 or 5 v 5.
8	End Session	Review with theme of practice; review previous game; reminder to all of next game time or practice session

14. Training Session Planning / Practice Planning

#	Activity	Description
1	Review your game notes Positive Coaching	Work with your assistant coach.
2	Identify a training theme	<p>Example Themes</p> <ul style="list-style-type: none"> - Team works together on inside control foot pass. - Team works together on defending, and regain possession - Team works together on dribbling techniques and controlling the ball for maintaining possession. -
3	Review Coach Manual	Look for games that match your theme.
4	Resources	<p>There are many resources on the Internet for training plans.</p> <p>Example fun games found at Coaches Section at AYSO.org</p> <p>AYSO / CatzCoach – Video Training SoccerXpert.com – Example Games and Drills</p>
5	Write down your plan Player Development Positive Coaching	<p>There is no standing in line for any drill.</p> <p>Sample format of plan; with breaks in-between</p> <p>10 minutes: Warm up Activity 10 minutes: Skill Activity; all should doing this together. 10 minutes: AYSO Fun Activity #1 10 minutes: AYSO Fun Activity #2 20 minutes: Small Sided Games with 2 or more goals for 3 v 3; 4 v 4</p>
6	Coaching Points	<p>Stick with your theme thru the entire practice; do not go off topic. If you theme is about passing, then theme should not be about defending.</p> <p>Look for coaching points, observe and make notes. Improve the entire tem by reviewing what worked and what did not. Do not single out a player – only when you bring praise and with demonstration.</p>

15. Goal Safety Reminders

#	Activity	Description
1	Setup Goals	Please arrive 30-45 minute early! Parents and Coaches to setup goals; transport goal parts to location.
2	Player Warm up	No players warming up near goal setup.
3	Nets	Straighten out nets;
4	Anchor Goals	Anchor goals with “stakes”. 2 or more anchors per side.
5	No Shooting	Players are not to shoot on goal until Coach / Referee checks goal.
6	No Hanging	No Hanging on Goals! Permitted. Dangerous and very deadly.
7	Referee and Coach Check	Referee and Coaches should check goals, nets and anchor systems
8	In between games	Coach and Referees should check again goal setup; anchors, nets, etc.
9	Last Game	Do you have the last game? Please take down goals properly and return to goal storage area.

16. Field Safety Checklist

#	Activity	Description
1	Before Game or Activity	Walk the field, check for trash, broken bottles, nails, goal anchors, sticks, cans, etc.
2	Check for Holes	Walk the field, check for divots, holes, recent erosion around sewers, etc.
3	Check for Water	Walk the field, check for recent rain water; large puddles, etc.
4	Check Surroundings	Walk the field, too close to any walls, trees, fences, or obstructions?
5	Check Goals	See Goal Safety Reminders.
6	Check for Pets	Pets should be at least 10 yards away from the field.
7	Note Field Conditions	Note Field Conditions to Referee or Staff; Inform Players;