



AYSO Region 143 Coach Handbook



Welcome to Region 143 Coaches! Thank you for volunteering to be a Coach or Assistant Coach for your player's team! You are an important part of your player's soccer experience and will set the tone for your entire team.

AYSO's Six Philosophies = Everyone Plays ◇ Balance Teams ◇ Open Registration ◇
Positive Coaching ◇ Good Sportsmanship ◇ Player Development

We are:

Section 11 = San Diego, Orange County, and part of L.A. & IE

Area K = Huntington Beach, Westminster, Fountain Valley

Region 143 = Huntington Beach, Westminster

Our players are separated into Divisions based on **BIRTH YEAR**

Playground/Schoolyard, Boys/Girls for 6U, 7U/8U, 10U, 12U, 14U, 16U, 19U

Game Fields:

6U = Harbour View (Heil side) ◇ 8U = Marine View ◇ 10U = Village View
12U = Meadow View ◇ 14U = Meadow View ◇ 16U/19U = Harbour View (Algonquin side)

Volunteer Requirements:

The following positions are registered volunteers and must complete the requirements below: Head Coach, Assistant Coach, Team Manager, Referee, Coach Helper, Youth Referee, Youth Coach Helper, Youth EPIC Buddy

- Register as a volunteer in Sports Connect (My Account)
- Background check (Sterling Volunteers)*
- Fingerprinting/LiveScan*
- SafeHaven (AYSOU)
- CDC Concussion Awareness (AYSOU)
- Sudden Cardiac Arrest (AYSOU)
- SafeSport (SafeSport website - use link provided)*

Additional role-specific certifications:

Head Coaches/Assistant Coaches = must have certification for the specific division they are coaching in
AND attend an in-person field training session.

Regional Referee = must have Regional Referee certification with in person field training component.

8U Official = must have 8U official online course and can only do 8U games.

Youth volunteers under the age of 18 do not complete * (from above)

Required Team Volunteers:

- ◇ *Head Coach* = player development, running practices and team sidelines at games.
- ◇ *Assistant Coach* = assists the coach at practices/games, & covering if coach is absence
- ◇ *Team Manager* = communication & coordinate, administrative & organize snack schedule
- ◇ *Referees*: (6U no ref. 7U/8U/10U & up 2 per team): officiates on game days
- ◇ *Field Maintenance*: setup and/ or take down of the field (goals, flags, trash, etc.), lining fields
- ◇ *Picture Day*: assist during the photo day event (Fall only)
- ✧ CVPA (Child and Volunteer Protection Advocate) clears volunteers/verifies compliance with all requirements.

Roster Assignments:

Spring '24 season officially starts 2/2, most teams will be finalized and released by mid-February. To receive your team roster, you as a coach must be fully cleared.

(all above requirements have been met and coach in-person training completed).

- ✧ Head Coaches/Assistant Coaches may request to be paired together.

- ✧ Player request: 8U and below, division coordinators will try to honor a single request that does not result in a daisy chain of requests and if it does not affect the team balance.
- ✧ Each 7U/8U team will have a Head Coach, Team Manager, 1 Referee (not 6U) and Assistant Coach.
- ✧ When you are cleared and your team roster is released, you will receive an email through Sports Connect with the players' names and parents'/guardians' contact information.

As head coach, please contact your team within 72 hours!

1. Send an email introducing yourself, get in touch with all players on your roster to confirm that everyone is still playing in Fall.
2. Let them know the team's practice schedule: day of the week, time, & field location.
6U = one 45 min practice per week
7U/8U = two 1-hour practices per week until the start of games, then one 1-hour practice a week
3. Let your families know the first game is 3/2.
4. Reach out to your Team Manager. After your initial welcome email, let your Team Manager coordinate most administrative tasks to allow you to focus on coaching!
5. Schedule a Team Meeting: this can be as quick as a 10-min meeting before/after the first practice. (include in your welcome email then TM can follow up with your team).
6. Communicate any issues with your division coordinator immediately, especially if you are unable to contact a player once you receive your roster, have any drops (at any point in the season), etc.

✧ Team Meeting: This is your opportunity to meet players and families/. Set your expectations for the season. Recruit any volunteers that your team still needs, and your Team Manager will distribute parent/player agreements.

*There is a suggested agenda for the Parent Orientation Meeting on the Coach > Resources pages at AYSO143.org.

** Team Managers, will get all the details to go over w/ the players & parent/guardian for the initial Team Meeting at the Team Manager meeting.

Team Practices/ Game Days:

- ✧ All Coaches must wear their badge and have the official roster and players medical consent forms at all practices and games. (print for each coach to keep in his/her coach bag). Coach shirts are to be worn during the game.
- ✧ If the Head Coach and Assistant Coach are both the opposite gender of the players, an adult of the same gender of the players must stay at every practice (this can be any parent). 6u & 8u parents tend to stay at practices.
- ✧ Only REGISTERED AND CLEARED volunteers may participate in practice drills, game day warm-ups, and directly interacting with the players.
- ✧ Adults, including registered volunteers, are NEVER allowed to play soccer with the players on the field at any time. Adults are not covered to play by the AYSO insurance.
- ✧ ONLY players listed on your roster may participate in your team's practices.
- ✧ If a Head Coach has two teams, each team must have its own separate practice; they can be run back-to-back or on alternate days.

what a player needs to bring to a practice and or game day:

1. *Shoes*. Cleats are not required, but most players do wear them. Any appropriate closed-toe athletic shoe is allowed (even in games). Cleats – soccer cleats only. There is no cleat on the toe.
 2. *Shin guards*. Shin guards MUST be worn, UNDER SOCKS, by all players during practices and games. No jewelry is allowed (including earrings). Players cannot play with cast or hard arm/leg braces. No hard plastic, metal, or other hard adornments on hair ties or bows.
 3. *Water bottle*
 4. *Soccer Ball*. 6U-8U = size 3 ball 10U/12U = size 4 ball 14U/16U = size 5 ball
 5. *Team uniform for Game Day*. Teams must use the uniforms supplied by the Region. The uniform kit includes a numbered jersey, a pair of shorts, and matching socks. Girl teams like to do matching hair bows or headband (Safe Haven reminder – they may NOT have players' name only numbers).
- ✧ No jackets are allowed on the field during a game (even if raining), but a long sleeve shirt can be worn under jersey.
 - ✧ Per our permits, practice can start at 4:00 PM. Please do not set up before 4 PM!
 - ✧ No dogs or other animals are allowed on any AYSO field.
 - ✧ School restrooms are not available, please use the port-a-potty on the field.

- ✧ Coaches should prepare line ups for their own use. This way it's quick & easy to tell the players who is sitting out at the start of each quarter AND to make sure all players are getting equal playing time.

Region Guidelines:

- ✧ 6U Games = 30 min
Four 6 minute quarters.
- ✧ 7U Games: = 35 min
Four 7 min quarters.
- ✧ 8U Games = 40 min
Four 8.5 minute quarters.
- ✧ 6U-8U have Two 1 min substitution breaks (aka water breaks) after 1st & 3rd quarter.
AND One 4 min half time, after 2nd quarter, time for a quick snack...TM will have details.
- ✧ Minimum playing Time Rule = All able-bodied players must be allowed to play 3/4 of every game.
6U = 7 players on team playing 5 vs 5. >> each child plays 3 quarters and sits out 1 quarter, except for 1 child. This player will need to be rotated in more. 7U/8U=6 player on field, 2 sit each quarter . 10u=7 player on field, 2 sit each quarter & so on

6U-8U Rules:

- ✧ 6U = 5 vs. 5 (no goalkeepers) ✧ 7U/8U = 6 vs. 6 (no goalkeepers)
- *if a team is short players then games are played 4 vs 4 for 6U & 5 vs 5 for 7U/8U.
- ✧ The start of play = A coin toss is used to determine which team kicks off to start the game and the other team kicks off to start of the second half. To start the first and second halves, start with a kick-off in the center of the field.
- ✧ The kickoff = is taken from the center of the field with each team in their own half and the team not kicking off at least 5 yards from the ball.
- ✧ The ball is out of play when it completely crosses the touch line (side line) or goal line (end line) either on the ground or in the air.
- ✧ Build out line =(NOT 6U)...when there is a goal kick player on opposing team will start at/behind build out line.
- ✧ When a goal is scored, ball starts back from the middle of the center of field.
- ✧ Kick In/ Throw In
 - ✧ 6U only = Kick-ins taken when the ball crosses the sideline or endline.
 - ✧ 7U/8U ONLY = Throw-ins when the ball crosses the sideline.
 - ✧ 7U/8U ONLY = Goal kick or corner kick taken when ball crosses endline.
- ✧ Score is NOT kept in 6U – 8U....however, if one team is down by 4 goals, coaches know that the team down is encouraged to add more players until there is no longer a 4 goal difference.
- ✧ Head Coaches and Assistant Coaches communicate with other teams coaches & your sidelines.
 - ✧ Before each game, introduce yourself to other coach. If a problem occurs communicate directly with the other coach(es) yourself, do not involve your Team Manager or another parent.
 - ✧ Coaches should NOT be setting up the field (if you u have the first game); you should have a field maintenance volunteer who handles this; if that person is not available, another parent may set up goals. You should be on the field warming up your players
 - ✧ Manage your team's sideline. Cheering is encouraged for your own players and the opposing team.
- ✧ 6U–8U there are NO goalkeepers. Kids at this age tend to stand in the goal. Coaches continuously encourage your players to play the field, not to hover in front of the goal they are defending.
- ✧ No offsides in 6U–8U = Please discourage “cherry pickers”.
- ✧ No coaches on the field in 7U/8U = Coaches are on sidelines. Only referees should be on the field.
- ✧ No coach, assistant coach, or parent behind goal or on the endline.
- ✧ No Guest Players = Only the players on the team roster can participate in team practices and games. Teams cannot borrow players from another team (or league) to cover absent players.
- ✧ Rainy Days = In general, we play in the rain. Games may be cancelled in 6U-8U if heavy rain is expected, or in any division if a field is deemed unsafe. Please watch for emails for field closures if rain is expected.

Referees

- ✧ There is a zero tolerance for any abuse towards a Youth Referee.

- ✧ There is a zero tolerance for any misconduct towards Referees.
- ✧ 6U Head Coach or Assistant Coach will referee the game as they coach.
 - ✧ The coach from the Home Team will ref the first half of the game while the coach from the away team will keep the time. Coaches switch at 1/2 time.
 - ✧ The coach that is refereeing can do some coaching while on the field, but please be sure to keep it positive (and not excessive). The scores of these games are not tracked, so there is no need for the game to be a tense competition (and to call every violation of the rules).
 - ✧ The point is for the kids to use the skills they are working on and to have FUN (while keeping things safe).
 - ✧ If there is a game where the Head Coach can't be there, then another REGISTERED/CLEARED ADULT volunteer (such as the Assistant Coach or Team Manager) can be in charge of the team and handle substitutions. In this case, the coach of the other team will need to ref the entire game while the assistant coach or team manager can keep the time.
- ✧ 7U/8U, if there is no certified referee, the game will be cancelled!
- ✧ A Certified Referee for 7U/8U is someone who has completed all of the volunteer requirements stated earlier and has been verified/cleared by the CVPA.
- ✧ Fouls & Misconduct = accidental kicking, tripping, and handling the ball will occur. Play should be stopped only when the behavior is deliberate or repetitive.
- ✧ If play must be stopped for any other reason (injury, substitution, confusion, or to watch a butterfly or gopher), refocus the players and begin again with an indirect free kick or drop ball as appropriate. Award the restart to whichever team deserves it. Stoppages should not become a lengthy ceremony.
- ✧ All of our referees are volunteers, and many of them are new. While we provide a complete training program and teach all laws of the game to our refs, it is still a learning process as they take the field. As a spectator, you should NEVER yell at or demean a referee volunteer. Referees can eject parents from the game for disruptive or inappropriate behavior. The person ejected will have consequences from the Region. If you feel there is a referee who is struggling, please be respectful during the game and let your Division Coordinator know immediately after the game so that we can get that volunteer additional training or mentoring.

Sportsmanship:

- ✧ Be a positive example – less negative yelling, and more praise and cheering for the players.
 - ✧ Cheering is encouraged for your own players & opposing team.
- Please remember the Coach motto: “They Play, I Coach, You Cheer”. This means only the coaches should be coaching during a game. Spectators should cheer and encourage players!
- ✧ Great Sportsmanship Award = nominate a coach, player, referee or spectator that has exhibited inspiring behavior!
 - ✧ Game Reports = anyone can report good or bad behavior for players, coaches, referees, and or spectators.

Uniforms:

Team Uniform = Team uniforms are part of your registration: Included are jersey, shorts & matching socks.

Your team will make their uniform selection once:

1. all your volunteers positions have been filled
 2. **each volunteer is CLEARED**
 3. your coach/parent/player agreements have been submitted to your division coordinator.
- *your team manager will receive instructions on submitting forms & uniform selection.

Hebrew Academy:

Everyone Plays! Region 143 participate in a joint program with the Hebrew Academy, which allows their students to enjoy the AYSO experience. Each Sunday during the season, official games will be scheduled. For example, there is usually one 6U, 7U/8U, and a 10U game.

All games are played on Sunday at 9:30 am.

The Hebrew Academy is located at 14401 Willow Lane, HB 92647

If your team is selected to play at Hebrew Academy, the game will be added to your schedule in Sports Connect. If you have a conflict and will not be able to field enough players, please reach out to your coordinator at least one week prior to your scheduled game.

Schedules:

- ✧ Schedules for 6U - 8U will be posted on your team page at [AYSO143.org](https://ayso143.org); the schedule will be posted approximately one week prior to the start of games.
- ✧ If a Head Coach (only, not Assistants) has two teams, the scheduler will work to prevent game conflicts.
- ✧ The game schedule is always subject to change by the Region. Please check the schedule periodically and watch for schedule change notices from Sports Connect. To help avoid making changes, the schedule may be released in parts - for example, the first week or two may be posted, and then the remainder of the season soon after.
- ✧ As a rule, coaches cannot request schedule changes. If you have a known scheduling conflict, please advise your Division Coordinator and the Scheduler (both) prior to the schedule being released. If there is an extenuating circumstance during the season, please reach out to your Division Coordinator and the Scheduler (both) to discuss options. There are no guarantees, but if there is enough notice, we can look at options.
- ✧ All scheduling concerns must go through/include your Division Coordinator.
- ✧ The scheduler's email is scheduler@ayso143.org

Scrimmages:

- ✧ Any scrimmage must be scheduled through your Division Coordinator who will work with the Scheduler, RC, Coach Admin, and other Board Members as needed.
- ✧ Scrimmages can be held during your practice time with another team. You can NOT take up additional space or try and use a game day field, just use your designated practice space.
- ✧ Games can only be played against other AYSO teams. No club teams or non-registered players.

Safety

- ✧ Report any incidents or accidents to your Division Coordinator and the Safety Director @ Safety@ayso143.org.
- ✧ Fill out and submit an Incident Report (this can be found at [AYSO143.org](https://ayso143.org) under Team Managers)
- ✧ For any head injury, the player needs to be removed and cannot return to play in that game, or any soccer activity, until a doctor has cleared him/her. The doctor must complete the Participation Release (Return to Play) form.

Ratings:

Coaches will be asked for players rating mid-season (8U and above). These ratings are crucial for balancing teams the following season. Rating are NOT shared with players, parents, other coaches, etc. You will receive instructions and guidelines, but start thinking about each player's individual skill level as soon as the season starts.

Practice Fields for Fall:

- ✧ Coordinators will be contacting head coaches with more information.

Important Upcoming Dates:

- ✧ February – Rosters released and teams begin practicing once cleared
- ✧ February – (TBD) Uniform pick up
- ✧ Saturday, March 2, 2024 – Games begin
- ✧ NO games for anyone 3/30 & 4/6 Easter & Expo
- ✧ Saturday, May 11, 2023 – Final games of season

Board Members:

Doug Wood, Regional Commissioner

rc@ayso143.org

Tim Fisher, Assistant RC, Regional Coach Admin

arc@ayso143.org

Armando Sanbrano, Regional Referee Administrator Tosh Meza, 8U Boys Division Coordinator

rra@ayso143.org

Dana Arazi, Assistant Referee Administrator

arra@ayso143.org

Susan Rodriguez, Registrar

registrar@ayso143.org

Travis Ingrao and John Dankha, CVPA

cvpa@ayso143.org

Rebecca Balestrieri, 6U Boys/Girls Division Coordinator

6uboys@ayso143.org / 6ugirls@ayso143.org

Pepper Hernandez, 8U Girls Division Coordinator

8ugirls@ayso143.org

8uboys@ayso143.org

Katie Harris, 10U Boys/Girls Division Coordinator

10uboys@ayso143.org / 10ugirls@ayso143.org

Susan Rodriguez, 12U-19U Boys/Girls Division Coordinator

registrar@ayso143.org

Susan Rodriguez

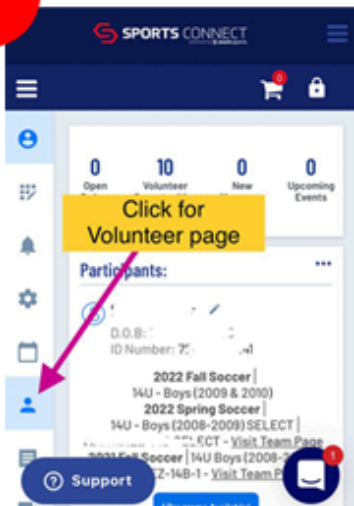
hebrew@ayso143.org

You can find the rest and official list at AYSO143.org Home >> Information >> Contact Us.

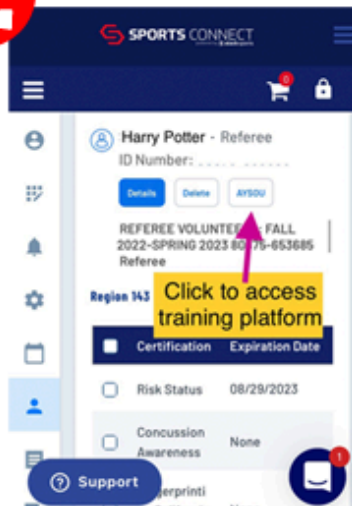
Thank you for volunteering to coach!!!

Step by Step instructions on how to complete Volunteer Requirements:

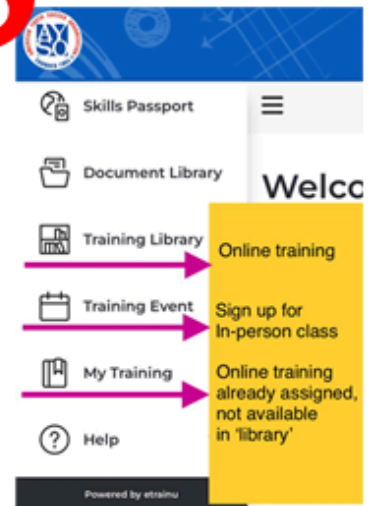
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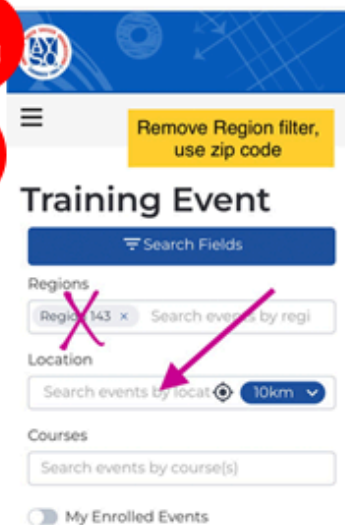
4

ONLINE CLASS



4

IN PERSON CLASS



First register as a volunteer in Sports Connect AND do the background check.

This next section use it as a checklist....

All requirements & how to complete them can be found on ayso143.org....

Home page, click volunteer tab >>the basics. I have just included them below in this email for easy reference.

All volunteers (every role) must complete the following:

- Register as a volunteer in Sports Connect (My Account)
- Background check (Sterling Volunteers)
- SafeHaven (AYSOU)
- CDC Concussion Awareness (AYSOU)
- Sudden Cardiac Arrest (AYSOU)
- SafeSport* (SafeSport website - use link provided)
- Fingerprinting/LiveScan* (see below)

Here's how to complete the requirements...

SafeHaven, CDC Concussion Awareness, Sudden Cardiac Arrest

Online trainings in AYSOU

- Access by logging into your account and clicking on "volunteer"
- Click on "AYSOU" on your volunteer card and you'll be re-directed and logged into AYSOU
- In AYSOU, click on "Training Library"
- You will see Safe Haven. Click on View Course. It will show you all 3 modules you need to take.

SafeSport

- Log into your account and click on "volunteer"
- Click to expand the box above your volunteer card that says, "Important Info from AYSO" to find the SafeSport link or click below. You will be prompted to create an account on the SafeSport site. The completion certificate will automatically upload to your record within 12 hours. This course takes a long time, plan ahead (you can stop and start)

<https://safesporttrained.org/?KeyName=tsVWe36Xa6PS3b5NzOug>

Fingerprinting/LiveScan

Previous LiveScans are not acceptable; you will have to complete one for AYSO from a designated location. Once you have registered as a volunteer & filled out the background check...THEN PLEASE email Susan @ registrar@ayso143.org with your name, & division. She will give you a code so AYSO will pay for the LiveScan & all the instructions.

6U/8U COACH CERTIFICATION

Online trainings in AYSOU

- Access by logging into your account and left side toolbar the graduation cap icon "AYSOU"
- Click on "AYSOU" and you'll be redirected and logged into AYSOU
- In AYSOU, click on "Training Library"
- Next, coaching. Click on the blue button view course.
- Scroll down till you see (6U or 8U) online course. Click on enroll & begin the course.

AND attend an in-person field training session

*Please note, the online 6U coach class **MUST** be taken prior to attending field training session.