

Simi Valley AYSO Region 121



Coach Manual

Fall Season 2023

REGION 121 COACH MANUAL

FALL 2022 SEASON

WELCOME COACHES!

Thank you so much for volunteering your time to coach! I sincerely hope you find this a rewarding experience that will provide a lifetime of memories for you and your family. This coach manual contains the information you need to help you throughout the season. Additional information may be found on our website at www.ayso121.org or if you have any questions do not hesitate to contact your Division Director for assistance.

Region 121 strives to provide a recreational environment that is fun, healthy and competitive for all who wish to play. We believe this is the right of every player enrolled in our program. In addition, we wish to protect these players from those who choose to violate their rights, via mean spirited play, unsporting behavior and/or undue or malicious outside interference.

The six philosophies of the American Youth Soccer Organization are:

1. Everyone Plays
2. Balanced Teams
3. Open Registration
4. Positive Coaching
5. Good Sportsmanship
6. Player Development

Sincerely,



Joseph T. Lukman
AYSO Region 121 Coach Administrator



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All participants in the Region 121 soccer organization including, board members, referee's, coaches, assistant coaches, team parents, players, parents, guardians and spectators are responsible to know and follow the rules, regulations and philosophies of the American Youth Soccer Organization, AYSO Board of Directors, Section Staff, Area Staff and Regional Board rules and regulations. Any violation of the rules, regulations and philosophies mentioned in this paragraph by any of the mentioned individuals is subject to disciplinary actions.

Any authorized Regional 121 Board Member can cancel or suspend any game, practice or event if in their opinion exists a danger in any way to the players of the game, practice or event. There will be no refund or makeup of the canceled game, practice or event.

The AYSO Region 121 Regional Board reserves the right to change, alter, or discontinue any items in the coach manual as long as it is not contradictory to AYSO rules and regulations.

IMPORTANT REGION 121 DATES

The Region 121 Website has the important Region 121 dates. Always check the Region 121 Website for the latest region 121 schedule updates, as schedule may change! (When in doubt, ask your division director).

REGION 121 CONTACT LIST

Always check the Region 121 website for the latest region 121 contact information, as names and contact information may change!



GETTING STARTED

WHO TO CONTACT IF YOU HAVE QUESTIONS

Contact your Division Director first. Depending on the situation, they will handle the communication to resolve any questions or situations. You can also check the website for information.

WHAT TO DO NEXT

1. Call your players and parents and introduce yourself. Do this within 24 hours of receiving your roster. Follow up with an Email so the parents have your Email address.
2. Schedule a parents meeting. this could be held right before or at the end of the first practice. You'll introduce yourself, describe your coaching style, communicate the practice schedule and how far before a game you expect players to arrive for warm-up.
3. Recruit a team parent and a team referee. They will need proper certification.
4. Choose a team name and designate someone to order your team banner (we will hand out vendor suggestions at our team parent meeting).
5. List your team parent and referee name and contact info on your volunteer assignment sheet; this needs to be turned in to your division director.

COACH PLEDGE AGREEMENT

As a volunteer and by filling out your registration form you accepted and agreed to abide by the AYSO Bylaws, rules, regulations, policies, philosophies, and all decisions and directions of the Regional Board of Directors, Area and Section staff, and the National Board of Directors, and understand that you may be removed as an AYSO volunteer at any time with or without cause.

PLAYER PARENT NOTIFICATION

Coaches, please **contact your players either by phone or email within 24 hours of receiving your roster**. Parents become aware of other coaches practicing and when the coach of their child does not notify them, they become worried their child was not assigned a team. By calling parents within 24 hours, you will help ease their fears and keep the phone calls from coming to board members. **Please verify player phone numbers and emails are correct for all parents and guardians**. Decide the method you plan to communicate with your parents and make sure they understand. If you plan to communicate via email, then make sure parents check their email daily.

ASK THE PARENTS

Ask parents about their children in regard to any special needs or medical conditions such as medications, asthma, or allergies (especially food allergies).

DROPPING A PLAYER AFTER YOU RECEIVE YOUR TEAM

Please note that a player is only considered to be a "drop" after a parent has confirmed with their respective coach and submitted the request in writing by filling out a DROP PLAYER FORM (found on the Region 121 website), and submitting the completed form needs to be submitted to the Region 121 Registrar.

When the coach/parent confirms the withdrawal, the player's coach must immediately complete the following:



- Take the player's white registration form and shred it, or write the word "DROP" across the front of the form and give it to the Region 121 Registrar.
- Follow up with your division director to get a new team roster for your file.
- Make sure the parent knows how to access the Parent Drop Request form found on the website, <http://www.ayso121.org/>.
- Make sure the parent submits the completed form to the Region 121 Registrar.

Replacement players will come from our waiting list and when the waiting list has no players left, there will be no replacements. We will make every attempt to assign a replacement as quickly as we can while following the AYSO National procedure.

The Registrar will review the waiting list to find a replacement player with a similar rating to the dropped player. When a replacement player is identified, the Registrar will notify the coach and will make arrangements to get the white registration form to him/her.

MEDICAL AUTHORIZATION RELEASE FORMS IN CASE OF INJURY

The white registration copy is given to the coaches. Make two extra copies of these. These contain an e-signature but **MUST BE RESIGNED BY A PARENT IN COLORED INK**, as many hospitals do not accept an e-signature for treatment. Have parents sign all three copies, then distribute them to the assistant coach and team parent. These forms **MUST BE IN YOUR POSSESSION AT ALL PRACTICES, GAMES AND TEAM PARTIES**. *If you forget your copies, the practice or game must be suspended until a legal parent for each player is present.*

DRESS CODE AND PROTECTIVE EQUIPMENT

Region 121 provides uniforms (shorts, jerseys, and socks). All team members will be uniformed in the same color and style of jersey, shorts, and socks, except that the goalkeeper may have a different uniform when in the goal. **Do not modify uniforms in any manner**. No personal names or team names on jerseys or shorts. Player shoes may be any color.

Parents provide proper running/soccer shoes, shin guards, a ball, water, and sunscreen.

Practice: Players should wear comfortable clothing (no AYSO uniforms) and PROPER SHIN GUARDS; bring a ball, water, and sunscreen. If a player does not have proper shin guards, then that player may not participate in practice.

Games: Players wear AYSO uniforms, PROPER SHIN GUARDS NEXT TO THE SKIN, SOCKS ON TOP OF THE SHIN GUARDS and shoes. Bring water and sunscreen. **Any player not in proper uniform will not be allowed to play in AYSO games until the problem is resolved.**

Reminder: It's AYSO National's rule that proper shin guards are required to play soccer; if a player does not have proper shin guards then that player does not play. As a coach, you might consider bringing with you an extra set of shin guards just in case.



SPORTSMANSHIP (IMPORTANT AYSO PHILOSOPHY)

Players must not bully, taunt, tease or use profanity toward other players. When a player is injured, all players should stop playing but may remain standing to prevent their muscles from tightening up. At the end of the game all players high five and thank the other team and the referees. In addition, don't brag about winning, be proud and be supportive of the opposing team members. Remember to always continue to support your team when you have a loss.

ADULT TO CHILD SUPERVISION

THE ADULT RATIO OF 1:8 OR LESS 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. – **IMPORTANT: ALWAYS FOLLOW THIS RULE!**

TEAM MANAGER

It is highly recommended that you recruit one of your parents to fill this position. The team manager can take a lot of work off the coach in communicating with other parents on schedule changes, reminders and snacks for the players. This person also plans the end of year party for the players. Team parents must be registered as a volunteer and complete all required training courses. Don't forget to have your team parent attend the team parent meeting. **The team parent must complete a volunteer form on the AYSO website, and if they are a first-time volunteer, print a copy and come to the meeting with their driver's license.**

*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.
-- AYSO Philosophy*



AGE/DIVISION SPECIFIC GAME RULES

14U DIVISION RULES

This age group adds more tactical and set pieces to the play and plays on a regulation field. In the Fall season, standings are kept. This does not mean win at all costs. Good Sportsmanship and Positive Coaching are expected at all times.

- Heading and punting are allowed.
- It is AYSO Simi policy for players to play three quarters of each game. Due to some team sizes, this will not be possible in every game. Players playing only $\frac{1}{2}$ the game must be rotated from week to week with the same player not playing $\frac{1}{2}$ the game until ALL other players have also played only $\frac{1}{2}$ the game previously during the season. If the coach deems it necessary to play a player only half a game due to extenuating circumstances, the coach must fill out the $\frac{3}{4}$ Game Play Reduction Form and obtain approval of the Regional Commissioner. Contact your Division Director for a copy of the form (if needed).
- A referee or a board member must approve a child who does not want to play the third quarter of his/her three quarters after discussion with parents, if this happens during a game.
- Practice twice a week for 1 to 1 $\frac{1}{2}$ hours each practice for no more than 3 total hours per week.

12U DIVISION RULES

This age group adds more tactical and set pieces to the play. In the Fall season, standings are kept. This does not mean win at all costs. Good Sportsmanship and Positive Coaching are expected at all times.

- The games will be played with a total of nine players on the field including a goalkeeper.
- A player may not play more than two quarters of any game as a goalkeeper. If a player is in goal for two quarters in the same game they MUST play one quarter as a field player.
- Absolutely no heading of the ball is allowed at this age. This is in accordance with new AYSO rules and regulations which comply with the United States Soccer Federations' policy. When a referee determines that a ball was deliberately headed by a player, and indirect free kick will be awarded to the opposing team.
- Punting is allowed in this division.
- Game length is two 30-minute halves. Substitutions will be at approximately half way through each half (quarter) and the clock will continue to run; please make your substitutions quickly. Players leaving the field should come to the touch line at the halfway point. Players not being subbed out must STAY ON THE FIELD. Have the parents bring them water at the touch line.
- It is AYSO Simi policy for players to play three quarters of each game. Due to some team sizes, this will not be possible in every game. Players playing only half of the game must be rotated from week to week with the same player not playing half of the game again until ALL other players have also played only half of the game previously during the season. If the coach deems it necessary to play a player only half a game due to extenuating circumstances, the coach must fill out the three-quarters Game Play Reduction Form and obtain approval of the Regional Commissioner.
- A referee or a board member must approve a child who does not want to play the third quarter of his/her three quarters after discussion with parents, if this happens during a



game. Practice twice a week for 1 - 1½ hours each practice for no more than three total hours per week.

10U DIVISION RULES

In this age group we add in the concept of off side and in the Fall season this division keeps standings. This does not mean win at all costs. Good Sportsmanship and Positive Coaching are expected at all times.

- Boys and girls play 7v7 for core season and Area Playoffs. Both groups play with a goalkeeper.
- Our main emphasis is to teach the players soccer skills and sportsmanship.
- **Absolutely no heading of the ball is allowed at this age.** This is in accordance with new AYSO rules and regulations which comply with the United States Soccer Federations' policy. When a referee determines that a ball was deliberately headed by a player, and indirect free kick will be awarded to the other team at the spot of the infraction.
- **No PUNTING** – the ball must be kicked or rolled or thrown out.
- There is a Build Out Line to promote development of technical skills.
- The games will be played with a total of seven players on the field including a goalkeeper.
- A player may not play more than two quarters of any game as a goalkeeper. If a player is in goal for two quarters in a game they **MUST** also play one quarter as a field player.
- awarded to the opposing team.
- Game length is two 25-minute halves. Substitutions will be at approximately half way through each half (quarter) and the clock will continue to run, so please make your substitutions quickly. Players leaving the field should come to the touchline at the halfway point. Players not being substituted out need to **STAY ON THE FIELD**. Have the parents bring them water while you tell them their positions. This is not a half-time break.
- It is AYSO Simi policy for players to play three quarters of each game. Due to some team sizes, this will not be possible in every game. Players playing only half of the game must be rotated from week to week with the same player not playing half the game again until **ALL** other players have also played only half of the game previously during the season. If the coach deems it necessary to play a player only half a game due to extenuating circumstances, the coach must fill out the three quarters Game Play Reduction Form and obtain approval of the Regional Commissioner.
- A referee or a board member must approve a child who does not want to play the third quarter of his/her three quarters after discussion with parents, if this happens during a game.
- Practice twice a week for 1 ½ hours each practice for no more than three total hours per week.

8U DIVISION RULES

In this age group we do not keep score or standings in either Fall or Spring season. This is where we start to develop player positions and will play 6x6 (boys and girls) with a goalkeeper. Positive teaching and encouragement are extremely important in this division. Players at this age are beginning to understand the game and negative demands by parents or coaches will tend to discourage the players from wanting to continue playing soccer.

- Each team provides a AYSO trained referee.



- Goalkeepers will be used. Rotate the goal keepers such that every player has a chance to play goalkeeper.
- Games will be 6 v 6 (Boys), and 5v5 (Girls).
- Games will be played as two 20-minute halves. Approximately halfway through each half (the quarter break) the referee will stop play to allow substitutions.
- There is a build-out line.
- When a team is short-handed, the other team is encouraged to “loan players” in order to maximize everyone’s playing time.
- Offside will not be called unless in the judgment of the referee the offside was a deliberate attempt to take advantage (commonly called “cherry picking” or “goal hanging”).
- Throw-ins should be awarded twice if the first attempt is improper.
- No goal may be scored directly from a kick-off.
- All free kicks will be “Indirect”.
 - NO penalty kicks will be awarded. If a foul occurs in penalty area and the free kick is awarded to the defenders (the attacking team committed the foul), the indirect free kick will be taken from where the foul occurred.
 - If a foul occurs in the penalty area and the free kick is awarded to the attackers (the defending team committed the foul), the indirect free kick will be taken from outside the penalty area.
- **There is no heading and no punting.**
- A referee or a board member must approve a child who does not want to play a third quarter of his/her three quarters by discussing with the child and parents.
- Each team must supply a volunteer (or more than one) to attend the Referee clinic (please visit <http://www.ayso121.org/> for Referee clinic information). Coaches are encouraged NOT to be one of these volunteers, but are strongly encouraged to attend to learn more about the Laws of the Game. Referees must complete age specific referee training, Sudden Cardiac Arrest (SCA) (AYSO online course), concussion awareness (AYSO online course), safe haven (AYSO online course), SafeSport (AYSO online course), and Fingerprinting (see region 121’s website for location).
- They will referee one half of every game. The home team provides the referee for the first half and the visitors provide the referee for the second half.
- **Practice is one day a week for one hour.**

7U DIVISION RULES

In this age group we do not keep score or standings in either Fall or Spring season. We will play 6x6 (boys) and 5x5 (girls) on the field with no goalkeeper. Positive teaching and encouragement is extremely important in this division. Players at this age are beginning to understand the game and negative demands by parents or coaches will tend to discourage the players from wanting to continue playing soccer.

- Coaches are on the field to teach soccer while also refereeing the game.
- No goalkeepers will be used, and coaches are to encourage the players to move away from standing in front of the goal.
- There is a build-out line.
- A restart for a ball going over the touch line (sideline) is a kick-in.
- A restart for a ball over the goal line is a goal kick, no matter which team kicked it out. We do not use corner kicks at this age.



- **There is no heading.**
- Games will be played as two 20-minute halves. Approximately halfway through each half (the quarter break) the referee will stop play to allow substitutions.
- When a team is short-handed, the other team is encouraged to “loan players” in order to maximize everyone’s playing time.
- Offside will not be called unless in the judgment of the referee the offside was a deliberate attempt to take advantage (commonly called “cherry picking” or “goal hanging”).
- No goal may be scored directly from a kick-off.
- All free kicks will be “Indirect.”
- NO penalty kicks will be awarded.
 - If a foul occurs in penalty area and the free kick is awarded to the defenders (the attacking team committed the foul), the indirect free kick will be taken from where the foul occurred.
 - If a foul occurs in the penalty area and the free kick is awarded to the attackers (the defending team committed the foul), the indirect free kick will be taken from outside the penalty area.
- referee or a board member must approve a child who does not want to play the third quarter of his/her three quarters by discussing with the child and parents.
- Practice is one day a week for one hour.

5U/6U DIVISION RULES

In this division we do not keep score or standings in either the Fall or Spring season. We will play 4v4 on the field with no goalkeeper. Practice is for the 30-minute period before start of game and should be both instructional and fun.

- Coaches are on the field to teach soccer while also refereeing the game.
- The game will be made up of two 10-minute halves with a running clock. Substitutions will occur half way through each 10 minute half. Halftime will be five minutes. All players need to have EQUAL PLAY. That means that a player cannot sit out for half of the game again until ALL players have sat out half a game. Please track this rotation.
- No goalkeepers will be used, and coaches are to encourage the players to move away from standing in front of the goal.
- A restart for a ball going over the touch line (sideline) is a kick-in. A restart for a ball over the goal line is a goal kick, no matter which team kicked it out. We do not use corner kicks at this age.
- No goal may be scored directly from the kick-off.
- All free kicks will be indirect.
- No player can be off-side in 6U, but try not to encourage “cherry picking”.
- No penalty kicks will be awarded.
- There is no heading and no punting.
- If a foul occurs, opponents must be at least three yards from the ball for the free kick.
- The games will be played with no coaches on the field or behind the goal, and no parents may be behind the goal. Coach area will be in box marked 10 yards either side of the halfway line and one yard back from the touch line.
- When a team is short handed, the other team is encouraged to “loan players” in order to maximize playing time and provide an equal advantage.



- Practice must take place 30 minutes prior to “game.” It is not acceptable or allowed to forego practice.
- NO PRACTICE is allowed other than before each game.
- All spectators must sit on the same side of the field.



GAME DAY CONDUCT

Region 121 fully supports AYSO's Kid Zone program, and requires proper and safe behavior from all adults at all game locations. We have zero-tolerance for any behavior that may harm children in any way; people who do so will immediately be asked to leave the fields.

SIDELINE INFORMATION DURING GAME FOR COACHES, PARENTS AND SPECTATORS

All coaches, parents, and spectators must stay on their own team's side of the field. **Coaches, parents and spectators shall not enter the field of play unless and until requested by the Referee, even for a player who is "down" and apparently injured.**

A maximum of one coach and one assistant coach is allowed per team. **Both coaches must be fully trained for their age-specific division.** Fully trained coaches must stay inside the designated coach area, or 10 yards on either side of the centerline, and only coaches may be in the designated coach area.

Coaches are responsible to instruct players, parents and spectators of the rules, regulations and philosophies of the American Youth Soccer Organization.

NO PARENT OR SPECTATOR IS ALLOWED TO COACH THEIR CHILD OR OTHER PLAYERS AND SHALL BE EJECTED AT THE DISCRETION OF THE REFEREE STAFF AND/OR THE REGIONAL BOARD STAFF. Parents and spectators must be at least 4 feet from the touchline and no closer than 18 yards to the goal line or corner. They will be asked to move if they are seated in other areas.

No one is allowed behind the goal area from corner flag to corner flag for any reason including photography. Photographers that are sanctioned by the Region 121 Commissioner are exempt.

EJECTION OF A PARENT, GUARDIAN, PLAYER OR SPECTATOR

If a game is being conducted in a public park, the person asked to leave the area can refuse to do so. If the person refuses to leave, the game is then terminated and all parties are sent home. For disputes arising out of game conduct when a parent, guardian or player is ejected from the field it should first be addressed and resolved by the Regional Coach Administrator and/or then by the Regional Commissioner.

The coach has the responsibility to obtain the information of the parent, guardian or the player ejected and submit the information to the Regional Coach Administrator and/or the Regional Commissioner so a report can be generated on the situation. The Regional Commissioner will present the written report along with the recommendation to the parent, guardian or player ejected from the field at which time that person will be given a reasonable opportunity to explain why such

*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.*

-- AYSO Kid Zone



action should not be taken. These procedures apply in the same manner when a coach or assistant coach is ejected from the game.

PLAYER EJECTION

When a player, under the age of 18, is ejected from a game, the player must leave the surrounding area with a parent or legal guardian. If there is no parent or legal guardian the player must stay close to the playing field with adult supervision.

BEHAVIOR TOWARDS REFEREES

Your action toward the referees is an example to your players and parents. **ALWAYS SUPPORT THE REFEREE STAFF AND ALL CALLS AND DECISIONS MADE BY REFEREES.** Gripping about calls to parents and/or spectators shows others (*including players*) you believe it is OK to gripe about calls – they will soon do the same! Protests of Referee calls and results of games thereon will not be entertained. Decisions of the Referee on the field are final and will not be overturned.

Note: As an AYSO volunteer, you are the first line of defense against parents and players who criticize referees. If you witness this behavior from a parent or player on a team you coach, please nicely explain the relevant AYSO philosophies, the AYSO Kid Safe Zone and ask that person to immediately stop. If it does not stop, then notify a region 121 board member or field monitor for help.

BEHAVIOR TOWARDS YOUTH REFEREES

YOUTH REFEREE VOLUNTEERS ARE PROTECTED UNDER A ZERO TOLERANCE POLICY. ANYONE AT THE GAME WILL BE EJECTED FOR ANY TYPE OF NEGATIVE VERBAL COMMENTS WHILE THE YOUTH REFEREE IS PERFORMING THEIR JOB DUTIES. NO PERSON SHALL USE HIS OR HER POWER AS AN ADULT TO THREATEN, INSTRUCT, RECOMMEND, ADVISE, INSULT OR Demean ANY YOUTH REFEREE. ADVISE YOUR PARENTS AND SPECTATORS OF THIS POLICY. ANYONE FAILING TO FOLLOW THE STRICT ZERO TOLERANCE POLICY WILL BE DISCIPLINED IN ACCORDANCE WITH THE RECOMMENDATION OF THE REFEREE ADMINISTRATOR AND/OR REGIONAL COMMISSIONER. ALL DECISIONS INVOLVING A YOUTH REFEREE ARE FINAL.

NOISEMAKERS

Artificial noisemakers such as cow bells, horns, air horns, and megaphones are not allowed.

GAMES PLAYED AT OTHER AYSO REGIONS

As an AYSO coach, you might have the opportunity for your team to play on fields outside of region 121. This might happen in upper-age divisions, post-area playoffs, all-star tournaments and the Extra program.

When your team plays on a non-region 121 field, coaches, parents and anyone associated with the team must demonstrate AYSO philosophies at all times, and behave as role-models for our region. IF A REPORT IS FILED AGAINST ANY PERSON ASSOCIATED WITH YOUR REGION 121 AYSO TEAM, REGION 121 WILL INVESTIGATE THE SITUATION AND TAKE APPROPRIATE ACTION WHICH MAY INCLUDE REMOVING THE COACH FROM THE TEAM, REMOVING THE TEAM FROM THE TOURNAMENT/PROGRAM AND/OR BANNING RESPONSIBLE PARTIES FROM THE FIELD WHERE THE SITUATION OCCURRED.



If you encounter problems with other team coaches at non-region 121 fields, do not escalate the situation. Instead inform your coach administrator of the situation.



GAME DAY TASKS

GAME CARDS

All divisions shall complete and turn in game cards for each game during the season. At least 10 minutes prior to each game, the coach of each team must make available to the referee(s) for that game a completed game card. All coaches are asked to check each game card at the end of the game to ensure the referee correctly recorded player substitutions and goal keepers each quarter, and calculated the correct three-quarters play for your game. Any card that is turned in with the phrase, "Subs Not Okay," written by the referee, will place the team in a position to forfeit the game. The final decision of a team forfeiting a game will be made by the Regional Commissioner.

The Coach Completes:

1. Player names (last, first) and jersey numbers in jersey number order.
2. Missing Players.
3. Team Game and time Details (date, field, opposing team, division, coach identification, etc.)
4. Post game review of completed game card to assure accuracy.

The Referee Completes:

1. Substitutions.
2. Goals and who scored.
3. Goal keeper by quarter.
4. Halftime and final scores, and in favor of which team.

FIELD SET UP AND TAKE DOWN

This is a very important subject. Please inform your parents over and over.

The first match of the day, at all fields, requires the parents to set up half the field for each team. This includes the goal and net, stakes, 2 corner flags and marking the fields (includes lines, circles, arcs and penalty marks). The parents must make sure they secure the goals properly with two stakes on the front and rear portion of the bottom legs and three stakes evenly placed on the back of the nets that touch the ground.

The second most important item is take down at the last match of the day; parents must help with this.

When a player has the ball there are generally three options: dribble, pass or shoot. In the long-term, the great players are the ones who choose wisely most of the time. But if, when they're first learning the sport, that decision is being made for them with a scream from the sideline, how can we expect them to develop the soccer instincts they'll need to make the split-second decisions that are so much a part of the game?



- **For Berylwood:** goals, take the goal down, leaving the net on the top center portion. Place the goal parts, net still on the center top portion, all stakes, hammer and the corner flags (2) into the goal bag; it will be picked up for storage.
- **For Foundation,** corner flags and plastic trash cans need to be returned to the storage bin, with trash bags emptied into the Dumpster. No goal work is needed.

PLAYER 3/4 GAME PLAY AND REDUCTIONS TO 1/2 GAME PLAY

One of the five core values of AYSO is that EVERYONE PLAYS. This core value is designed to ensure that every registered AYSO player gets a consistent amount of playing time each and every week regardless of whether he or she is considered one of the most talented players on the team. In order to achieve this philosophy, Region 121 has instituted the following 3/4 rule for league play:

1. It is the sole and exclusive responsibility of the head coach to ensure that his/her substitutions are properly recorded on the game card by the assistant referee.
2. Every registered AYSO player is entitled to play in three quarters (3/4) of every game. The only exception is reduction to 1/2 game play due to the number of players on the roster in a given age group. For example, a U10 roster with 10 players playing 7 on 7 soccer. In this situation, 2 players must sit out 2 quarters each game.

*Never playing a below
average player more
than half of every
game constitutes
neglect.
-- AYSO Safe Haven*

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Quarters Played
Player 1	Out			Out	2
Player 2	Out			Out	2
Player 3	Out				3
Player 4		Out			3
Player 5		Out			3
Player 6		Out			3
Player 7			Out		3
Player 8			Out		3
Player 9			Out		3
Player 10				Out	3

3. The Equal Play Rule addresses this situation and is defined below. If a player arrives after the game has already started, the rules are as follows:
 - a. Player arrives during first quarter: player must play at least two of the remaining quarters.
 - b. Player arrives during second quarter: player must play at least one of the remaining quarters.
 - c. Player arrives during third quarter: player may play one quarter at coach's discretion.



- d. Player arrives during fourth quarter: player shall not play at all in that game absent circumstances that would permit him/her to enter the game in the fourth quarter (i.e. an injury to a teammate, or his/her team's playing short due to player absence), and then only at the discretion of the coach.
4. Injury, illness, and non attendance at practice shall be handled as follows:
 - a. Any player that is injured and needs to be removed from the field for the balance of the quarter (or more), is credited with having played the quarter in which he/she was injured. The player coming in for the injured player is not credited with having played that quarter.
 - b. Any player that is injured or ill is not required to play three quarters so long as the decision not to play three quarters is made in good faith by the parents/player, and not by the coach. Inform the assistant referee so that he/she can note the illness/injury on the game card.
 - c. **No player shall have his/her playing time in games limited because of non attendance at practice without the prior written approval of the Regional Commissioner.**
5. **Equal Play Rule.** Coaches must rotate the players sitting out during games so as to best achieve equal playing time for all players over the course of a season. One player cannot play all game every game while other players do not. In addition, players sitting out 2 quarters in a game (for example, U10 teams with 10 players on the roster) must be rotated throughout the season such that every player sits out 2 quarters at least once, and that no player(s) routinely sits out 2 quarters. ***Please note that Region 121 audits game cards throughout the season specifically looking to assure everyone plays equally across the season.***
 - Violations of this policy shall be handled at the discretion of the AYSO Simi Regional Commissioner and/or Coach Administrator. Specific actions to coaches who violate the 3/4 rule might include forfeiture of game, coach suspension or permanent coach removal.
 - Any ambiguity or omission of this policy shall be resolved by the AYSO Simi Regional Commissioner and/or Coach Administrator.

Under National Rules and Regulations Article 7, Sub Division 5b, a coach can reduce the playing time of the player from three quarters to one half of a game with approval of the AYSO Simi Regional Commissioner. The coach must fill the form titled "Reduction In Playing time Request Form" and submit the form to the Regional Commissioner. Contact your Division Director for a copy of the form (if needed). The questions to be answered by you in detail are:

- Does the child like to play soccer?
- As a coach did you inquire into the players other athletic activities?
- Does the child have an attitude not conducive to the AYSO team?
- Have you spoken with the parents?
- Are the parents/guardians cooperative?

PLAYER SUBSTITUTION DURING THE GAME

During substitution coaches must have their players ready to enter the field at the halfway line and know which players are coming off. Players remaining in the game should not leave the field during the substitution period. Due to game schedules and the fact that time will not be stopped for



substitutions, unorganized sideline habits will be subject to caution. If a player needs water during substitution, have the parents meet that player at the touch line.

AT THE END OF THE GAME

Players and coaches should thank the referee(s) at the end of the game and high-five the other team's players. Coaches usually do a cheer ("2,4,6,8 who do we appreciate..." or something similar) before they thank the referees. Once done, players and parents should clear the touch line to allow for the next team to set up. You can move your parents and team to an open space to share comments about the game and distribute the end of game snack.

TRASH

Trash pick-up during/after games and practices is the responsibility of the coaches, players, parents and spectators. Please pickup all the trash and put it in the trash receptacles. Last games of the day, please bring in trash cans and empty them into dumpster.



MID-SEASON TASKS

PICTURE DAY INSTRUCTIONS (FALL SEASON ONLY)

DON'T FORGET PICTURE DAY. Check the "All participants in the Region 121 soccer organization including, board members, referee's, coaches, assistant coaches, team parents, players, parents, guardians and spectators are responsible to know and follow the rules, regulations and philosophies of the American Youth Soccer Organization, AYSO Board of Directors, Section Staff, Area Staff and Regional Board rules and regulations. Any violation of the rules, regulations and philosophies mentioned in this paragraph by any of the mentioned individuals is subject to disciplinary actions.

Any authorized Regional 121 Board Member can cancel or suspend any game, practice or event if in their opinion exists a danger in any way to the players of the game, practice or event. There will be no refund or makeup of the canceled game, practice or event.

The AYSO Region 121 Regional Board reserves the right to change, alter, or discontinue any items in the coach manual as long as it is not contradictory to AYSO rules and regulations.

Important Region 121 Dates" Section of this manual for the specific Picture date and location. Picture day is for every player and team. Team pictures are only available on this date. If your team misses picture day, you can have individual photos taken on the make up day. and if you want a team photo you will have to take the picture yourself, duplicate it and pass it out to the parents on your team. Specific instruction as follows:

- 1) **SCHEDULE TIME:** Check the Region 121 website for picture times and information on picture extras. Requests for a "change" in picture time will be considered on a per request basis. Please email your request to your Division Director. If there is a lack of volunteers the system will be slowed down and wait times will be longer.
- 2) **ORDER FORMS:** The information forms will be passed out at the Coach and Team Parent Meetings. All information will be given out at the meeting.
- 3) **ARRIVAL:** 20 minutes prior to picture time. Team parent or Coach must sign in at the sign in tent with coach's and team name spelled correctly. No team will be photographed until all players and coaches are present. NO EXCEPTIONS. PLAYERS in uniform, shirts tucked in, groomed and lined up tallest to smallest.
- 4) **BRING YOUR TEAM BANNER:** This is used as the background for your team picture.
- 5) **NO** parents or spectators in photography area – NO EXCEPTIONS.

PICTURE DELIVERY: See Section "All participants in the Region 121 soccer organization including, board members, referee's, coaches, assistant coaches, team parents, players, parents, guardians and spectators are responsible to know and follow the rules, regulations and philosophies of the American Youth Soccer Organization, AYSO Board of Directors, Section Staff, Area Staff and Regional Board rules and regulations. Any violation of the rules, regulations and philosophies mentioned in this paragraph by any of the mentioned individuals is subject to disciplinary actions.

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- 6) Important Region 121 Dates” for picture delivery date(s) and location.
- 7) **PICTURE MAKE-UP DAY:** Check Website for date and time.
- 8) **PICTURE MAKE-UP DAY DELIVERY:** Check Website for date and time.
- 9) **COACH PLAQUE INFORMATION:** Coach Plaques are purchased with the picture day selection. Make sure coach names are spelled correctly. Team parent – pick up the coach plaque at the field tents at FOUNDATION FIELDS and BERYLWOOD FIELDS. The plaque will be available when team pictures are picked up.
- 10) **VOLUNTEERING FOR PICTURE DAY:** Volunteers are needed. Please provide the name of your picture day volunteer.
- 11) **PICTURE PACKAGE:** Each player is given one package which includes: 1-8X10 digital memory mate (incorporates team name, individual photo and team photo), 1-3” photo button and 4-wallets. Any additional items or packages must be purchased separately through the photographer.
- 12) **PICTURE COMPLAINTS:** If you have a situation about your player’s pictures please call or Email the photographer.

*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.*

-- AYSO Philosophy

PLAYER EVALUATION AND RATINGS

One of the five philosophies of AYSO is “Balanced Teams”. Providing the ratings of the players is one of the main requirements of you, as a coach, during the season. **Your player rating input will be used to balance our teams next season.** Please take the time to read player rating instructions carefully, and rate your players accordingly.

You will be provided a player ratings worksheet and instruction form that asks you to rate your players on a scale from 10 to 100 (100 being best), considering the following factors:

- 1) Dribbling
- 2) Passing
- 3) Shooting



- 4) Trapping
- 5) Speed
- 6) Agility
- 7) Attitude
- 8) Defense
- 9) Knowledge of the Game
- 10) Coachability (ie ability to listen to instruction, and try to perform the instruction)

As a general guide: (1) All-Star (or future All-Star playing in younger divisions) players rate 7+. (2) Average players rate in the 4 – 6. (3) Below-average players rate 3 and under. Keep this in mind as you approach the end of the season. Make every effort to watch other players to determine who you perceive is one of the best in your division. This information and rating, only ensures that year after year, our teams are balanced the best that they can be.

There will be a mandatory player rating meeting for the U8-U14 divisions. The purpose of this meeting is to help normalize player ratings across all teams in the division. Therefore, it is your responsibility to bring your player ratings to this meeting – they will be compared to the ratings of all other teams within your division.

Coach Note: Ratings must be turned in on the specified date specified by Region 121. **Failure to turn in ratings will result in trophies for your team being held until the ratings are turned in.** Unfortunately it is our responsibility to advise the parents if trophies are not picked up in time before the end of the season of the reason their child did not receive a trophy. **Also teams qualifying for the Invitational Area League Playoffs will be disqualified if ratings are not presented.**

PLAYER AWARDS

League Play U5, U6, U7, U8, U10, U12 and U14-Every player will receive a participation award, such as a trophy, medal, t-shirt or pin. It is the responsibility of the coach to pick up the awards (after submitting player ratings). Pickup date(s) are provided in Section “All participants in the Region 121 soccer organization including, board members, referee’s, coaches, assistant coaches, team parents, players, parents, guardians and spectators are responsible to know and follow the rules, regulations and philosophies of the American Youth Soccer Organization, AYSO Board of Directors, Section Staff, Area Staff and Regional Board rules and regulations. Any violation of the rules, regulations and philosophies mentioned in this paragraph by any of the mentioned individuals is subject to disciplinary actions.

Any authorized Regional 121 Board Member can cancel or suspend any game, practice or event if in their opinion exists a danger in any way to the players of the game, practice or event. There will be no refund or makeup of the canceled game, practice or event.

The AYSO Region 121 Regional Board reserves the right to change, alter, or discontinue any items in the coach manual as long as it is not contradictory to AYSO rules and regulations.

Important Region 121 Dates” of this manual. Hand the awards out at the end of the season at the team party.



TEAM STANDINGS

For divisions - 10U, 12U, 14U, 16U and 19U - standings are kept. Our region compiles 10U and 12U standings. 14U, 16U and 19U are compiled by Area 10e.

POINT SYSTEM AND POINT DEDUCTIONS

The point system for standings in our region is as follows:

- Win = 3 points
- Tie = 1 point
- Loss = 0 points
- Yellow Card = 1 point reduction
- Red Card = 2 point reduction
- Coach Ejection/Suspension, Parent/Spectator Ejection = 1 point reduction each

Once published, except for any obvious clerical errors, standings may only be modified with the approval of the Regional Commissioner, the Regional Referee Administrator, Regional Coach Administrator, and/or the appropriate Division Director.

final standings will be calculated by the amount of points earned by each team in each game. These calculations are based on the point system and point deductions for each team.

VOLUNTEER POINTS

Goal: The goals of the volunteer points are to expand our pool of referees in AYSO Simi and ensure our all-volunteer league continues to run smoothly. By requiring teams to provide trained and certified referees, we continue to build and enhance our referee pool. We are also developing a core of volunteers as dedicated field assistants, and to help with field set-up and take-down. Additionally, our 12U teams will be assigned one additional game approximately just one time per season to play with our VIP (kids and adults with special needs) teams. This will be at the Foundation Fields.

REGION 121 PLAYOFFS FOR 10U AND 12U DIVISIONS

After week eight in the season, teams' total points will be calculated (total wins/ties + volunteer points). Then the teams will be seeded #1-#4 to enter into a regional playoff in weeks nine and 10. ALL TEAMS WILL HAVE GAMES ON WEEK 9 and 10 including those not in the Region 121 playoffs. The playoff schedule will be provided prior to week 9.

FINAL SEASON TIE-BREAKING RULES

At the end of the season, if two or more U10, U12 or U14 teams finish in a tie, then the first place team will be determined by the following tie-breaking rules:

- 1) Head-to-head competition results during the regular AYSO season. If the teams played each other and one team won, then the winning team moves ahead in the standings. If the teams did not play, or played to a tie, then
- 2) Least amount of goals scored against each team during the regular AYSO season. If the amount of goals scored against each team is equal, then
- 3) The least amount of point deductions during the regular season. In the event both team had the same amount of deductions during the regular season, then



- 4) Coin flip between the coaches. The region 121 coach administrator will flip the coin during a time/location where both coaches are present. Coaches will accept the result without complaint.



POST SEASON SOCCER PLAY FOR U10, U12 AND U14 DIVISIONS

Upon completion of the Fall season there are opportunities for the three upper divisions (10U-14U) to participate in continued play through July of the following year.

DEFINITIONS

- **Core Team:** An AYSO core team playing in either the Fall or Spring league.
- **Playoff Team:** An AYSO core team approved to play in the Area 10e league playoffs. The playoff tournament typically occurs during the first weekend of December. Winners of the tournament advance to the Section 10 league championship, which typically occurs in mid-February.
- **All-Star Team:** An AYSO all-star team approved to play in the Area 10e all-star invitational tournament. All-star teams may also play in AYSO tournaments prior to the Area 10e all-star invitational tournament. Winners of the Area 10e all-star invitational tournament advance to the Section 10 all-star tournament which typically occurs in early March.
- **Tournament Team:** An AYSO team approved to play in a post-Area 10e all-star invitational tournament. Tournaments occur from February through May and in many local areas such as Moorpark, Thousand Oaks and Camarillo.

*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.
-- AYSO Philosophy*

PLAYOFF TEAMS FOR THE INVITATIONAL AREA LEAGUE PLAYOFFS

Area League Playoffs are sponsored by the Section 10 Area E Staff (Area is an umbrella AYSO group who help to oversee five surrounding regions which include Simi Valley, Moorpark, Thousand Oaks, Newbury Park, Agoura/Westlake and Malibu). Teams from all six regions are invited to play in a tournament style series of games.

1. **Eligibility:** The Region 121 Coach Administrator determines which Fall core program teams advance to the Area 10e league playoffs. The region 121 Coach Administrator has the authority to select or not select any team for post season play. In selecting teams for playoffs, the Coach Administer considers the following criteria:
 - Teams, coaches, parents and spectators exhibiting proper AYSO Philosophies, Good Sportsmanship and controlled negative behavior during the Regional Soccer Season. Showing a competitive spirit is well accepted. However, criticism of referees, demeaning a player, abusive behavior of a player, profanity, smoking, alcohol or pets at the fields are not accepted.
 - Team volunteerism during the core season. **This has high priority.**
 - Placing competitively in the top of your division.
2. **Coach Selection:** When a Region 121 core team advances to the Area 10e league playoffs, the coach of the core team shall coach the playoff team.



3. **Roster:** Only players on the core team roster can play in the Area 10e league playoffs and Section 10 league championships. The AYSO Invitational Area League Playoffs requires coaches to show a valid AYSO roster containing the coach name, assistant coach name, all the current players name, team color, team name and jersey numbers for each player. For area league playoffs, **coaches must use the roster provided to them at the start of the Fall season.** The roster cannot be changed to add players or substitute players – use must use the same roster and same players from the Fall core season.
4. **Area 10e Tournament Information:** See the Area 10e website at <https://www.ayso10e.org> for tournament rules and other information.
5. **Section 10 Championship Tournament Information:** Winners of the area tournament may be invited to the Section 10 Championship. See the Section 10 website at <https://www.aysosection10.org> for tournament rules and other information.

ALL-STAR AND TOURNAMENT COACH SELECTION PROCESS

1. **Process Briefing:** The coach selection process is briefed at the AYSO Region 121 Fall core season coach meeting.
2. **Coach Application:** Any coach who has completed all relevant AYSO training courses may apply to be an all-star coach. To apply, fill out the AYSO Region 121 All-Star and Tournament Coach Application form located on the region's. Email the completed form to the Region 121 Coach Administrator. Section "Important Region 121 Dates" of this document provides the application's due date.
3. **Review:** The Region 121 Executive Board evaluates applications and approves all-star coaches. Region 121 does not guarantee applicants approval to coach all-star teams. However, given the number of qualified applicants and the number of all-star capable players available, Region 121 tries to accommodate as many qualified coaches as practical. If needed, the Coach Administrator can call for an interview of each candidate. Specific coach evaluation criteria for an All Star coach selection include:
 - a. Follows and has exemplified the AYSO coaching philosophy.
 - b. Has the ability to properly represent Region 121 in Area and Section play.
 - c. Have suitable years of relevant coaching experience.
 - d. Has the ability to coach players of All Star caliber.
 - e. Knows how to best prepare the team for Area and Section play.
 - f. Has achieved certification in Safe Haven for Coaches, and also Concussion Awareness.
 - g. Has achieved an AYSO coaching certification corresponding to division. Coach training beyond the minimal requirement and a body of soccer coach training exceeding the minimal requirement is a plus.
 - h. Has a valid plan to evaluate, select and prepare players for All-Star play.
4. **Notification:** Region 121 notifies all applicants as to the results of their application.
5. **Post-Notification:** During the lead-up to the to the Area 10e all-star invitational tournament, and the tournament itself, Region 121 can remove or replace all-star coaches at any time, for any reason.

PLAYER SELECTION PROCESS

1. **Player Evaluation:** Each all-star coach has the responsibility to evaluate players from all relevant Region 121 core teams to identify and select players. A coach in need of help may ask Region 121 for assistance in evaluating players.



2. **Communication with Parents:** All-star coaches may NOT talk with prospective all-star player's parents about the all-star team until approved to do so by the Region 121 coach administrator.
3. **Cost:** Region 121 determines the price per player for all-star participation. Coaches will be told the cost per player once selected.
4. **Multiple Teams:** Region 121 may approve more than one all-star team in a division. If the region approves two teams, then the first team will be designated the "A" team and the second team will be designated the "B" team.
 - a. **Priority:** The "A" team's coach selects players first. After the "A" team selects players, the "B" team can select players. The "B" team cannot select players from the "A" team.
 - b. **Parent Agreement:** A parent who agrees for their child to play on a Region 121 all-star team cannot dictate which team their child will play on. For example, if a parent says their child will not play for the "A" team, but will play for the "B" team, then their child cannot play on a Region 121 all-star team.
5. **Tournament Team Players:** If the region approves a tournament team that is not an all-star team, then the approved coach of the tournament team can choose players. However, the coach cannot recruit or select all-star players; tournament team coaches select players after the all-star team's rosters are formed.

PRACTICE CONSTRAINTS

1. **Fields:** Region 121 provides lighted practice fields for all approved play-off teams, all-star teams and tournament teams.
2. **Schedule:** If necessary, Region 121 provides a practice schedule that allocates field space to teams at specific dates/times.
3. **Player Conflict:** Some players may play on a playoff team and also an all-star team. Region 121 defines practice priority as follows:
 - a. **Player Practice Time:** AYSO defines the amount of time a player may practice during a week. A player may not practice more than that time even if playing for two teams (playoff and all-star).
 - b. **Area 10e Playoff Tournament:** Playoff teams have practice priority from the end of the core program through the end of the Area 10e league playoffs. Players playing on a playoff team and all-star team practice with the playoff team if a practice conflict occurs.
 - c. **Area 10e All-Star Tournament:** All-star teams have priority from the end of Area 10e league playoffs through the end of the Area 10e all-star invitational tournament. Players playing on a playoff team (that advanced to the Section 10 league championship) and an all-star team practice with the all-star team if a practice conflict occurs.
 - d. **Section 10 league Championship Tournament:** Playoff teams have priority from the end of the Area 10e all-star invitational tournament through the end of the Section 10 league Championship Tournament. Players playing on a playoff team (that advanced to the Section 10 league championship) and also an all-star team (that advanced to the Section 10 all-star tournament) practice with the playoff team if a practice conflict occurs.



Region 121 expects its coaches to work out any conflicts between primary and All-Star teams. If the conflict cannot be worked out by the coaches then contact the Region 121 coach administrator who will make the final decision, and it will be in the best interest of the player(s).

TOURNAMENTS

Region 121 will ask parents of all-star players whether or not their child will play in AYSO tournaments after the end of the Area 10e all-star invitational tournament. If the parent declines, then their child cannot play for another Region 121 tournament team, including another all-star team or another non-all-star tournament team. Specific tournament information as follows:

1. List of Tournaments: The AYSO website lists upcoming tournaments.
2. Cost: Tournaments typically cost ~\$50 per player. The coach has the responsibility to collect money from player families, and account for the money.
 - a. Referee Deposit: Tournaments often require a referee deposit. If the tournament team supplies referees that work in the tournament, then the deposit returns to the team, for return to the parents.
3. Tournament Information: The tournament's region posts all information on their region's website. Tournaments often fill up fast; register early.

PLAYER COMMITMENT

Parents who give permission for their child to play on a team during the All Star and/or Tournament season agree to pay all costs agreed upon by the coach, parents and region. Failure to pay in the time requested by the coach will restrict the player from participating in the game. In addition, Refusal to pay for an agreed upon uniform, All Star and/or Tournament game cost, food and/or travel expenses will result in the player not being allowed to return to any type of soccer play within the region until the parents pay the cost in full.

COACHES INFO ON HANDLING PAYMENTS AND TOURNAMENT APPROVAL

All Tournaments run on the basis of fees and eAYSO approved and signed in red ink team rosters. The following is the procedure to complete these tasks before you go to your tournament.

- Advise parents tournament cost and collect checks. Deliver checks to the Region 121 Treasurer.
- Notify Treasurer of fee amount needed for upcoming tournament. In advance not the night before.
- Notify Regional Registrar to generate team roster and email to Regional Commissioner.
- Notify Regional Commissioner about check and team roster.
- Pick up signed check from Treasurer and deliver to the Region 121 Commissioner.
- Place check in drop off box located behind right front porch pillar.
- Regional Commissioner will sign check (two signatures needed), sign application and sign roster in red ink.
- Regional Commissioner will send email when it is ready for pick up.
- It is the coach's responsibility to pick up and deliver all items needed to apply for all tournaments.
- Delivery and pickup can be done by mail.



REQUIRED TEAM ROSTERS AND PLAYER RELEASE FORMS

The following requirements are necessary for all teams to participate in the Area League Playoffs, All Star and Tournament Play.

All coaches must submit a Roster request to the Region 121 Registrar (contact information provided in Section "Region 121 Contact List"). To do so, send the list of player names (players that are on the team going to the tournament) to the Region 121 Registrar. The Registrar will generate a Roster for the team and email the roster to the Region 121 Commissioner. The commissioner will check and sign the roster in red ink for pick up by the coach. Only the regional commissioner may sign the roster; and a signed roster is required at player check-in for each tournament.

In addition to the team roster, each coach must have signed player release forms at all times during the area playoff, All-Star and tournament season. These forms are required (and will be checked) at every tournament check-in.



COACH TRAINING

All AYSO coaches are required to have age-specific AYSO coach training, the AYSO safe haven coach course, and **concussion awareness training**. Check the region 121 website for the latest coach training schedules. For direction on how to take the safe haven course, see the “Safe Haven” section of this manual. For information on how to take the concussion awareness training, see the “Concussions in Sports” section of this manual.

MANDATORY COACH TRAINING

All AYSO coaches must take the following courses:

1. Age appropriate coach training course/clinic.
2. Sudden Cardiac Arrest (SCA) (AYSO online course).
3. Concussion awareness (AYSO online course).
4. Safe haven (AYSO online course).
5. SafeSport (AYSO online course).
6. Fingerprinting (see region 121’s website for location).

TRAINING CLINICS

Region 121 routinely offers the following training courses (details provided on website)

- U6/U8/U10/U12 Training Clinics.
- U6/U8 Referee Training Clinics.
- Regional Referee Training Clinics.
- Other training courses as required (division director, etc.)

Section 10 Area E routinely offers the following training courses (schedule provided on the Area E website, check the calendar section <http://www.area10e.org/>)

- Intermediate and Advanced Training Clinics.

AYSO National also offers a variety of online courses that teach board-level position requirements.

You may sign up for any AYSO class through the AYSO website.

READING MATERIALS

There are many coach instruction books and articles available to you through vendors such as Amazon.com. Some books that may interest you include:

- The Complete Keeper: Youth Goalkeeper Training from A to Z, by Peter Grieber and Robert Freis. Published by Die Deutsche Bibliothek. This book is the “Bible” of coach training for youth, with hundreds of drills ranging in complexity.
- Skills & Strategies for Coaching Soccer, by Alan Hargreaves and Richard Bate. Published by Human Kinetics. This is a very popular and detailed book describing approaches to preparing and executing successful practices.
- Soccer Strategies: Defensive and Attacking Tactics, by Robyn Jones and Tom Tranter. Published by Reedswain. This book describes the tactics used by advanced soccer teams and the different systems. This book is for an experienced coach who would like to coach U12 and beyond.



- AYSO rules and regulations (game conduct, uniforms, etc.).
- FIFA Laws of the Game.



COACH TRAINING EQUIPMENT AND PRACTICE AIDS

Soccer and Training Equipment

The following equipment is not provided by AYSO region 121. However if you are interested in expanding your practice repertoire, and are willing to purchase the equipment, the following are available options which can be purchased either on-line, or through soccer/sporting stores:

- **Additional Standard Equipment.** Extra soccer balls and cones.
- **Crossbar.** Used with training sticks (also described in this section) to create hurdles, a key athletic skill.
- **Goalkeeper Gloves.** Protective gloves also enhance the goalie's ability to catch the ball.
- **Goalkeeper Shirt/Pants.** If you plan to teach goalie skills such as proper diving techniques, goalkeeper shirts/pants will keep the player's skin free from scrapes and abrasions.
- **Pinnies.** These are thin colored vests for use over player shirts or uniforms. Recommendation is to purchase a complete single color set different from your team's uniform color. If your team has the same uniform color as your opponent, then you have the option of wearing the pinnies. Also great for practice scrimmages, where ½ of your team wears pinnies.
- **Power Goal.** A portable full-size goal with net for practice use. When folded up, it fits into a standard trunk with room to spare.
- **PUGG Goal.** Small, fold-up goals with net attached. Used by coaches to practice passing/shooting accuracy. It can also be used in a scrimmage instead of the full goal so that no goalie is required during the scrimmage.
- **Speed Ring Kit.** Set of large plastic circles used to teach athleticism and coordination.
- **Training Arcs.** Set of plastic arcs with metal spikes. Spikes adhere arc to the ground. These arcs are multi-purpose, and can be used as to teach athleticism (kids jump over), or soccer skills, (Kids pass the ball through).
- **Training Ladder.** A fabric and plastic ladder used to teach athleticism and coordination.
- **Training Sticks.** Plastic poles with metal spikes. Spikes attach poles to ground. Used to teach basic athleticism (having the players weave through, run around, etc.), and individual soccer skills such as dribbling.
- **Video Camera / Tripod.** One great way to learn as a coach is to record the game and review it later. Use what you learned about your team from watching the recording to focus your practices.
- **Weighted Soccer Training Ball.** Used by coaches to strengthen goalie hands/grip. Great way to warm up a goalie it to play soft catch/toss with a training ball before a game.
- **Whiteboard.** A small white board comes in handy at half-time of games to visually show adjustments and plays, and at practice to describe game situations and drills.



PRACTICE FIELD USE

As coach, you are given several school sites and parks to choose where to hold your practice. **If you use a permitted field for practice, use must have with you a copy of the practice permit at all times, at every practice.** Practices can start upon receipt of your roster with approval from your division director, and no sooner due to insurance liability restrictions, and you must have with you signed release forms for all players at every practice – if you do not have signed release forms at the practice location, then you may not practice for any reason.

AYSO COACHES MUST PRACTICE THEIR AYSO TEAMS ON AYSO AUTHORIZED SITE PERMITTED PRACTICE FIELDS ONLY. IF YOU PARTICIPATE AS A COACH IN ANOTHER SOCCER ORGANIZATION YOU CANNOT PRACTICE AN AYSO TEAM ON THAT ORGANIZATIONS PRACTICE FIELDS WITHOUT THE WRITTEN PERMISSION OF THAT ORGANIZATION.

COMMON PRACTICE COURTESY

Make sure to carry your field permit with you during practices. Someone from the school may ask you for it. If you do not have it with you, you will be asked to leave. Specific practice behaviors include:

- Please learn to share with other AYSO soccer teams.
- Please use spaces appropriate for the age and size of your team; older/larger teams require more space than younger/smaller teams.
- If you encounter a problem with an outside athletic team do not argue or create a conflict. Contact your division director and they will inform the Coach Administrator.
- Advise your parents to park legally and do not block the driveways of the surrounding residential homes. That means don't put any part of your vehicle in the driveway area.

UNSUPERVISED PLAYER AFTER PRACTICE

No child shall be left unsupervised after a game or practice.

Parents who are unreasonably late or consistently tardy may be reported to the Regional Child and Volunteer Protection Advocate for action. Walking home is discouraged and neither AYSO nor the coach can be responsible for the child's safety.

Coaches are prohibited from driving a player home or to the coach's residence.

Note: By keeping with you a copy of copy of the signed medical release forms and roster, you will have the phone numbers of each parent. Call them if their child is not picked up and request that the immediately pick up their child.

AUTHORIZED COACH PARTICIPATION

A currently AYSO registered, certified coach and/or a certified assistant coach are the **only persons** authorized to conduct practices during the week and at games on Saturdays. **No parent, legal guardian or spectator is authorized to coach their child or any other child during practice or games.** No **Adult**, unregistered child or siblings are allowed to participate with the registered players during a practice or scrimmage of any type.



AUTHORIZED PRACTICE FIELD LOCATIONS

AYSO Coaches must practice their AYSO teams on AYSO authorized site permitted practice fields only. If you participate as a coach in another soccer organization you cannot practice an AYSO team on that organizations practice fields without the permission from that organization. **IF YOU USE A SCHOOL FOR PRACTICE, YOU MUST FOLLOW SCHOOL MANDATED RULES INCLUDING NO LITTERING, AND NO CLIMBING/JUMPING FENCES.**

MANDATORY PRACTICE FIELD REQUEST

Your division director will provide you a list of authorized region 121 practice locations, and we have valid permits for all locations. **YOU MUST REQUEST THE USE OF THE FIELDS FROM THE REGION 121 COACH ADMINISTRATOR (VIA YOUR DIVISION DIRECTOR) AND RECEIVE A PERMIT, WHICH YOU MUST HAVE WITH YOU AT ALL TIMES WHILE PRACTICING.** Contact your Division Director for a copy of the permit.

Note: *There may be specific dates individual fields are unavailable.* Refer to your permit for those dates and do not practice if it applies to your team!! There could be future dates of field restrictions, which you will be notified. In addition, The principals of the schools have the full right to refuse you access on grounds of leaving trash on the fields, disrespecting school employees and for jumping over locked gates and fences. Once your permit is revoked you cannot go back to that practice field.

LIGHTED FIELD USE DURING TIME CHANGE

If you would like to practice under the lights, then contact via Email the Region 121 Director of Fields (contact information provided in Section "Region 121 Contact List"). All coaches must wait till the Park District gives permission and then coaches must schedule all times and days through the Director of Fields. Any coach not following these procedures or switching fields once allotted a field will be removed from the fields for the rest of the season.

Teams may use the lighted fields starting on the date identified in section "All participants in the Region 121 soccer organization including, board members, referee's, coaches, assistant coaches, team parents, players, parents, guardians and spectators are responsible to know and follow the rules, regulations and philosophies of the American Youth Soccer Organization, AYSO Board of Directors, Section Staff, Area Staff and Regional Board rules and regulations. Any violation of the rules, regulations and philosophies mentioned in this paragraph by any of the mentioned individuals is subject to disciplinary actions.

Any authorized Regional 121 Board Member can cancel or suspend any game, practice or event if in their opinion exists a danger in any way to the players of the game, practice or event. There will be no refund or makeup of the canceled game, practice or event.

The AYSO Region 121 Regional Board reserves the right to change, alter, or discontinue any items in the coach manual as long as it is not contradictory to AYSO rules and regulations.

Important Region 121 Dates" on Page 1 of this manual, through the conclusion of the Fall season. The field use is restricted for Region 121 Core Teams, All Star Teams, and Extra Teams. The field use will continue to the completion of the Area League Playoffs and Extra Teams Season. The All Star Teams may continue until the completion of the All Star Tournament. All Tournament Teams must reserve time on the fields and are responsible for the usage cost which will be collected by the Region and paid to the Recreation and Park District.



POST SEASON USE OF FIELDS ON SATURDAYS

At the end of the AYSO Fall Season Area League, Extra, All Star and Tournament Teams can continue to practice or scrimmage on the RSSP Fields #4 and #5 on Saturdays only on a first come first serve basis.

If a team would like to guarantee practice or scrimmage time they must submit a permit request with the date and time they would like to use the field. A two week notice to the Region 121 Director of Fields for a permit request is necessary. Anything shorter than two weeks will be denied. Director of Fields will handle the communication with the Recreation and Park District to issue a permit and will advise the coach the cost of the permit. The coach will be responsible to deliver the payment for the permit to the Region 121 Regional Treasurer (See Section "Region 121 Contact List" on Page 1 of this manual for specific contact information).



INSURANCE COVERAGE AND PLAYER SAFETY

SAFE HAVEN

As an AYSO coach, you have already had, or will soon take, the AYSO Safe Haven course. Not only must you take this course, all volunteers helping you on your team must also take the safe haven course, including your assistant coach and team parent. This course is a requirement that you must take before any interaction with your team, including calling the team parents. By following the guidance provided in this course, you will create a safe experience for the players and yourself.

Instruction for taking the course is as follows:

- 1) Find your AYSO ID number. If you registered as an AYSO volunteer online, then this number appears on your printed forms. It is in the top-right corner of the form.
- 2) Log onto the AYSO training website; At the login page, enter your AYSO ID number and last name.
- 3) At the Welcome page, go to the "Coach Training" area, and select "View Courses".
- 4) At the Coach Training page, select "AYSO's Safe Haven". Take notes – 30 question test awaits you.

Note: AYSO HAS RECENTLY UPDATED THE SAFE HAVEN COURSE AND IS REQUIRING ALL VOLUNTEERS TO TAKE THE UPDATED COURSE, EVEN IF THE VOLUNTEER HAS TAKING THIS COURSE IN THE PAST. AYSO HAS MANDATED THAT NO COACH WILL BE ALLOWED TO A COACH POST-SEASON TEAM UNLESS THAT COACH, AND ALL OTHER VOLUNTEERS FOR THAT TEAM, HAS TAKEN THE UPDATED COURSE. NO EXCEPTIONS.

AYSO INCIDENT REPORT FORM -INJURIES, PHYSICAL VIOLENCE OR PROPERTY DAMAGE

AYSO supplies a Secondary Soccer Accident Insurance Policy on all registered players and volunteers. For questions contact the Region 121 Safety Director (contact information provided in Section "Region 121 Contact List" of this document).

The Incident Report Form is used whenever there is a personal injury requiring the assistance of a medical doctor or hospital, damaged property, or threats of or actual physical violence surrounding an AYSO game, event or practice. The form should be prepared by the coach and submitted to the Region 121 Safety Director within 72 hours, and is necessary when filling out insurance forms for reimbursement. Contact your Division Director for a copy of the form (if needed).

INJURY PARTICIPATION RELEASE FORM

A player returning from an AYSO injury or injury from other sport participation where medical assistance was needed (doctor or hospital) there is a Mandatory Requirement to fill out a Participation Release Form before the player is allowed to return to play. This form needs only to be filled out by a parent or legal guardian. There is no need for a doctor release. A coach is not authorized to release a player unless the coach is the parent of the player. If a player is absent from playing do to major illness such as hepatitis, pneumonia, etc. you must fill out the same form to return to play. Contact your Division Director for a copy of the form (if needed).



BLEEDING AND BLOOD ON UNIFORMS

Any player or official who is bleeding must leave the field immediately. No person can return until all the blood has been removed, disinfected and the bleeding stopped. Blood on uniforms must be disinfected with a neutralized disinfecting solution, (such as Hydrogen Peroxide), or the article of clothing must be removed from the person.

CASTS, SPLINTS, LEG BRACES AND PROTECTIVE HEADGEAR

Casts and splints of any type are not allowed. If the injury needs to have protection of a hard cast, soft cast or splint the player cannot play even with a doctors release form. No exceptions. Knee braces are not prohibited provided the brace is adequately covered and padded. Protective headgear is approved provided there are no metal parts in the gear.

FIRST AID STATION AND EMERGENCY FIRST AID BOX

The first aid station is located at the field tent on each playing field. There is an extensive first aid box available for all injuries and a first aid book to help with information on care and treatment, insurance information, hospital location, incident report forms and medical release forms.

CONCUSSIONS IN SPORTS

As an AYSO coach, you are required to take the concussion awareness training provided by the Center for Disease Control (CDC) titled, "Heads Up Online Training Course." The course takes less than an hour to complete. Access this course as follows:

- 1) Find your AYSO ID number. If you registered as an AYSO volunteer online, then this number appears on your printed forms. It is in the top-right corner of the form.
- 2) Log onto the AYSO training website; At the login page, enter your AYSO ID number and last name.
- 3) At the Welcome page, go to the "Coach Training" area, and select "View Courses".
- 4) At the Coach Training page, select "AYSO CDC Concussion Awareness".

What is a Concussion?

A concussion is a type of traumatic brain injury ([TrumaticBrianInjury/index.html](http://www.cdc.gov/concussion/sports/index.html)), or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even a "ding," "getting your bell rung," or what seems to be mild bump or blow to the head can be serious. Concussions can occur in any sport or recreation activity. So, all coaches, parents and athletes need to learn concussion signs and symptoms and what to do if a concussion occurs.

For further information to protect the players and yourself as a coach in making the right call log onto: <http://www.cdc.gov/concussion/sports/index.html>

How can I recognize a possible concussion?

Athletes who experience ANY of the signs and symptoms listed below after a bump, blow, or jolt to the head or body should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says they are symptom-free and it's OK to return to play.

Signs Observed by Coaching Staff:

Symptoms Reported by Athlete:



- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Headache or "pressure in head"
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right" or is "feeling down"

CARE AND TREATMENT OF COMMON INJURIES OR CONDITIONS

Each coach is required to have a first aid kit at all practices and games. Most injuries are minor, such as cuts and scrapes. Make sure you keep a good supply of ice or a cold pack, band-aids, and elastic bandages. If it is more serious, call for professional medical assistance immediately and administer only first aid as necessary. **Make sure you have a copy of the white medical release with a wet signature (not a photo copy) at ALL TIMES.**

Sprain (ankle, knee, wrist, elbow): Pressure wrap, ice for 20 minutes per hour during first 48 hours. Elevate when possible. (RICE: Rest, Ice, Compression, Elevation) Muscle strain (pull): Same as for sprain Contusion: Same as for sprain

Cramp: Apply light pressure with hand. Stretch muscle with steady pressure. Assure player is well hydrated. Nose Bleed: Direct pressure (pinch nostrils for about 10 minutes). Sit player up and lean slightly forward. Do not blow nose. Apply ice pack to bridge of nose.

Cut or Abrasion: Stop bleeding with direct pressure. Wash with antiseptic. Close with adhesive strip or butterfly. Cover with dry sterile dressing.

****Remember a player who is bleeding will not be allowed to play until attended to, and all bleeding has stopped. Also player cannot return to play until blood is properly disinfected from uniform or uniform is replaced. (disinfectant – hydrogen peroxide)****

Wind knocked Out: Lie on side or back. Encourage slow relaxed breathing. Try to reduce anxiety.

Heat Exhaustion: player feels cool, clammy, and damp. Move to shade. Douse with cool water. Give fluids.

Heat Stroke: Player feels hot and dry. **Hospital NOW!**

Unconsciousness: Check airway, breathing, and pulse. Do not move (risk of spinal injury). Get help!

JEWELRY

No jewelry of any kind is allowed on players during any match. This includes, but is not limited to, earrings, necklaces, bracelets, rings, friendship bracelets, string, or other ornaments used in decoration or piercing. Medical bracelets may be worn but must be covered with tape or a non-moving band.



Putting band-aids or any other type of tape over freshly pierced ears is not allowed. **NO EXCEPTIONS.**

No hair ornaments of any kind including pony tail bands with metal. A rubber band type item to place the hair in a ponytail is acceptable. In addition, no hats or bandannas will be allowed.

TOBACCO AND ALCOHOL

In accordance with the American Youth Soccer Organization National Rules and Regulations the use of tobacco or alcohol, in any form, is prohibited on or around the soccer fields. If smoke is smelled by any individual near the soccer fields you are in the wrong area. Again, matches may be suspended and/or cancelled if these conditions are violated.

GOAL SAFETY

It is recommended with the use of movable goals that anchors be checked before each game by coaches, referees and/or parents to make sure they are properly secured. Do not let children play on or around these goals as they might loosen the anchors, which could cause them to fall over.

PETS AT FIELDS AND SURROUNDING AREAS

NO PETS OF ANY KIND OR SIZE ALLOWED AT ANY TEAM EVENT INCLUDING GAMES, SCRIMMAGES OR PRACTICES! Matches may be suspended and/or cancelled if this condition is violated.

Service animals and trainee service animals under the Americans with Disabilities Act and are individually trained to perform tasks for people with disabilities are exempt from this rule.

RAIN, INCLEMENT WEATHER, FIRE, SMOKE OR UNPLAYABLE/UNHEALTHY CONDITIONS

In the event of any of these mentioned items occurring before, during or after AYSO scheduled game events, the Recreation and Park District and/or the AYSO Region 121 Organization reserves the right to cancel any or all sanctioned games or event. **The U8, U10, U12 and U14 Divisions are allowed one make up game (not guaranteed). The U5, U6, and U7 Divisions, do to availability, have no make up games.**

If any of these events occur within the time period mentioned above, it is the responsibility of the coach, team parent and/or parents to call the **AYSO field condition hotline at (805) 527-5811**. A message will be placed on the recorder by 6am the day of the event/game.

STORM CONDITIONS INCLUDING LIGHTNING

Storm conditions with lightning – stop play immediately, calmly leave the fields and return to your vehicle. Stay away from standing by trees and metal objects or containers. Leave up and move away from the metal goals. There is a waiting period of twenty minutes before resuming games.



PARENT VOLUNTEERS

Since 1964 AYSO has and will be a non-profit organization in need of volunteers to run each region. All participants are non-paid volunteers. It takes many Region 121 volunteers each week to enable soccer games to be played on good fields in a safe and effective manner. Our cadre of trained volunteers includes coaches, referees, team parents, trainers, field monitors, field and parking lot painters, and many more valuable tasks. Your team's volunteer contributions are critical to the success of the region, and many tasks will help your team earn game points which contribute to team standings (U10 and above).

VOLUNTEER FORM (MANDATORY)

The region 121 website has a volunteer identification form that must be filled out and returned to your division director prior to receiving team uniforms. The form documents correct contact information for the team's volunteers including referee, team parent, field monitor, field setup, and parking lot painter (RRSP/Foundation Fields only). You can also contact your Division Director for a copy of the form (if needed).

VOLUNTEER POINTS

U10 and U12 teams will be responsible for Volunteer and Referee points totaling up to 15 max points. These points will play a large role in which teams will make it to the area playoffs. Each team is given an equal opportunity to earn all 15 points. The points are clearly grouped and each grouping of points can ONLY be earned in that capacity.

8 Referee points

5 Volunteer points

2 Field Day points

15 total points

Referee points may be earned by a referee associated with your team. You may have as many referees as you can recruit! They must be AYSO certified and do all safety training and register as a volunteer. You may earn one(1) point per game refereed. Coaches may not referee their own games. All referees must check in with the tent volunteers/board members prior to their game. Games are available for referee sign ups, if you sign up for a game, please be committed to your time slot. If you need to drop or change your time slot, please reach out to referee staff ASAP, repeated no-shows for referees WILL result in NEGATIVE points. If your U12 player would like to referee, we love youth volunteers and they can referee for U10 games!

Volunteer points may be earned by completing assigned volunteer shifts by an adult associated with your team. Each team will be assigned 5 shifts throughout the season that have been scheduled around their game schedule (you will not be expected to miss your player's game), these shifts will be handed out at the team manager meeting. Responsibilities and expectations for the different shifts will be outlined below. The Volunteer must check in with the board members on site at the appointed time to get your points.

Field day points may be earned only on field day by adults associated with your team. Each adult that comes to field day may be counted for one team only. If 90% or more of your team comes, you



will receive a bonus point for field day! Volunteers need to check in with a board member with the player's name and division(or birth year) to get your points. Once volunteers check in, they will be assigned a group to do various things needed to prepare for the season.

Volunteer Shift Responsibilities and Expectations:

Early Morning Shift: Check in with board members on site by 6:15 am to get your point. Check out with board members before leaving.

Responsibilities of this shift include: helping to pull things out of our storage bins, helping to set up field tents, tables, and painters(putting painters with certain colors of paint at designated fields), distributing painters to fields for first games to paint, distributing corner flags to fields, painting the parking lot, dropping off collapsible goals using the cart, helping early birds get to the correct fields, and other tasks that the board may deem reasonable for this shift.

Tent attendant/ Field monitor: Check in with board members at the tent at an appointed time to get your point. Check out with board members before leaving.

Responsibilities include: roaming the fields and letting board members know about potentially unsafe situations (i.e. dogs on the field, problematic situations, injuries, etc.), attending to one of the field tents and helping people find fields, giving information and game cards, reminding teams of field repaints during field changes(between the 2nd and 3rd games), and other tasks that the board may deem reasonable for this shift.

Afternoon Closing Shift: Check in with a board member after your game(or at your scheduled time) to get your point. Check out with board members before leaving.

Responsibilities include: Helping to take down tents and tables, emptying trash cans, loading carts, loading storage bins, collecting miscellaneous left behind items, making sure teams picked up after themselves, letting board members know if fields were left untidied(collapsible goals, trash cans, flags etc were not brought in to field tents), and other tasks that the board may deem reasonable for this shift.

U14 teams will be given volunteer shifts to help during region playoffs.

Hardcopies of the schedule will be handed out to your team manager at the team manager meeting.

If you are having trouble with your points, or have questions about the volunteer points or duties, please reach out to Ashleigh Stannard at ashleighnecole217@gmail.com

As an AYSO coach, it is your responsibility to make sure the team manager fills volunteer positions for the region and for your team. **For 8U and 10U teams, a volunteer referee is required. ALL VOLUNTEERS MUST REGISTER AS AN AYSO VOLUNTEER.** Have them register using the AYSO on-line registration form (link can be found on the region 121 website).

As defined in the "Post Season Soccer Play for U10, U12 and U14 Divisions" Section of this manual, **accumulated Volunteer points will be an important factor in the selection of post-season tournament teams and All-Star coaches.**

Other very important team and Region 121 volunteer tasks include:



- **Assistant Coach:** Assist the head coach during practice and games. The assistant coach must satisfy all AYSO coach training requirements.
- **Goal Setup / Takedown and Field Painting Coordinator:** **Prior to the start of the first game of the day the playing field must be setup.** This task requires many volunteers and takes ½ an hour to perform, and includes painting the lines on the field, setting up the goal nets and placing the corner flags. Each team is responsible for assembling one goal. **After the end of the last game of the day the playing field must be cleaned up.** This task requires many volunteers and takes 15 minutes to perform. Tasks include putting the goal away, clearing the sideline of any trash, and bringing the trash cans to the field tent. When putting away the goal, do not forget the flags. The last goal item is to place the hammer and seven stakes in the black utility bag.
- **Pre-season Field Painter** - This volunteer helps mark out the fields in preparation for the start of the season. We have a lot of fields in Region 121, and this task may occur over multiple days.
- **Team Manager**- Will attend Team Parent Meeting. Responsible for keeping the rest of the team informed, usually via telephone and email. Organizes the contact list and snack list.
- **Picture Day Coordinator** - This is the contact person for Picture Day. Communicate time and location to the team. Coordinates volunteers to help at picture day and picks up and distributes photos when they arrive.
- **Field Painter Retrieval** – At 9 am all field painters must be returned to the paint storage bin located in the storage area. Responsibilities include taking the painters from the game areas and returning them to the storage bin. When at the bin remove all empty paint cans and place them in the paint can trash can. Replace the empty cans in the box's with new cans. The painters can be stored in the storage bin.
- **Banner Coordinator** - Collects money and orders banner. Brings banner to each game and displays on the sideline.
- **Banners** - Many of the teams choose to have banners for their team. These are *optional* and your team will need to decide if they want to have one or not. You may choose to purchase one or make one of your own – it is entirely up to you and your team.



SOCIAL NETWORKING AND ON-LINE PRECAUTIONS AND RECOMMENDATIONS

In today's world of communication we face many challenges of privacy and confidentiality. Facebook and other social media are a "must have" with many young people and they sometimes forget that other people find ways to hack into sites to retrieve information.

As a coach, you might receive a Facebook or Twitter request from a current player on your roster. Region 121 recommends you decline such requests. In addition, as the Region 121 Coach Administrator, I ask you to advise your players and parents of the following safety precautions they should follow to protect the identity and location of our players.

- Pictures of players should never be associated with their names or jersey numbers.
- Never post an address or phone number.
- Never post your practice location, time or field.

With on-line communication it is safer to use a secure site such as Shutterfly to communicate your needs and information.