AYSO REGION 75
WHITTIER

COACHES
HANDBOOK

As AYSO coaches you have the honor and privilege of guiding our youth. This is also a very big responsibility. Remember these young players are like your children for the time they are with you. Today there is a lot of focus on the negative aspects of youth sports. It is especially important that as coaches we lead by good example. Many times, a coach's sideline and team reflect the coach. Think about this, if you cannot control your negative feelings neither will your sideline. As a coach, you are able to control this. You must state from the beginning that there will be no negative remarks or reactions from your sidelines. We must especially support our referee volunteers. They too are doing this for the love of our youth and the game of soccer. Good luck in your season and remember "POSITIVE COACHING".

AYSO Structure

The American Youth Soccer Organization is the oldest national youth soccer program in the United States and a nonprofit. Our mission is to develop and deliver quality youth soccer programs throughout the country which promote a fun, family environment built on the foundation of our Six Philosophies.

Beginning with only nine teams and a handful of soccer enthusiasts, AYSO was established in 1964 out of a garage in Torrance, California. The goal was, and still is, to ensure that kids have the opportunity to be introduced to the beautiful game of soccer. More than 50 years later, AYSO now has thriving programs for kids and adults in nearly 900 communities all over the country as well as internationally in the Virgin Islands and Trinidad and Tobago. With over eight million AYSO alumni, we are a name that's synonymous with excellence and recognized nationwide.

AYSO National Office

Located in Torrance, California, the AYSO Office provides support to **Sections**, **Areas**, and **Regions** and our National Board of Directors. The National Office creates the bylaws for all entities of AYSO.

Sections

There are 14 geographic Sections based on player population. Section Directors ensure that Areas and Regions comply with all AYSO fundamentals and deliver quality youth athletics programs. Region 75 belongs to Section 11.

Areas

An Area is a group of AYSO Regions. AYSO has close to 100 Areas nationwide. Area Directors are trained to support and mentor each of their Regions and are responsible for oversight of all activities within their Regions. Region 75 belongs to Area E.

Regions

AYSO's grassroots programs begin with a community-based league, called a Region. A Region can range in size from less than a hundred players to several thousand. Each Region is run by a volunteer Regional Commissioner and a volunteer Regional Board. We are **REGION 75**!



AYSO Vision Statement

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

AYSO Mission Statement

American Youth Soccer Organization's mission is to develop quality youth soccer programs which promote a fun, family environment based on the following AYSO philosophies...

Everyone Plays - Our Region's goal is for Kids to play soccer, so we mandate that every child on every team must play at least half of every game.

Balanced Teams - Each year we form teams as evenly as possible, because it is fair and more fun when teams of equal ability play.

Open Registration - Our program is open to all children between the ages of 4 and 18 who want to register and play soccer. Interest and enthusiasm are the only criteria for playing.

Positive Coaching - Encouragement of player effort provides for greater enjoyment by the players and ultimately leads to better skilled and better motivated players.

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

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

Coaches Guidelines

Qualifications

All coaches **must** attend a yearly coach orientation in addition to completing the following background checks and certifications (background checks and certifications apply to assistant coaches as well). A team may not be activated for play until all training requirements are met!

1. Safe Haven course – completed fully online, intermittent renewal.
2. CDC Concussion Awareness – completed fully online, intermittent renewal.
3. Sudden Cardiac Arrest – completed fully online, intermittent renewal.
4. Safe Sport – completed fully online, yearly renewal.
5. Fingerprinting – completed in-person, one time.
6. Risk Status – completed fully online, yearly renewal.
7. Coaching License – completed fully online, online and in-person, or fully in-person.
    a. In the 5U/6U Division, all coaches must complete “6U Coach” fully online or fully in-person.
    b. In the 7U/8U Division, all coaches must complete “8U Coach” in-person.
    c. In the 10U Division, all coaches must complete “10U Coach – Part 1 and Part 2.”
        i. 10U Coach
            1. Part 1 – 10U Coach Training Pre-Course, completed online.
            2. Part 2 – 10U Coach Field Session, completed in-person.
        ii. Alternatively, this course may be completed entirely in-person when offered.
    d. In the 12U Division, all coaches must complete “12U Coach – Part 1 and Part 2.”
        i. 12U Coach
            1. Part 1 – 12U Coach Training Pre-Course, completed online.
            2. Part 2 – 12U Coach Training Field Session, completed in-person.

ii. Alternatively, this course may be completed entirely in-person when offered.

e. In the 14U Division, all coaches must complete “Intermediate Coach – Part 1 and Part 2.”

i. Part 1 - Intermediate Coach Pre-Course, completed online.

ii. Part 2 - Intermediate Coach Field Session, completed in-person.

f. In the 16U and 19U Divisions, all coaches must complete “Advanced Coach – Part 1 and Part 2.”

i. Part 1 – Advanced Coach Pre-Course completed online.

ii. Part 2 - Advanced Coach Field Session, completed in-person.

Coaches meeting the above-mentioned qualifications will receive a photo ID which shows them as an AYSO authorized coach. These IDs must be worn at all AYSO authorized activities. IDs will also be provided to team parents and team helpers. It is the coach's responsibility to ensure that any adult interacting with players during AYSO authorized activities is fully qualified and is also wearing their photo ID.

Coach Responsibilities

1. Shall follow the AYSO “Positive Coaching” philosophy and understand that AYSO is “for the players.” Emphasis is placed on good sportsmanship and maximum enjoyment for the players.
2. Shall coach their players to be both good winners and good non-winners.
3. Shall not allow their players, or any Region 75 family members or friends thereof, to:
    a. Kick balls against, or climb on, any fences or buildings at Region 75 fields.
    b. Climb on a high voltage box, equipment container, or any other structure, where any Region 75 practice and/or games are being held.
4. Shall coach their teams to the best of their ability.
5. Do not have the authority to drop players. They must report to the Division Coordinator or Coach Administrator, players who they believe, after talking to a parent or guardian, are no longer going to play. AYSO encourages its coaches to look for reasons why a player **should play** rather than looking for reasons why a player should drop.
6. Shall immediately report a dropped player and the reason therefore to the Division Coordinator or Coach Administrator.

7. Shall, if having a problem with a player, talk to the player about it first, in private with a person of the same gender as the player. If that does not improve the situation, then the problem should be discussed with the player's parent(s)/guardian(s). Ordinarily, that will be all that is necessary. If not, the following persons, in this order, must be contacted for their advice:
    a. The Division Coordinator
    b. The Coach Administrator
    c. The Regional Commissioner
8. Shall be responsible for the safety of their players at games, practices, and other Region 75 activities, and shall immediately report any unusual occurrence to the Coach Administrator.
9. It shall be the responsibility of the coach to ensure that ALL PLAYERS have been PICKED UP before leaving the field for practices and games.
10. Shall understand that the coach or his/her certified designated representative must have possession of all PLAYER'S MEDICAL RELEASE FORMS with original signatures during any AYSO practice, game or other team activity and that failure to have possession of any player's form will result in immediate termination of the practice session or forfeit of the game.
11. Shall immediately notify the police and the Regional Commissioner if any Region 75 players, family member, or friend thereof is a victim of a crime.
12. Shall provide the Referee Administrator with the names and telephone numbers of at least 3 certified referees/assistant referees (or those willing to get certified) from their team, who must referee the required number of games as assigned by the Referee Administrator. Teams who do not referee the required number of games will not be eligible for the Playoffs.
13. Shall not practice or play a player who is not registered or is otherwise ineligible.
14. Shall not recruit players to specifically play on their team.
15. Shall notify their players and hold a team meeting as soon as possible after they receive their roster. Coaches should identify and/or select the following volunteers for their team:
    a. Assistant Coach
    b. Team Parent
    c. Referees

16. Shall verify the age of each of their players and immediately report any ineligible players to the Registrar.
17. Coaches shall not smoke at Sierra Fields. Whittier Union High School District is a non-smoking facility. No smoking on the entire site by order of the State of California. When traveling, there is no smoking at any AYSO event or function.
18. Shall receive permission from the Regional Commissioner AND Coach Administrator before scheduling any scrimmage games with another AYSO region at Sierra Fields or traveling to another AYSO approved field for a scrimmage.
19. Shall **never** permit a "parents vs. players" game, scrimmage, etc. to occur.
20. Shall complete an Incident Report Form when witness to any serious incident involving, but not limited to:
    a. Injuries
    b. Illnesses
    c. Threats of bodily harm
    d. Fighting whether or not a serious injury occurs
    e. Property damage
    f. Hospitalization of a participant
    g. Law enforcement summoned
    h. Service or notification of a pending lawsuit
21. Shall collect a completed AYSO Player General Release Form from the parent/guardian for any child that will be walking, riding a bicycle, or driving themselves home from practices or games. This form can be found on the Region 75 website→COACHES→Coach's Resources. This will take you to the AYSO National Site where you can download and print the form.

Practices

1. Shall be responsible for the conduct of their Assistant Coaches, players, and parents during all practices.
2. Shall hold team practices **ONLY** at Sierra Fields.
3. Shall not begin practices until given permission from the Coach Administrator.
4. Shall only practice in their designated area, during their designated practice days and time, as given to them by the Practice Coordinator.
5. Shall wear their picture ID for the entirety of their practice.

6. Shall ensure that all players have removed all jewelry before beginning practice.
7. Shall ensure that all players are wearing shin guards and appropriate footwear for all practices. Shin guards need to be worn underneath players' socks to ensure that they are fully covered. Any player found not to have these will be required to discontinue practice until the appropriate attire is worn.
8. Shall ensure that all trash is picked up after their practice.
9. It shall be the responsibility of the coach to ensure that all players have been picked up before leaving the field for practices.

Game Day

1. Shall be responsible for the conduct of their Assistant Coaches, players, parents, and spectators during all games.
2. Shall ensure that all players are wearing shin guards and appropriate footwear. Shin guards need to be worn underneath players' socks to ensure that they are fully covered. No player may begin the game without proper attire.
3. Shall wear their picture ID for the entirety of the game.
4. Shall limit sideline coaching to two (2) AYSO authorized coaches per team on their sideline, and they shall be limited to the coach's technical area (10 yards on either side of the half-line). Additionally, one (1) AYSO authorized team parent may be present in the coach's technical area to assist with players. The team parent is not a coach and should not be coaching players. One of the three volunteers in the coach's technical area must be of the same gender as the players.
5. Shall be courteous to all AYSO officials, even if you disagree with their decisions.
6. Shall not enter the field of play or allow anyone else, during a game, without the referee's permission.
7. Shall follow the *"blowout rule."* This means that the coach will take appropriate action during the game to ensure that the team will have a maximum goal differential of six (6) goals at any time. Remember that the purpose of the game is for ALL players to HAVE FUN! Refer to the "Blow Out Notification Protocol."
8. Shall not offer players money or other incentives to win.
9. Shall complete their lineup card before the start of the game. Lineup cards should be printed.
    a. Shall report all players' absences on game cards.

b. Shall list all players in numerical order by their full name as listed on the roster.

c. Shall fill in all the information at the top of the game card.

d. Lineup card, complete instructions, and sample is located on the Region 75 website.

10. Shall, if they are playing the **first game** of the day:

    a. Set-up for their field

        i. Paint Field Touch Lines

        ii. Goal Posts

        iii. Nets (turn the net container upside down to avoid trash being thrown into it)

        iv. Corner and Half-line Flags

        v. Place trash cans on the sidelines with fresh liners

    b. Inspect their field for hazards such as: broken glass, sprinkler heads, gopher holes, etc.

    c. Pick up all the trash from their playing field and spectator area at the end of their game.

11. Shall, if they are playing the **mid-day game**:

    a. Empty and replace trashcan liners. If it is at least half full, change the liner out. Trash liners will be available at the referee table.

    b. Take the used trash bags to the garbage bin located near the equipment bin.

    c. Pick up all the trash from their playing field and spectator area at the end of their game.

12. Shall, if they are playing the **last game** of the day:

    a. Pick up all the trash on and around their field.

    b. Empty and store the trashcans from their field.

    c. Take the used trash bags to the garbage bin located near the equipment bin.

    d. Take down and store the goal posts, nets, stakes, and corner flags from their field.

Referee Information and the Referee Point System

AYSO is an all-volunteer organization which means we need volunteers to referee games. All teams in 10U and up are responsible for supplying referees EVERY weekend.

Information and guidelines for the Referee Point System will be provided by the Referee Administrator.

Playoffs

As a coach, you need to understand that Playoffs are a privilege, not automatic and are by invitation of the Region, Area, and/or Section. Coaches must meet all the requirements of this agreement and the team must meet all the requirements of the Referee Point System.

Region Playoffs

For the 10U-14U divisions, all teams are eligible for Region Playoffs but will only qualify if they meet their Referee Point System requirements. The top three teams in each division will receive a medal. The top two teams advance to Area Playoffs.

Review the Region Standings and Playoff Format sheet for additional information.

There are no Region Playoffs for the 16U and 19U divisions.

Area Playoffs

For the 10U-14U divisions, the top two teams in each division advance to Area E playoffs where they will face off against the top two teams in their respective division from the other cities in Area E. If Region 75 is selected as the wildcard, we may send the top three teams for any division, but we may also decline the wildcard offer if we do not have an eligible team. The Region Playoffs will determine the top two teams.

Playoffs occur in December and may have practices that overlap with other secondary program teams. Fall teams take priority over all other teams.

There are no Area Playoffs for the 16U and 19U divisions.

Section Playoffs

For the 10U-14U divisions, teams may advance to Section Playoffs if they win the Area Playoffs. These playoffs occur in February.

For the 16U and 19U divisions, teams may advance to Section Playoffs based on the results of their fall season games. These playoffs occur in early November.

Western State Championships

For the 10U-14U divisions, teams that win Section Playoffs advance to the Western State Championships, which occur in March.

All-Stars

All-Stars is only available for the 10U-14U divisions and runs during the months of December and January. As a coach, you should remember that All-Stars is a privilege and not automatic. The Regional Board will select a head coach for each division.

Coaches interested in being an All-Star coach should begin to observe all players in their division during the Regular Season in preparation for All-Star selections.

All-Star Coach Selections

Potential All-Star coaches must meet the following minimum requirements:

1. Been a head coach during the current fall season.
2. Have all of their certifications and background check up to date.
3. Submit their name as an interested All-Star coach by the deadline.
    - Deadline: _____
4. Meet all requirements of this agreement.
5. Be in good standing with Region 75.

The Regional Board will consider the following when selecting an All-Star head coach: coaching ability; years of experience; additional training; discipline record; sportsmanship; and volunteer service beyond coaching.

All-Star Coach Requirements

1. Shall attend all All-Star meetings and tryouts.
2. Shall be available for the months of December and January for All-Star practices and games.
3. Shall be aware of the potential conflict in game schedules between fall league teams, All-Star teams, and tournament and/or traveling teams and shall abide by the following team priority list when scheduling and conducting practices:
    a. First priority: Regular fall league team
    b. Next Priority: All-Star team
    c. Last Priority: Tournament or traveling team.
4. Shall have a 3+ person referee team available to referee games in the month of January.
5. Shall only be permitted to be a head coach and/or assistant coach for one All-Star team per season.

Coaches may select their team from fall core players that have played at least ¾ of fall season games and have attended at least one tryout. EXTRA players are not permitted to participate in the All-Stars program.

Winners of the All-Stars tournament advance to Western State Championships.

AYSO Tournaments

Any coach wishing to attend a tournament must follow the procedures as stated on our Region 75 website. You must contact our Region 75 Tournament Coordinator with the required information. The selected tournament must be an approved AYSO Tournament and may not in any way interfere with the fall/spring select season(s) practices and/or games.

PLAYER/COACH GAME CONDUCT

1. Region 75, Area E, and/or Section 11 may conduct an administrative review at any time, at their discretion.
2. All yellow cards, red cards, and any other reported incidents may be reviewed for disciplinary action.
3. All assaults, verbal and physical, committed before, during, or after a game, shall be reported in MatchTrak by the center referee and reported directly to the Referee Administrator.
4. Players or coaches ejected from a game for a violent red card* may be unable to participate on a team representing Region 75 for the remainder of the membership year.
5. Any coach found guilty of coaching** while on suspension may be subject to an additional period of suspension.

   To aid in the enforcement of this rule, coaching is defined as:

   a. Interaction with assembled team/players (2 or more).
   b. Interaction with opposing coach/team.
   c. Interaction with game officials.
6. Area may assume responsibility for any Coach Disciplinary Review.

*A violent Red Card is defined as any physical attack against another player, coach, referee, or regional staff member (i.e., kicking, spitting, hitting, shoving, etc. as defined by the International Football Association Board (IFAB)).

**Coaching is defined as a physical presence within one hundred (100) yards of the playing field during the suspension period.

AYSO COACH PLEDGE:

- Enthusiastically support and practice the AYSO mission to “enrich children’s lives” by embracing AYSO’s Six Philosophies of: Everyone Plays, Open Registration, Balanced Teams, Positive Coaching, Good Sportsmanship and Player Development.
- Stay informed about sound principles of coaching, child development and creating a safe haven.
- Respect the game and know the Laws.
- Emphasize to players that they must abide by the Laws of the Game at all times.
- Develop a true respect for all referee decisions.
- Develop a team respect for opponents and each other.
- Ensure a safe environment for players.
- Never yell at or ridicule a player, referee or opponent.
- Always set a good example.
- Remember that soccer is a game, and all games should be fun.
- Let the players play without constant instructions or commentary from sidelines.
- Role model good sporting behavior.

By signing the AYSO COACH AND ASSISTANT COACH CODE OF CONDUCT form I acknowledge that I have read and understand the Coaches Handbook and my obligation as an AYSO volunteer coach to abide by these standards.

Blow Out Notification Protocol

AYSO is about children learning soccer, making friends, and having FUN! The 6 philosophies of AYSO are:

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

Nowhere on this list does it mention winning. While every player, coach, parent, and team want to win – it is not our GOAL!

That being said – our Region and Area standards for a score being considered a "blowout" is a different of 7 goals. If your team wins by more than a difference of 7 goals, the Coach Administrator and the Regional Commissioner will be sent an email notifying us. Please see the steps below of steps once a blowout notification has been received.

- 1st blowout notification = Coach Administrator will send an email to the coach, assistant coach, and copying the Regional Commissioner letting them know of the blowout. This email should be considered the coach's 1st warning.
- 2nd blowout notification = coach will be suspended for the next occurring game.
- 3rd blowout notification= coach will be removed from the team. If there is no qualified assistant coach to take over, the team will not be able to finish the season.

We take blowouts very seriously and will take the necessary steps to make sure they don't happen. If you need help coming up with ideas for your team to work on strategies other than scoring – please reach out to another coach, the coach administrator or our referee administrator.

HOW TO PREVENT A “BLOW-OUT” IN AYSO CORE SOCCER

Keeping the score within a 7-goal difference

Coaches: Hopefully you have all had the unfortunate experience of being on the losing side of a blow-out or a slaughter. If you have, you’ll know that it really is no fun for you and even less fun for the kids. If you haven’t had this experience, then take our word for it: it’s no fun and it really isn’t a positive learning experience for either team. Moreover, a slaughter really flies in the face of AYSO principles and philosophies for the regular season.

Thus, as coaches, we must do everything in our power to prevent goal differences larger than 7. Remember: a win, is a win, is a win. Winning by 2 or winning by 7 doesn’t matter (unless you’re on the losing side of things).

So here are some suggestions for preventing a slaughter:

- DO respect the other team (the coaches, the players, the parents). This means that whatever advice you give your dominant team, make sure you do it in such a way that only your team gets the message. This means it needs to be done at an official break in the action (i.e., quarter or half). If you already know your team is very likely to dominate, you can mention some strategies even before the game.
- DO plan ahead. If it is obvious your team is dominant, begin employing respectful strategies BEFORE you reach a 7-goal difference. You should know if your team is 4 goals up based on “luck” or “dominance”. If it’s dominance, start using the strategies when you’re only 4 goals up; don’t wait until the difference is 7. (If you wait until you’re 6 goals up and then your weakest player scores with the left foot, it’s now 7 goals up. And then the other team accidentally scores on themselves, now it’s 8, …). So, plan ahead!
- DO continue to challenge your players AND the other team:
- all shots must be with the left foot (but don’t make it obvious)
- no shots should be taken unless we’ve completed 6 passes in a row (but don’t make it obvious)
- only those players who haven’t scored in the past 3 games can score now (but don’t make it obvious)
- no dribbling, only 2-touch play (but don’t make it obvious)
- all shots must come from outside the penalty area (but don’t make it obvious)
- give different players different opportunities on the field
- have your weaker players challenging the other team’s strongest players
- if you’ve got a great goalkeeper, don’t play them in goal
- remember: if the other team scores, THAT’S GOOD!! (but don’t give the goal away)

There are other ways to challenge your team while not running up the score. These are just a few suggestions. Feel free to ask other coaches and our Regional Coach Administrator for more suggestions.

The bottom line is this: Be respectful. No one likes to lose big.

AYSO COACH AND ASSISTANT COACH CODE OF CONDUCT

AYSO volunteer positions of Coach and Assistant Coach must promote sportsmanship and develop our players' positive image, while developing the technical skill and knowledge of the game of each player. The basis for the Coach and Assistant Coach as a role model are founded in the AYSO Philosophies, Vision and Mission.

PHILOSOPHIES:

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

VISION:

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

MISSION:

To develop and deliver quality youth soccer programs in a fun, family environment based on the AYSO Philosophies.

Coaches and Assistant Coaches shall adhere to the AYSO National Coaching Program and AYSO Section, Area, and Region requirements, ethics, and standards of conduct, including:

TEAM:

- Communicate clearly to players and parents about team goals, expectations, and obligations.
- Impress upon players, parents, and other family members that Good Sportsmanship applies to everyone - players, coaches, referees, spectators, and other AYSO volunteers.
- Discourage all negative comments and complaints about refereeing! (Referee issues should be directed to the Referee Administrator after the game.)
- Engage your team parents in your efforts to instill the proper attitudes and values in the players.

TRAINING & COACHING:

- Make safety, skill development, teamwork, good sportsmanship, and a fun environment the main goals.
- Consider the social and emotional status of the children you coach. You are not just coaching soccer but are helping develop the whole child.
- Treat players with kindness and patience. Commit to building players self-confidence and ability through positive instruction and good sportsmanship.
- Never lose control, yell at or belittle a player for making mistakes (we should normalize errors).
- Be reasonable (and realistic) in your demands on your players' time, energy, enthusiasm, and performance on the field.
- Make sure equipment and facilities meet safety standards and are appropriate for the age and ability of your players.
- Continue your own learning and development.

GAMES:

- Fair and equal playing time, and the overall self-esteem of the players, is a higher priority than the outcome of the game.
- Be current and knowledgeable in the Laws of the Game and impress on your players that they must always abide by the Laws of the Game.
- Limit touch-line behavior to positive instruction and encouragement. While periodic reminders for the players can help, excessive coaching from the sidelines is strongly discouraged. Let them learn and express themselves by letting them play!
- Post-match, coaches and players shall demonstrate sportsmanship by positively acknowledging the opposing team players, fellow coaches, and officials.
- Never openly complain about or demean other coaches or players. (Direct complaints to the Coach Administrator or Regional Commissioner.)

ADMINISTRATIVE:

- Follow AYSO protocols and physician advice when determining when an injured child is ready to play again.
- During team gatherings, practices, scrimmages, and games, coach and assistant coach must have possession of each player's registration form.
- Embrace and practice "Everyone Plays®," Good Sportsmanship and Positive Coaching philosophies of AYSO.

I have read and acknowledge my obligation as an AYSO volunteer coach to abide by these standards.

Coach | Assistant Coach

Signature **Print** **Date**