AYSO 

Region 605

Coaches

Handbook

General

Information

And Guidelines

**AYSO VISION STATEMENT: To provide world class soccer programs that enrich childrens lives.**

**AYSO MISSION STATEMENT: To develop and deliver quality youth soccer programs which promote a fun, family environment based on the AYSO philosophies:**

***Everyone Plays* - Our goal is for kids to play soccer - so we mandate that every**

**player on every team must play three quarters of every game before any player can play four quarters.**

***Balanced Teams* - We require every division at the start of each season to set up**

**teams as evenly balanced as possible - because it is more fun where teams of**

**equal ability play.**

***Positive Coaching* - What makes winning kids is being built up, not down! We**

**train and encourage our coaches to make the extra effort to understand and offer**

**positive help to our players, rather than negative criticism.**

***Open Registration* - Our programs are open to all children between 4 and 18**

**years who want to register and play soccer. Interest and enthusiasm are the only**

**criteria for playing.**

***Good Sportsmanship* - We desire to create a positive environment based on mutual respect, rather than a win at all costs attitude. All programs must be designed to instill good sportsmanship in every facet of AYSO.**

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Welcome

Dear Coach,

Thank you for graciously volunteering your time and energy this season to be a Coach. Your efforts will significantly contribute to the enjoyment of the sport by the players.

As a coach, you will have the most contact with the children and as a result, the greatest impact on the children playing on your AYSO team this year.

Experienced or new to soccer coaching, welcome to the AMERICAN YOUTH SOCCER ORGANIZATION. In our all-volunteer organization, your involvement as a coach is most important. Without our fine corps of coaches, AYSO could not exist. Be proud of your role as Coach for an AYSO team.

It is hoped that the contents of this handbook will help make your job as enjoyable and easy as possible.

Should you have any questions or concerns, please contact Tabitha Stokes, Coach Administrator.

Your volunteerism is greatly appreciated, as it is volunteers like yourself that make Region 605 successful.

REGION COMMUNICATION

**Region 605 Web Page**

The Region Web Page, [www.ayso605.com](http://www.ayso605.com), will be used to help better communicate in the region. Region 605’s website provides almost instant communication. Information is posted here immediately throughout the week. The Home Page is the first place to look for news on Field Closings. Coaches will also find a great deal of information such as coaching tools, practice games and drills, FIFA Laws of the Game, rule changes and explanations, and much more in the Coach’s Corner and Referee’s whistle section of the website.

**The Referee Table**, located by the concession stand, will also hold other important information, such as: a container where game cards should be placed after each game, blank Incident Forms and a book to place Incident Forms when they are completed, blank Soccer Accident Insurance Forms, and for turning in sponsor and fundraising information.

GETTING STARTED

**Coach Training**

As we place the safety, enjoyment and education of our children as our most important priority, all volunteers must have the following completed before coaching our children;

* Current Volunteer Form – Must be completed every year. It is recommended that volunteers go to [www.eayso.org](http://www.eayso.org) to complete the form, print out and sign, and return the signed copy to your Division Coordinator. Existing Volunteers will need their AYSO ID #. Volunteer forms are also available at registration.
* Safe Haven Certification
* Age appropriate coach training

Check with your Division Coordinator to ensure your volunteer form is current and on file.

Coaching clinics have been established consisting of classroom and fieldwork

(Come prepared to participate in the fieldwork). These clinics are for new coaches or coaches moving up in divisions and needing additional training. Clinics are held every season for age divisions U6 through U12 and are tailored to meet the specific needs of that division. U6, U8, U10 and U12 coach course schedules are posted on the web site. U14 (Intermediate Coach) and U16/19 (Advance Coach) are only held on alternate years. As there are prerequisites for the Intermediate (U12 Coach) and Advance (Intermediate Coach) Coach courses please make sure to keep your training up to date so as not to miss out on these classes.

We will also be holding a mandatory Coach Safe Haven course. Safe Haven Coach is the minimum requirement for all Volunteers who wish to coach in AYSO.

**On Line Training**

 It is the intention of AYSO605 to have every coach volunteer properly trained in a live classroom setting. However we acknowledge that this is not always possible and we therefore offer an online alternative to the live classroom settings. Volunteers who have submitted a volunteer form and have AYSO ID # may go to <http://www.aysotraining.org/index.htm> and complete Safe Haven, U8 Coach and U10 Coach. *It is important to note that online training is only valid for 6 months after which the coach must attend the classroom course.*

**Uniforms**

* Prior to the beginning of the season, the Division Coordinator will contact you with the date to pick up your team uniforms.
* Parent Participation
* Getting your player’s parents involved in AYSO is an important part of your responsibility to the Region.
* For your team you will need to recruit the following:
* Referee - Each team must provide at least one Certified Referee to represent the team by centering / assisting at least one game per week. Referee training and uniforms will be provided free of charge (schedule on the web site).
* Team Parent - Team parents can be of great help to you during the season by handling team organization responsibilities, allowing you to concentrate your efforts on coaching. Team parents can assist you by helping to make phone calls to parents, distributing important information to parents (game schedules, snack schedules, team roster, uniforms, weekly newsletters, etc.), organizing team participation in
* Hosting team parties, get-togethers and outings which build team unity and help the players and their parents get to know each other better. It is STRONGLY recommended that you recruit a team parent!
* Encourage all of your parents to participate during practices, even if it just means retrieving balls or setting up cones.

**Team Meeting**

You should schedule a team meeting as soon as possible. Let parents know well ahead of time the date, time and location. It is best to have the meeting at the time and place of practice. Ask ALL parents and players to attend. This meeting is your single most important management job for the entire season.

At this meeting you’ll need to:

* Establish your authority as coach. Tell players and parents what you expect from each of them all season.
* Set the tone for how you expect players to act toward coaches, referees and each other.
* Let parents know that you will contact them if games are cancelled due to weather.
* Tell parents that players must be on time to practices and games, properly prepared - shoes and shin guards on, proper size soccer ball, laces tied, water bottle filled with water, sunscreen, and dressed for the weather.
* Teach the team division and team number to parents and players. Our region uses the team divisions and numbers to set schedules and locate information.
* Ask parents to notify you, in advance if possible, if their child will miss practice or a game.
* Explain that we are a volunteer organization and that we cannot operate without parent support. Stress the importance of commitment from the players AND the parents for the whole season.
* Teach parents the uniform policy (see page 9)
* Inform parents and players about the AYSO safety policies concerning lightening, dehydration, Child and Volunteer Protection, and the “Two Adults” rule (all found in the Health and Safety section of this manual).
* Inform parents about the AYSO Kids Zone policy - No smoking on the fields, no alcohol, no drugs, no foul language.

PRACTICES

**General Guidelines**

* Practice time is valuable. Be on time!! It is best to arrive a few minutes early to set up, collect your thoughts, arrange the practice area, look for hazards, etc.
* Prepare before you get there! Write a practice plan. To make practice more effective, plan:
	+ What skills will be taught?
	+ What drills, exercises will be used (build ups, alternate drills, etc.) Note: you can find many drills and exercises on the Region website that you can print and use during your practices.
	+ What equipment / field space will be needed, and
	+ Incorporate proper warm-ups and stretching into the plan - train players to use good habits.
* Demonstrate! Observe! Correct! Keep players working with the ball. Don’t lecture. Don’t have players waiting in long lines.
* End on time. Be punctual. Parents will greatly appreciate this.
* Be flexible. Sometimes demonstrations, games or drills just don’t work. Be prepared to substitute or move on.
* Be positive! Have fun! Practices should be work, but must also be fun - fun for the players and you.

**Time Limits**

* Your Division Coordinator will assign you a practice day and practice field. Individual practices should never exceed 1 1/2 hours in duration.
* Each team will be given 1 practice per week.
* Pick up trash after every practice and put it into the trash cans.
* If you wish to practice at a location other than your designated practice field, please check with your Division Coordinator to be sure there is no insurance or practice conflicts with your choice.

**Practice Equipment**

* When available, coaches will be provided with a coach equipment kit courtesy of DICK’S SPORTING GOODS.
* The region does have some limited coach supplies, ask your Division Coordinator.
* The region will provide coaches with one coach shirt per year per coach.
* We recommend that each player have their own soccer ball to use for home practice and to bring to team practices. Have players mark their ball clearly with their name BEFORE bringing it to practice.
* Ball Sizes:
1. Size 3 - U6 and U8
2. Size 4 - U10 and U12
3. Size 5 - U14, U16 and U19
* Shin guards are required for ALL practices and games. NO EXEPTIONS.
* No jewelry may be worn to practices or games. This includes hard or metal hair clips.
* No casts or splints may be worn during practice or games.
* No baseball, football, or any other cleat will be allowed (this includes cleats that were made for another sport and have had the front cleat cut off). Soccer cleats should be rubber with no front cleat. Players do not have to wear cleats. Tennis shoes may be worn.

**Thunder and Lightning**

* If anyone hears thunder or sees lightning practice must stop IMMEDIATELY and the practice field cleared of all players.
* Players must be removed to the nearest shelter, a car or building, under a bridge etc.
* Practice cannot resume until 30 minutes AFTER the last thunder clap or lightning strike, whichever is greater.

GAMES

**Pre-Game Preparation**

* Have your players arrive 15-20 minutes before the game is scheduled to begin to warm up and practice. Do not permit players to practice or warm up behind the goal of a game in progress.
* If a team is more than 5 minutes late it is at the discretion of the Referee to play or call a forfeit.
* Have your game plan with your player’s game positions and substitutions figured out before you get to the field. Put your game plan in writing! Please keep in mind AYSO’s “Everyone Plays” philosophy when organizing your game plan (see Playing Time below).
* You must have an AYSO line-up card, completely filled out, with players full names listed, ready to give to the Referee after the game (see page 9 for instructions).
* Each coach must have in their possession a player registration form for each player assigned to the team, during teams gatherings, practices and games. The registration forms include Medical Release information that is required for a child to be transported for Medical services.

**Coach Conduct during Games**

* Your role is, by AYSO policy, to be positive and to limit coaching to brief tactical instructions during games.
* Encourage clean competitions and good sportsmanship at all times. Be an example; recognize good play from both teams.
* No negative or disparaging remarks to referees will be allowed. Remember, referees are volunteers just like you.

**Playing Time**

* AYSO’s Philosophy of “Everyone Plays” means that every registered player will play Three Quarters of the game before any player plays a fourth quarter, provided that they are at the field prior to the start of play. When team size does not allow 3 before 4, every player must play two quarters before anyone plays three and no player is allowed to play four quarters. For late arriving players, if they arrive after the start of the game and during the first quarter, they must play a minimum of two (2) of the remaining three (3) quarters. If they arrive during the second or third quarter, the player must play a minimum of one (1) quarter.

**Uniform Policy**

* Each player must be in proper uniform to be eligible to play, which consists of issued uniform, with jersey tucked in, shin guards (mandatory) worn underneath and/or be completely covered by the sock.
* On cold days, if the player needs additional clothing, warm-ups (sweats) may be worn UNDER the uniform; however, clothing with hoods cannot be worn.
* The AYSO policy regarding uniforms states that player names should not be added to the jerseys. Only the AYSO emblem may be on the front and a number on the back.
* No baseball, football or any other cleat will be allowed (this includes cleats that were made for another sport and have had the front cleat taken off). Soccer cleats should be rubber with no front cleat. Players do not have to wear cleats. Tennis shoes may be worn.
* Shin guards are REQUIRED at all practices and games! No exceptions.
* No jewelry may be worn to practices or games. This includes hard or metal hair clips.
* No casts or splints may be worn during practices or games.

**Policy for Teams playing Short and Forfeits**

* A minimum # of players shall constitute a team without forfeiting.
* For U8 and U10 both teams will field an equal number of players at all times.
* For U12 U14 U16 and U19 teams may play up one player when the opponent team is short players. In other words, if your team is playing short, the opposition may field a team with one more player than yours. Please remember that for each player the three quarters before four rule is still in place.
* Any less than the stated number of players will constitute a forfeit and the score will be recorded as 1-0 in favor of the non forfeiting team.

**Division** **Team Size # To Start Half Game Length Full Game**

U19 11 7 45 min. 90 min.

U14 11 7 35 min. 70 min.

U12 9 7 30 min. 60 min.

U10 7 5 25 min. 50 min.

U8 5 20 min. 40 min.

U6 3 10 min. 20 min.

**Line-Up Cards (Game Cards)**

* Both the head coaches and the referee must sign the line-up cards. The Referee will return these to the information table at the end of the game. Please fill out the card completely, recording the final score and who won/lost. Also, it is important to put your team number, division, team name and coaches’ name on the card.

**Inclement Weather**

* The following procedure will be followed regarding inclement weather:
* Before the first game, the fields will be inspected by the Regional Commissioner Coach Administrator and/or Safety Director to assess field conditions. Current conditions will be posted on the web site.
* The Regional Board Members will then notify the teams on the schedule for that day if games will be cancelled, started late, etc. (if you do not receive a phone call, assume games are on). We will call teams with the earliest games first. You can also check the website for cancellations
* [www.ayso605.com](http://www.ayso605.com) . The website will be updated immediately after the decision is made to cancel or continue with games. Due to problems associated with rescheduling, games will be played in the rain if the fields are safe to play on and there is no lightening present.

**Refreshments**

* Players should always bring their own water to practice and games and the Team Parent should make sure that someone brings team water to each game. Your Team Parent should also make out a snack schedule and hand it out to other parents on the team. Half-time refreshments at a game should consist of plenty of water/sport drink and fruit, such as grapes orange slices, and apple slices. End-of-game refreshments may be non-carbonated drinks such as fruit drinks/boxes. Please encourage players to dispose of all trash properly.

**Thunder and Lightning**

* If anyone hears thunder or sees lightning practice must stop IMMEDIATELY and the practice field cleared of all players.
* Players must be removed to the nearest shelter, a car or building, under a bridge etc.
* Practice cannot resume until 30 minutes AFTER the last thunder clap or lightning strike, whichever is greater.

HEALTH & SAFETY

**First Aid Kits**

* Beginning in the Fall season 2005, coaches will be issued a first aid kit to use during the season. These kits must be checked out at the beginning of the season, and then checked in at the end of the season.

**When there is an Injury**

* As of the Fall season 2005, the procedure below must be followed when there is a serious injury. This is extremely important to ensure any medical claims are properly covered by the AYSO supplemental insurance and to protect the Region from liability and insurance claims. Use your common sense in determining whether or not a situation is considered serious.
* Please be very careful when administering first aid to a player. Carry your player Medical Release Forms with you at all times!

**Serious Injury Procedure**

* If you feel that a player has been seriously injured, notify the Referee in charge of the game immediately.
* The Coach, Assistant Coach and Referee should access the injury BEFORE calling parents onto the field. Please note that parents should not be allowed on the field until the Referee has called them.
* If it is determined that the player needs medical attention, the Referee should seek out the parents.
* DO NOT MOVE A CHILD THAT HAS BEEN SERIOUSLY INJURED AND IS UNCONSCIOUS. There could be neck or back trauma that is not readily apparent and moving the child could worsen the injury.
* Use a cell phone to call the paramedics (911) to the field. The Coach or Assistant Coach should also go to the information table and ask that the Safety Director be sent to the field immediately.
* . At this point, only the Coach, the injured child’s parents and Safety Director should be focusing on the child. The Assistant Coach should be focusing on the other players of the team, and the Referee should be focusing on the spectators. Keep everyone calm!
* After the paramedics have arrived and the child is taken off the field, the Referee may resume play at his/her discretion. If the child was very seriously injured, the players may not be up to continuing the game. The Referee should speak with the Coaches and Assistant Coaches to determine how to proceed.
* The Coach should get an Incident Report Form from the information table and fill it out completely. If unsure about some information, ask the parents. At minimum of two witnesses must be listed, one of which should be the referee of the game.
* The Incident Reports should be placed in the “Completed Incident Reports” folder in the Region Mailbox to be reviewed by the Safety Director.
* If there is EVER a question about injuries during a game, contact the Safety Director.

**Soccer Accident Insurance**

* AYSO has an accident reimbursement plan that covers all registered members of AYSO (including coaches and referees) who have submitted properly completed registration forms, while participating in sanctioned games or scheduled practices. This is why it is VERY IMPORTANT that ALL volunteers complete an AYSO Volunteer Form. If they do not, they are not covered!
* This reimbursement plan pays only for those eligible expenses not covered by public, group or individual insurance carried by the parents or guardians of the registered participants and only after submission of the claim to the primary insurance carrier first. This is not an insurance plan! It is meant to assist in the payment of medical bills that result from injuries while participating in a sanctioned AYSO practice or game.
* If an injury occurs that is covered by this plan, the Safety Director should be notified and will explain what procedures are necessary to submit a claim. All injuries are to be reported to the Safety Director via an Incident Report, which is located at the Information Table.

**Bleeding on the Field**

AYSO has adopted the following guidelines and rules when there are bleeding on the field:

* Any players or official who is bleeding must leave the field immediately to receive medical treatment, and may not return until the situation is corrected (the bleeding is stopped and the wound is covered).
* If there is blood on the uniform or clothing, the individual may not return until that portion of the uniform or clothing is replaced or the blood has been neutralized with a disinfectant solution.
* If there is blood on the body, the individual may not return until all blood has been removed from skin surfaces and the contaminated skin has been disinfected.
* In addition to the above procedures, the NCAA Sports Medicine Handbook recommends the following procedures:
* Routinely use gloves when contact with blood or body fluids is anticipated.
* Immediately wash hands and other skin surfaces if contaminated with blood. Wash hands immediately after removing gloves.
* Complete and file an accident report for all injuries, no matter how minor.
* Do not allow participation by an injured player until cleared by a qualified medical professional.
* Follow proper procedures before allowing injured player to resume play.

**Child / Volunteer Protection**

* The potential for abuse of children by adults is an unpleasant reality. Federal law requires all volunteer organizations that serve children, including AYSO, to have specific volunteer training and child protection policies. AYSO is required to have each volunteer who has direct contact with children (including all coaches and referees) attend a Child / Volunteer Protection training course each year (Safe Haven). This AYSO course is required even if the volunteer has attended similar courses with other youth organizations.
* Two Adults Must Be Present!
* The key to protection for players and volunteers is that no AYSO volunteer should ever be alone with a child. One of the adults must be the same sex as the players.
* Never Leave Players Alone!
* No AYSO players should ever be left alone. The coach should never leave a child at a game or practice field to wait for a ride. Wait for the parent. Try to contact the parent(s) and/or emergency contact by cell phone if available.
* Coaches are responsible for educating parents about AYSO’s Child and Volunteer protection policies.
* Abuse of these policies should be reported to the Region CVPA for resolution.

REGULAR SEASON PLAY

**Points System**

Points are awarded to U12 through U19 teams throughout the Fall season to determine playoff seeding based on the following:

Win 3 points

Tie 1 point

Loss 0 points

Tie Breakers:

1. Goals Against
2. Goal Differential
3. Coin Toss

**Division Champions**

* U12 through U19 will host playoffs during the final weeks of the Fall season to determine the division champions. Teams will be seeded according to their regular season points totals with the first place team playing the last place team and so on. Playoff games will be single elimination.
* U6, U8 and U10 will not have a playoff round and will not announce a division champion. Points will not be compiled and team results will not be posted. These divisions should run with the intent of maximizing all players’ development. As the best interest of an individual player may not be in the best interest of winning a particular game, coaches are encouraged to focus on developing every individual player to achieve their maximum potential and prepare them for success as they age into more challenging age groups.

SILENT SATURDAY

**Silent Saturday is held on one ore more Saturdays beginning midway through the season. This is the one day especially for the kids.**

**Rules for Silent Saturday**

***Spectators***

Please be advised that you may not make any verbal comments on the game or direct any comments to the players or referee(s) - on or off the field.  Clapping is allowed and the only way of cheering.

***Coaches***

You may not provide any direction, verbal or non-verbal, to players who are on the field.  You may speak quietly to any players who are on the bench. Coaches may call out the names of players being substituted at the appropriate time. Coaches may address the players before and after the game and at half time.

***Players***

You are encouraged to speak to each other on the field.  You are free to support each other and provide direction to each other.  Players on the bench may cheer freely in a positive manner, but may not provide instruction to those on the field.

POST-SEASON PLAY

Area 5E championship tournaments will be held at the end of the Fall season play for U10 through U19. This tournament is rotated annually through the Area and will be held in Spartanburg SC Nov. 15/16 2008.

**AREA 5E CHAMPIONSHIP TOURNAMENT**

**Division Champions Area 5E Tournament Invitation**

The Division champions in U12 through U19 will be extended an invitation to the Area 5E tournament the following week to represent Charlotte against other regions in our area. In the event that the first place team is unable to attend, the invitation will be extended to the 2nd place team and so on. Please be aware that at times Charlotte is asked to invite more than one team per division and that a second or third place finish might still result in an invitation.

**U10 Area 5E Tournament Invitation**

As U10 is extended an invitation to the Area 5E games, some determination of who to invite must be made. The following system will be used:

For the last 3 games of the U10 season points will be accumulated in the following manor:

* Win 6 points
* Tie 3 points
* Shutout 1 point
* Goals scored 1 point per goal for a maximum of 3 points per team per game
* Tie Breaker
1. Goals Against
2. Goal Differential
3. Coin Toss

The teams with the most points will be invited to the Area tournament.

**Guest Players**

* In the event an invited team cannot field a full roster for the Area Tournament, the coach may elect (with the division coordinators approval) to invite guest players to fill the team roster. Such guest players are subject to the current hosts Tournament Rules. Guest players may only be drawn from current AYSO Region 605 registered and eligible players. Consult your division coordinator for clarification.

**Tournament Roster Size Maximums**

* U10--------10 players
* U12--------12 players
* U14--------15 players
* U16/19 --18 players

Region 605

Board of Directors 2009

**Executive Board**

* Regional Commissioner---------------------------Kathy Riley
* Assistant Regional Commissioner open
* Coach Administrator-----------------------------Everrette Gravely
* Referee Administrator-------------------------------Don Allen
* Safety Director -------------------------------------Allan Blattner
* CVPA-------------------------------------------------Diane Kramer
* Treasurer------------------------------------------Marianne Hlebak
* Registrar open
* All Star Administrator------------------------------Joni Gravely

**General Board**

* Field Coordinator-----------------------------------Rodger Poteet
* Tournament Director------------------------------Drew Patterson
* VIP program-----------------------------------------Leisha Cortese
* Adult League Coordinator open
* Coed U19 Division Coordinator
* Coed U16 Division Coordinator
* Boys U14 Division Coordinator
* Girls U14 Division Coordinator
* Boys U12 Division Coordinator
* Girls U12 Division Coordinator
* Boys U10 Division Coordinator
* Girls U10 Division Coordinator
* Boys U8 Division Coordinator
* Girls U8 Division Coordinator
* Boys U6 Division Coordinator
* Girls U6 Division Coordinator

 