

Coach and Assistant Coach's Handbook

*Downey AYSO Region 24 is an **ALL-VOLUNTEER** organization. From the coach, team manager, treasurer to the commissioner, they all volunteer their time to make this soccer season possible for everyone. **NONE OF THE VOLUNTEERS GET PAID.** This organization needs volunteers to have a successful soccer year and for all to enjoy.*

Welcome to AYSO Region 24. We are glad you are part of our volunteer team. Your time and effort with our kids will help develop physical and mental skills and nurture lifelong friendships. That is why **YOU** are the most important volunteer in our Region! Remember, ***EVERYONE IS HERE SO OUR CHILDREN CAN HAVE FUN AND LEARN!*** This booklet was prepared to help answer some of the questions regarding your role. Hopefully, once you finish reading the handbook, you will have a clear picture of your part as a coach or assistant coach and the rest of the season will be a breeze.

IMPORTANT POINTS AND THE PAGES YOU WILL FIND IT IN.

- All-Star Coach pg. 7
- All-Star Team pg. 6/7/9
- Ball Size pg. 4
- Banner/Flag pg. 12
- CIF – competition on a high school team pg. 6
- Commissioner's Cup pg.14/15
- Cultural Exchange Team pg. 6
- Disciplinary Action & Dispute Resolution pg. 9/10
- Disciplinary Review Board pg.10
- Duration of Saturday Games pg.4
- Duration of season practices and fall games pg. 3/4
- Duties pg. 1
- Equipment Needed pg. 4/5
- Field Duties pg. 10/11
- First Aide Kit: pg. 13
- Goal Can pg. 13
- Hair clips, etc. 5
- Inclement Weather pg. 13
- Information pg. 3
- Injuries pg. 13
- Jewelry pg. 5
- Last Game of the Day pg. 10/11
- Line up Cards: Coaches filling it out pg. 11
- Line up Cards: Referees filling it out pg. 12
- Make-up Pictures pg. 12
- Nails pg. 5
- Number of Players on the field pg. 5
- Opening Day pg. 12
- Other teams pg. 6/7
- Pets pg. 13
- Phone numbers pg. 5
- Picture Day pg. 12
- Player's Age pg. 3
- Player Don'ts pg. 5
- Player Rating pg. 10
- Player Registration forms pg. 5/6
- Player Uniforms pg. 5
- Priorities for Participating on Other Teams pg. 7
- Recruiting Players pg. 6
- Red Cards pg. 6
- Referee Points pg. 14/15
- Referee Uniform pg. 12
- Refund Request pg. 13/14
- Regular Season pg. 4
- Required Certification for the Assistant Coach pg. 2/3
- Required Certification for the Coach pg. 2/3
- Required Certification for the Team Manager (TM) pg. 2
- Responsibilities pg. 1/4/5
- Snack Schedule pg. 11
- Spring Select & Tournament Coach pg. 7
- Spring Select Team pg. 6/7/9
- Sponsors pg. 14
- Substitute Players pg. 5
- Suspension pg. 10
- Team Formation & Player Placement pg. 8/9
- Team Info Sheet pg. 11
- Team Name pg. 12
- Team Parties pg. 13
- Team Roster pg. 11
- Tournament Team pg. 6
- Trophies pg. 13
- Trophy Names: pg. 13
- Under 5 Guidelines pg. 15/16
- Under 6 Guidelines pg. 15/16
- Under 8 Guidelines pg. 16
- Under 10 Guidelines pg. 16/17
- Under 12 Guidelines pg. 17
- Under 14 info pg.17
- Under 16/19 info pg. 17
- Volunteer Duty pg. 14

DUTIES AND RESPONSIBILITIES OF COACHES, ASSISTANT COACHES, TEAM MANAGERS, REFEREES, OFFICIALS, OTHER VOLUNTEERS, SPECTATORS, AND ANY OTHER PARTICIPANTS:

1. It shall be the duty of each coach, referee, official, other volunteer, spectator, team member and other participant to:
 - o Conduct himself/herself in a manner becoming a member of AYSO and consistent with the AYSO philosophies and the highest standards of conduct.
 - o Comply with and promote compliance with the Bylaws, Rules & Regulations, and policies, including those related to registration, certification, and training.
 - o Encourage clean competition and good sportsmanship.
 - o Prohibit and abstain from making negative comments and complaints about officiating.
 - o Present a healthy and safe athletic environment for team members. Including but not limited to, not consuming alcoholic beverages, using tobacco products, or smoking or simulating smoking or the use of tobacco products during practices or games or in the immediate vicinity of the soccer fields.
2. It shall also be the duty of each coach to:
 - o Be trained consistent with the AYSO National Coaching Program standards for the age/skill level of the team he/she will coach; and train and coach the team to the best of his/her ability.
 - o Remain within the coaches' area (Article I.G.2) during the game; a maximum of two coaches are permitted for each team.
 - o Limit his/her sideline participation during AYSO games to comments that are positive, instructional, and/or encouraging.
 - o Upon team formation, and during all subsequent team gatherings, practices, scrimmages, and games (regional, inter-Regional, Area, Sectional, National and tournaments), have in his/her possession all forms, rosters, waivers and/or identification cards as may be required by AYSO policies to verify registration of team members or confirm volunteer qualifications.
 - o Adhere to and promote the Zero Tolerance Policy regarding Referees and especially Youth Referees.

REQUIRED CERTIFICATION FOR COACHES and ASSISTANT COACHES

You should have the following certifications prior to working with any players. ****If you do not, you should acquire it by the first few weeks of the season.** Since January 1, 2001, all American Youth Soccer Organization (AYSO) Regions, Areas, and Sections are required to comply with the AYSO policy on criminal background checks. AYSO acts as the criminal background requesting entity unless specific arrangements have been approved in writing by the AYSO National Executive Director. Any person wishing to volunteer in AYSO must complete an AYSO Volunteer Application Form each year and submit an e-signed copy to the Region and consent to a criminal background check. The application form includes a Criminal Background Check Release. All requested information must be provided by the applicant, including Social Security number, driver's license number (or other government issued photo I.D. if the applicant does not drive) and date of birth.

1. **Register as a Volunteer (WE DO THIS EVERY YEAR):** Go to aysodowney24.org and click on "Register Now". If you already have an account from registering your child, click on "Login". Click on the "volunteer" tab. When it shows available programs, click on "Divisions" for Current Year Fall Core. Select the division/gender and then click on "View Selected Opportunities". Select the position you wish to volunteer for and click continue. Proceed to complete the Volunteer Registration Form. Print 2 copies of the form when completed.
2. **You must personally** take the form and a copy and your California ID, California driver's License or passport to the CVPA. They must verify your info. The Child and Volunteer Protection Advocate (CVPA) has instructions by the national office that this form can only be submitted by the person whose name is on the form. Sorry for the inconvenience. The CVPA will sign and date both copies. Always keep a signed copy for your records.
3. **Complete required training and certifications:** From your volunteer page, click on "AYSOU". This will take you to the Training Site. Click on the "Training Library" tab. You will need to complete the following Trainings/Certifications. The completion times vary from 30-90 minutes each.
 - a. **Safe Haven**
 - b. **CDC Concussion**
 - c. **Sudden Cardiac Arrest**
 - d. **Coach Training (U5-U8 Divisions)**

From your volunteer page, there is a heading above your name that says, "Important Info from AYSO". Follow the provided link to complete the mandatory **SafeSport** training. Upload your completion form when done. Also included in "Important Info from AYSO" are instructions to complete the mandatory **Background Check**. Follow the instructions in the email from Sterling Volunteers. Your risk status must show GREEN when it is completed.

4. **Livescan fingerprinting.** This is State mandated. Contact your Division Manager for dates we will have it available in Downey or locations where you can complete it.
5. **In-person Coach training** is required for U10-U19 Divisions. From AYSOU, click on the "Training Event" tab to find and register for classes. For classes in Downey, contact your Division Manager.

REQUIRED TRAINING AND CERTIFICATION BEFORE COACHING

Division	on Aysodowney24.org	on AYSOU	In Person	CERTIFICATION
U-5	Register as a Volunteer SafeSport Background Check	Safe Haven CDC Concussion Sudden Cardiac Arrest Coach Training	Fingerprinting	U-6 Coach Certification (Online or in-person)
U-6				
U-8	Register as a Volunteer SafeSport Background Check	Safe Haven CDC Concussion Sudden Cardiac Arrest Coach Training	Fingerprinting	U-8 Coach Certification (Online or in-person)
U-10	Register as a Volunteer SafeSport Background Check	Safe Haven CDC Concussion Sudden Cardiac Arrest	Fingerprinting Coach Training	U-10 Coach Certification (Online portion PLUS field session or entirely in-person)
U-12	Register as a Volunteer SafeSport Background Check	Safe Haven CDC Concussion Sudden Cardiac Arrest	Fingerprinting Coach Training	U-12 Coach Certification
U-14	Register as a Volunteer SafeSport Background Check	Safe Haven CDC Concussion Sudden Cardiac Arrest	Fingerprinting Coach Training	Intermediate Coach Certification (U-12 Coach certification is a pre-requisite)
U-16	Register as a Volunteer SafeSport Background Check	Safe Haven CDC Concussion Sudden Cardiac Arrest	Fingerprinting Coach Training	Advanced Coach Certification (Intermediate Coach and U-12 Coach certification are pre-requisites)
U-19				

WHERE DO I GET MY INFORMATION?

- Weekly Handouts/Flyers from the Team Folders.** Located at the Information Tent. Know your team number (EX: U12B-03).
- Postings on our website (www.aysodowney24.org).**
- Postings on Social Media ([AYSO Region 24 Downey](#)).**
- Calendar of Events** – a copy is enclosed in this handbook.
- Coach's Meeting** – Before the season starts. AYSO staff will call a meeting to review your responsibilities. If you start later, then you can contact the Division Manager so that person can review this handbook with you. If you are not sure of the process, come to the information tent.
- Postings on cork board at the Information Tent.** You can come by the Information Tent and look at the board or specific signage for upcoming events.
- Communication between the asst. coach, team manager, and you is very important.** Please note that you may want things done a certain way, others give them free reign to make decisions. You are the most important asset to the team. Generally, a coach will have the team parent do most of the communication, but you can oversee it. A group app that can provide the parents with important dates, game times, snack schedules, parties, team news, etc. is a great idea. Communication between the league and your team is also very important and done via: group apps, team folders, e-mail/text or walking to the information tent. **** The Coach will make the final decision on the times and places for all team activities. When in doubt, the coach decides.**

PLAYER AGES

The effective date of age determination shall be the registrant's age on December 31st of the membership year as defined in Article V. Exception: Regions, upon approval by their Commissioner and Assistant Commissioner, may allow registration and participation of children in different division.

U-5	Age 4 but not younger than 3
U-6	Age 5 but not younger than 4
U-8	Age 7 but not younger than 5

U-10	Age 9 but not younger than 7
U-12	Age 11 but not younger than 9
U-14	Age 13 but not younger than 11

U-16	Age 15 but not younger than 13
U-19	Age 18 but not younger than 15

DURATION OF SEASON PRACTICES / FINAL GAMES

Division	Games Begin	Practices per Week & Duration Time	Practices End	Games End	Trophy Distribution
U-5	1 st Saturday AFTER Labor Day	<u>Once a week</u> 30-45 minutes a session	End the week prior to daylight savings time.	The Saturday after Daylight Savings Time	Last Game of the season
U-6	1 st Saturday AFTER Labor Day		*Coaches can have practice at earlier time but must inform their DM.		
U-8	1 st Saturday AFTER Labor Day	Twice a week 60 minutes a session	The week before the season ends.	The Saturday after Daylight Savings Time	

U-10	1 st Saturday AFTER Labor Day	Twice a week 60 minutes a session	The week before the season ends.	The Saturday prior to Thanksgiving
U-12	1 st Saturday AFTER Labor Day	Twice a week 90 minutes a session	The week before the season ends.	The Saturday prior to Thanksgiving
U-14	1 st Saturday AFTER Labor Day	Twice a week 90 minutes a session	The week before the season ends.	The Saturday prior to Thanksgiving
U-16	1st Saturday AFTER Labor Day	Twice a week 90 minutes a session	The week before the season ends.	Before H.S. soccer season starts
U-19	1st Saturday AFTER Labor Day	Twice a week 90 minutes a session	The week before the season ends.	Before H.S. soccer season starts

BALL SIZE

The home team provides the ball for each Saturday game. It is best to always have a minimum of 3 balls.

U-5	Ball size 3
U-6	Ball size 3
U-8	Ball size 3

U-10	Ball size 4
U-12	Ball size 4
U-14	Ball size 5

U-16	Ball size 5
U-19	Ball size 5

REGULAR SEASON:

- A. Purpose: the purpose of all regular and extended season teams is to provide opportunities for all children to participate and have fun playing soccer. All teams will conduct themselves within the bounds of AYSO and will seek to provide each participant with a full and challenging soccer experience. In other words, "EVERYONE PLAYS SOCCER".

The regular season runs from the first practice in August through November for division 1, 2,7 and through mid-December for divisions 3-6. In addition, selected teams may represent the region during area, section, and state play-offs during the period of January through March. The regular season is open to all registered players regardless of ability. Refer to Section 5.2 for high school play eligibility.

The region is divided by birth year. Divisions 6,7,8 are instructional and non-competitive divisions. No team standings are kept. Each player receives an award/trophy at the end of the season.

DURATION OF A GAME:

Half-time periods shall be a minimum of three and a maximum of five minutes as designated by the referee. Quarter breaks can be extended slightly longer but not to exceed three minutes except with injuries.

Division	Age Group	Duration of Game Time	Max Duration of Halves	Quarters	Quarter breaks	Half time break
Division 8	U-5	30 minutes	15 minutes	7.5 minutes	Running Clock on Quarter Breaks	3-5 minutes
Division 7	U-6	30 minutes	15 minutes	7.5 minutes		
Division 6	U-8	40 minutes	20 minutes	10 minutes		
Division 5	U-10	50 minutes	25 minutes	12.5 minutes	Time taken from Duration of Game Time if too long	Time taken from Duration of Game Time if too long
Division 4	U-12	60 minutes	30 minutes	15 minutes		
Division 3	U-14	70 minutes	35 minutes	17.5 minutes		
Division 2	U-16	80 minutes	40 minutes	20 minutes		
Division 1	U-19	90 minutes	45 minutes	22.5 minutes		

YOUR EQUIPMENT

Telephone: You will need to keep in contact with the asst. coach, team manager, all players, and their families. You can send out practice/game, special functions or if these events **get canceled send specific text/email reminders**. Keep in mind some people may not receive texts/emails, they will need a phone call.

Binder: you need to have all player registrations on hand during practice and games. Please do not have any players who are not registered practice or play in a game without a registration form. You could be liable for any injuries. Have a copy of your team information sheet and snack schedule as well in the handbook. Print your season game schedule and keep it in the binder as well.

Handbook: Take this handbook with you to all practices and games. You can use it to show parents certain information. Use the calendar of events to keep up with upcoming events. You can make copies of the calendar to distribute to parents. You can

use the hard copies in the handbook for your team.

Phone numbers: You need to have your team members' phone numbers handy (Team Information Sheet). You can include the player's parent phone number on the snack schedule (check with parents before you do this and get their ok). Keep the division manager's phone number handy. You can ask the division manager questions if you need.

Balls/cones: Have at least 3 balls depending on the division you are coaching. Ask players to bring their balls to practice.

PLAYER UNIFORM:

- Region issued jersey with **no alterations** (names, LOGOS, numbers, symbols, sponsorships, etc. added). Players will need to repurchase item. AYSO rules. **CHILD WILL NOT BE ALLOWED TO PLAY.**
- Region issued shorts with **no alterations** (names, LOGOS, numbers, symbols, sponsorships, etc. added). Players will need to repurchase item. AYSO rules. **CHILD WILL NOT BE ALLOWED TO PLAY.**
- Properly fitting cleats, socks, and shin-guards. **ARE REQUIRED. MUST BE WORN TO PLAY IN PRACTICE OR ACTUAL GAME.**
- If the player is not wearing proper equipment, then player **MUST BE REMOVED BEFORE PLAYING OR PLAYER MUST STEP OFF THE FIELD AND CANNOT RESUME PLAYING UNTIL ITEMS ARE REMOVED.**
- Bring a ball in their right size for their division.

PLAYER DON'TS (MANDATORY):

- **NO METAL BOTTOM CLEATS.** MUST BE REMOVED BEFORE PLAYING OR THE PLAYER MUST STEP OFF THE FIELD AND CANNOT RESUME PLAYING UNTIL ITEMS ARE REMOVED.
- **NO JEWELRY** is permitted during the games and during practice to avoid any injuries to that player or opposing players. They are not limited to the following:

NO Earrings on ears/ ear lobes (any type) Thin or thick, metal, plastic, thread, etc.	NO Rings (any type) hands, toes, etc. Thin or thick, metal, plastic, thread, etc.	NO Necklaces (any type) Thin or thick, metal, plastic, thread, etc.	NO Bracelets (any type) Thin or thick, metal, plastic, thread, etc.	NO PIERCINGS Nose, lips, eyebrows, etc. Thin or thick, metal, plastic, thread, etc.
TAPE CANNOT BE PLACED OVER THE ITEMS IN QUESTIONS. MUST BE REMOVED BEFORE PLAYING OR THE PLAYER MUST STEP OFF THE FIELD AND CANNOT RESUME PLAYING UNTIL ITEMS ARE REMOVED.				
****The coach, asst. coach AND/OR Team Manager can become liable if any injury occurs.****				

- **NO HAIR CLIPS/BOBBY PINS, ETC.** that contain metal, hard plastic or anything sharp that may cause injury to the player wearing it or opposing players. **MUST BE REMOVED BEFORE PLAYING OR THE PLAYER MUST STEP OFF THE FIELD AND CANNOT RESUME PLAYING UNTIL ITEMS ARE REMOVED.**
- **NO LONG ACRYLIC NAILS** that may cause injury to that player or opposing players. **TAPE OR GLOVES CANNOT BE PLACED OVER THE ITEMS IN QUESTIONS. MUST BE REMOVED BEFORE PLAYING OR THE PLAYER MUST STEP OFF THE FIELD AND CANNOT RESUME PLAYING UNTIL ITEMS ARE REMOVED.**
- We highly suggest that players not come with make-up to the games. Due to sweat, the make-up may interfere with the player's ability to see.

SUBSTITUTE PLAYERS

You are limited to a specific number of players on the field (see below). Substitute players should be sitting on the sideline waiting to play. The coach usually places a chair/bench/floor for those players waiting their turn. Players should be sitting down on the side-line awaiting their turn and not standing up. This will ensure that the referees do not get confused as to which players are actually in the game. They can also wear pinnies over their jerseys until it is time for them to enter.

NUMBERS OF PLAYERS ON THE FIELD:

Below are the number of players that can be on the field during the game at any given time. Coaches cannot agree to have MORE than the allotted players on the field. Coaches can have less players on the field than what is allotted. A coach can ask the opposing coach, **as a courtesy**, to play with the same number of players he/she has (if they do not have enough players). Please note that it is not required for the other coach to comply. It would be nice if he/she did since it is one of AYSO's philosophies: sportsmanship.

U-5	5- on-a-side	(No goal keeper)
U-6	5-on-a-side	(No goal keeper)

U-8	7- on-a-side
U-10	7- on-a-side
U-12	9- on-a-side

U-14	11- on-a-side
U-16	11- on-a-side
U-19	11- on-a-side

PLAYER REGISTRATION FORMS:

The coach should have a binder/folder with all his players registration forms in them during practices and games. The coach should make copies of the player registration forms for the assistant coach and team manager to carry in his/her binder

whenever they are working with the players and the coach is not present. Coach should **ALWAYS** have them in his/her possession. These are the forms you will need in case of an emergency. *No child should practice or play soccer **without** a registration form. DO NOT ALLOW other players, friends, families or prospective players to practice or play if you do not possess a registration form for that child. **If that child gets injured, the COACH/ADULT is liable.*** Please note that the player's parents may agree with the practice or playing of game, but once an injury happens, they may change their mind and you will be the one liable. Don't take the chance.

PLAYER RECRUITING:

The coach can help the region by finding future players to come play with our region. The player must register on aysodowney24.org and contact the registrar. Players can be added to play in that division if the registrar says there is space in that division. The player must turn in the necessary paperwork and payment if there is space. **The player is not guaranteed a place in that coach's team because the coach recruited him/her.** The registrar will place a player in the next team that needs a player based on who was next to receive a player according to the draft done earlier in the year.

PLAYERS APPLYING TO OTHER TEAMS

1. **RED CARDS:** Any player who receives two or more red cards during the fall season is ineligible to play on any other extended season team without the approval of the board after their fall season concludes its play. In no event will this prevent such a player from participating in the area playoffs with their regular Fall season team if the team is chosen to play.
2. **CIF - COMPETITION ON A HIGH SCHOOL TEAM:** CIF Bylaws Article 6: "A student on a high school team becomes ineligible for (CIF) competition if the student competes in a contest on an "outside" team, in the same sport, during the student's high school season of sport, during the student's high school season of sport. If the outside team has half or more of the team members as stated in the national Federation rule book for that sport, it shall be considered the same sport. Examples: three on three basketball – outside team competition prohibited; two on two volleyball – outside team competition permitted. For purposes of this rule, touch football and flag football are considered to be a different sport than tackle football. In the sport of soccer only, it is permissible for a student on a high school team to compete in a contest on an "outside" soccer team except during the period of November 26 through March 15. During the period of November 26 through March 15, a student on a high school soccer team becomes ineligible if the student competes in a contest on an "outside" soccer team during the student's high school season for soccer. This rule shall not be in effect for those sports conducted outside the state adopted season of sport.
3. **ALL STAR TEAM:** This is an extended season opportunity to play with the best players in the division on one team. All-star players must have participated in at least ½ of the regular season games for which they were eligible. Each team should include the best players in that division. Coaches will nominate players from their teams to attend the All-Star Tryouts. Tryouts will be scheduled near the end of the Fall season. All-Star team selections will be made by the selected All-Star Coach and approved by the Regional Board. The All-Star Coaches should strive for each team in their division to be represented, if possible. The teams will compete in a tournament against the All-Star Teams from other regions. Competition is usually held in December or January. **Divisions U10-U14**
4. **SPRING SELECT TEAM:** This is an extended competitive season open to invited players who participated in the previous Fall season. Spring Select teams cannot be formed until the selected coaches have received approval from the Regional Commissioner. Player selections will be made by the selected Spring Select Coaches. The Spring season runs from March through June. Teams compete weekly with other regional teams from within Area Z and other surrounding Areas. The season is administered by Area 11Z and is overseen by the Spring Select Coordinator. **Divisions U8-U16**
5. **TOURNAMENT TEAM:** This is an extended competitive season team open to invited players who participated in the previous Fall season. Tournament teams cannot be formed until the selected coaches have received approval from the Regional Commissioner. Player selections will be made by the selected Tournament Team Coaches. Tournament Teams participate in AYSO Tournaments throughout Southern California. Tournament season usually begins in January and ends in July. Tournament Teams must have Region approval for any tournaments they enter. **Divisions U10-U19**
6. **CULTURAL EXCHANGE TEAM:** This is a Spring season Tournament Team (see above) brought together for the express purpose of travel either inside or outside of the U.S. It seeks to exchange cultures through soccer. These teams must be entirely self-supporting and must not conflict with the philosophies of AYSO. **Divisions U10-U19**
**** Participation on a Cultural Exchange team is open to invited players provided they participated in the Downey AYSO Region during the previous Fall season. All funds collected by these teams are to be placed into an account under the control of the Region Commissioner and Treasurer and all unused funds will be disbursed to the Region at the conclusion of the planned event. These teams will be disbanded during the regular season and the players will be distributed amongst the Core teams according to published regional draft procedures. Under no circumstances may these teams remain together and compete with regular season Core teams. Cultural Exchange teams will be provided fundraising opportunities by the Region with the proceeds to be used towards travel costs. Cultural Exchange teams are required to participate in the planning, preparation and running of the Downey KO Tournament.

PRIORITIES FOR PARTICIPATING IN OTHER TEAMS:

Players and coaches must recognize their commitment to the regular season program. They must also realize the priority in which further commitments to extended season teams may be made. In all cases, it will be up to the individual players and parents to determine whether or not they will participate with a team.

1. **Priority 1:** The regular season team from August through December. Should a team choose to participate in a league team tournament held during the regular season (November – January) all players from the team roster must be asked to participate prior to seeking guest players. If a regular season team continues to play in area or sectional playoffs, the players on that roster cannot play on any other team whose game or practice schedules conflict with a player's regular season team. This will be observed until the conclusion of the regular season team playoffs. If a player elects not to participate with their regular season team in a tournament, that player will not be allowed to participate with any other team until the conclusion of that tournament. In no event, however, does anything in this paragraph stop a player from participating with an all-star team in the event a player is selected for that honor.
2. **Priority 2:** All-star or divisional championship teams chosen to represent Downey in the Area or Sectional championship during January – March. If a player or his team is selected for this honor, that player will not be allowed to play on any other team whose game or practice schedule conflicts with the all-star or divisional championship team. If a chosen player elects not to participate with an all-star team, that player will not be allowed to participate with any team until the conclusion of all-star play.
3. **Priority 3:** Spring Select teams during the Spring season. If a player is selected for these teams and accepts placement on a team, that player will not be allowed to play on any other team whose game or practice schedule conflicts with the spring select team. This will be observed until the conclusion of the spring select season.
4. **Priority 4:** Tournament Teams: follow the same as Spring Select teams.

SPRING SELECT & TOURNAMENT TEAM COACHES

Downey AYSO seeks to place highly qualified coaches into all its supported programs. Training is available prior to the Fall season in basic, intermediate, and advanced coaching classes. The Region places great emphasis on coach certification during the regular season. Therefore, it is reasonable that coaches considered for extended season teams meet a minimum standard. All extended season coaches must meet the following minimum criteria:

1. All candidates MUST have been registered coaches or assistant coaches during the Fall season.
2. All candidates must have completed all necessary certifications prior to submitting application. This includes Safe Haven, CDC Concussion, Safe-Sport, Sudden Cardiac Arrest, Risk Status- Green, and Fingerprinting.
3. All candidates must have exhibited their desire to portray the positive aspects of AYSO coaching during the regular season. They must show a willingness to teach and to build on the basic soccer skills. Candidates must be able to observe and correct negative behavior and reinforce the positive.
4. All candidates must have provided additional support for the Region during the Fall season. This includes activities such as program organization, field set-up, information booth, end of day cleanup, additional referee support, etc....
5. Wherever possible, candidates should possess some previous experience in the coaching of extended season teams.
6. Candidates must recognize the positive reputation Downey AYSO is seeking to maintain and must help to preserve that reputation.

In addition to the above criteria, certain of the extended season teams have additional criteria: Tournament team and Spring Select coaches must have attained a minimum certification level to be considered. Minimum certification requirements are as follows:

- | | | |
|----|----------------|-------------------------------------|
| a. | U5, U6, & U8 | Minimum Level – Basic or Youth |
| b. | U10 & U12 | Minimum Level – U12 or Intermediate |
| c. | U14, U16 & U19 | Minimum Level – Advanced |
| d. | VIP | VIP Training |

All candidates for Spring Select, Tournament and Cultural Exchange teams must complete and submit an application by the posted/announced deadline.

***All coaching appointments will be made by a selection committee and are subject to Regional Board review and approval.**

ALL-STAR COACHES:

All-Star coaches are subject to the above criteria as well. Further, All-Star coaches must have attained the following certification requirements and be in good standing through the year in order to be eligible for nomination:

- | | | |
|----|-----|---|
| a. | U10 | Minimum Level – U10 Coach (Pref. U12 Coach) |
| b. | U12 | Minimum Level – Intermediate Coach |
| c. | U14 | Minimum Level – Advanced Coach |

***All-Star coaching appointments will be made by a selection committee and are subject to Regional Board review and approval.**

TEAM FORMATION & PLAYER PLACEMENT- CORE PROGRAM

REGULAR SEASON TEAMS: The Regional Board has adopted the following policy regarding the placement of players and formation of teams. Downey AYSO has a policy of open registration and balanced teams. Therefore, requests to play with specific coaches or players will only be considered in extreme circumstances. Requests will only be considered if received prior to team formation. No requests will be considered for placement after team formation. The only requests that are guaranteed are for brothers or sisters who request to play together on the same team.

The following conditions and criteria summarize the team formation process **(DRAFT)**.

- A. Players who will play in competitive divisions (U10-U19) are rated according to the guidelines of the player rating worksheet provided to each coach during the previous season. Their rating along with their age is used as the sole criteria during the draft. Ratings are calculated between 0-5 with 5 being the best possible rating.
- B. Players in the non-competitive divisions (U5, U6, & U8) are computer drafted by age and experience alone.
- C. Coach Administrator, Division Manager, Registrar and the RC may change the ratings on any individual player if deemed necessary.
- D. The following **rules shall govern the player draft:**
 - 1. The draft must be conducted in the presence of the Registrar and/or RC.
 - 2. In the event of a shortage of coaches, a stand-in shall be appointed for the draft and the coaching void later filled from parents of the drafted teams.
 - 3. A coach may select a proxy if he/she is unable to attend the player draft. Notification must be given to the Registrar or RC prior to the draft date.
 - 4. Brothers/Sisters in the same division shall be placed on the same team unless specifically requested by their parent/guardian not to do so.
 - 5. Prior to the commencement of the draft, coaches must notify the Registrar if their intent is to NOT retain their child(ren) on their team.
 - 6. For competitive divisions: players are drafted by the coaches. Tools used by the coaches include personal experiences and computer ratings. Coach's children will be unavailable for draft by teams unless a coach has informed the registrar of his intent to NOT retain his child(ren). The coach's child(ren) will be placed on the coach's team during a pre-selected round of the draft. If a player is picked whose brother/sister requested to play on the same team, that coach must obtain the brother/sister on their next selection. A non-parent coach cannot "adopt" a child for purposes of the draft unless that child is a family member.
 - 7. For noncompetitive divisions, the above formula applies with the following exceptions: Player selection will be computer drafted based on age and experience only. Board members will closely monitor the proceedings and advise coaches of requests made by individual players, either for transportation reasons or friendships. Every effort will be made to see that requests are at least considered if not honored. However, requests will not be allowed to jeopardize proper team balancing.
- E. Late-registered players will be placed on a first-come, first-placed basis to fill remaining team vacancies provided proper balance can be maintained. Late registration will **NOT** be a means of stacking teams with more experienced and higher-rated players.

Players who register late will be placed on teams by the Coach Administrator, Registrar or RC using the following guidelines.

- a. No player placement may be made which will unbalance the divisions.
- b. Prior to player placement, the average team rating will be determined for all teams in the division that player will be assigned.
- c. The highest-rated player available will be assigned to the team with the overall lowest average rating. Next, the second-highest player available will be assigned to the team having the second lowest average rating. This process will continue until all late player placements have been made.
- d. The Coach Admin, Registrar or RC may determine that a secondary draft is necessary to place the late registering players, if this is to occur, coaches will be notified. The order in which the coaches pick players will be determined by the RC or the Registrar. They may use any method that will not create imbalance in the division. It is suggested, however, that the order of coaches be established by review of the average team rating. That is as follows; the Team with the lowest average team rating will be the first team to select a player. Then the team with the second-lowest average team rating will be the second team to select a player, etc. until finally the highest-rated team has made the final choice of a player in round one. Once all teams have had one pick, then the last team to pick a player in the first round of selection will become the first team to pick a player in the second round of choice of player in the second round. This clockwise, counter-clockwise rotation will be the order until all late-registering players have been placed on a team.

TEAM FORMATION- SPRING SELECT/TOURNAMENT/ALL STARS

No player may be approached by a coach directly or indirectly to play on their team until they have received approval from the Regional Commissioner. A coach who violates this policy will not be considered for a Spring Select Team, Tournament Team, All-Star Team, or any other post season team. A team formed to play in a specific single tournament (ex. Thanksgiving) can do so only with the RC's approval and written permission on the tournament application.

SPRING SELECT AND TOURNAMENT TEAMS- The number of teams approved for any division will be based on the number of qualified players in that division. Once a coach receives approval for a team, they may offer a spot on the roster to players who participated in the Fall season. If a player is offered a spot on more than one team, the players' parents have the decision on which team they choose to join.

ALL-STAR TEAMS- Nominated players will participate in the All-Star tryout. Final player selection will be made by the selected All-Star coach based on the player evaluations from the tryout and their personal observations throughout the Fall season. The final roster is subject to approval by the Regional Board. Any player receiving two or more red cards during the Fall season cannot play on an All-Star team without approval of the Regional Board.

DISCIPLINARY ACTION AND DISPUTE RESOLUTION

Downey AYSO adheres to the no tolerance policy. Negative or abusive comments by players, coaches, and spectators will not be tolerated.

Pursuant to current national bylaws and the regional guidelines, the regional board has adopted the following policy regarding disciplinary action and dispute resolution:

1. There shall be **NO PROTEST ALLOWED**.
 - a. Judgment calls by the referees will not be reviewed.
 - b. Coaches are encouraged to make a formal written report of misapplication of the laws by a referee to the referee administrator within 24 hours of the game in question.
 - c. The referee administrator will review the report and if deemed necessary, instruct the referee in the proper application of the law in order to prevent further miss application. He will send a written statement of the action taken to all parties concerned.
2. In all games, discipline for infractions of the law should be the duty of the center referee assigned to the game. The proper sequence of discipline is as follows: 1). For players- verbal warning, caution yellow card, ejection red card 2). For coaches and team staff- verbal warning, caution yellow card, ejection red card, game suspension pending removal of offending party, then game termination if offending party refuses to leave. 3). For spectators- Verbal warning, ejection no red card, game suspension pending removal of offending party, then game termination if offending party refuses to leave.
 - a. The center referee shall have full authority to caution and/or eject any player, coach, or spectator should their behavior warrant such discipline.
 - b. In addition, the referee will file a misconduct report (MR) detailing the infraction and action taken.
 - i. All MRs will be reviewed by the regional commissioner or his designee for possible additional disciplinary action as warranted. If the MR reports a serious violation of AYSO spirit or philosophy or serious misconduct involving a coach, then the coach will be ineligible for all post season coaching. This includes, but is not limited to, All-Star, Spring Select and tournament teams. Only the Regional Board may override this provision.
 - ii. Any adult who is the subject of a misconduct report must be notified in writing of the specific violations contained within the MR by the RC or his designee as soon as possible following the incident.
3. ***Coaches are expected to set the proper example for their players and spectators.*** They will be held responsible for the conduct of their players, parents, and other spectators. Improper behavior on the soccer field will not be tolerated. It will be dealt with in the following manner:
 - a. Dissent requires a verbal warning. If it is persistent, it requires a temporary suspension. The coach or offender will be asked to leave the soccer field for the duration of the game- one game suspension.
 - b. Violent or abusive language directed at players, referees or other participants requires a temporary suspension. The coach or offender will be asked to leave the soccer field for the duration of the game and barred from participating in the next scheduled game- two game suspension.
 - c. Withdrawal of a team from the field by a coach requires a temporary suspension. The coach will be asked to leave the soccer field for the duration of the game and barred from participating in the next scheduled game- two-game suspension. This may also result in a DRB hearing to determine if further action is warranted.
 - d. Violent or physical misconduct requires a temporary suspension. The coach will be asked to leave the soccer field for the duration of the game and barred from participating in the next two scheduled games- three game suspension. This may result in a DRB hearing to determine if further action is warranted.
 - e. Disciplinary actions of coaches will be tracked and accumulated on a yearly basis. The tracking will begin

- August 1 of each year and end the following July 31. The following discipline will be applied to coaches:
- f. First disciplinary action in that year: two game suspension- game of occurrence and the following game, and removal of that coach from consideration of being the All-Star or any postseason team coach.
 - g. Second disciplinary action in the same year: removal from current team.
 - h. Third disciplinary action in the same year: permanently barred from coaching any Downey AYSO team.
4. Notwithstanding the above paragraph, in addition to or in lieu of any of the above stated disciplinary actions, the disruptive actions of coaches and spectators will be handled in the following manner:
- a. Verbal warning to the coach or offender detailing the disruption and the possible suspension or termination of the game if the behavior is continued.
 - b. Interruption of the game to allow for the removal of the disruptive party. Interrupted games may only be restarted by the center referee, but if the game is suspended by the center referee, the game is over.
 - c. Game termination and instances where the disruption cannot be removed. Games that are terminated may not be restarted. The outcome of terminated games must be decided by the Regional Board. Generally, regardless of the score at the time of the disruption, the non-offending team may be declared as the game winner.

DISCIPLINARY REVIEW BOARD

In addition to any disciplinary action stated above in paragraph 11, or in Lieu of it, a disciplinary review board DRB may be convened if:

1. Repeated misconduct or physically violent misconduct is observed.
2. The parties involved put the region in a position of vulnerability.
3. A coach removed their team from the field of play without authorization of the center referee or a coach failed to leave the field after receiving a red card.
4. There is thought to be danger to the AYSO program by a party's continued involvement.
5. A crime was alleged to have been committed.
6. A party violates the national regulations, principles, or philosophy of AYSO.
7. A party shows conduct which disrupts the Region's or AYSO's activity or programs.
8. Called for by the Regional Commissioner.
9. Called for by a 2/3 vote of the Regional Board at any Regional Board meeting.
10. Called for by the regional bylaws or guidelines.

Please refer to the Region guidelines for information on a DRB and the procedure. A copy will be available at the information tent.

SUSPENSIONS

Additional disciplinary action may be necessary. The RC and or the regional board have the right to suspend and/or terminate a member for their participation either temporarily or permanently under any of the following conditions:

1. Violent misconduct or threatened violent misconduct is observed.
2. Use of foul or abusive language.
3. Any activity or misconduct, criminal or otherwise, which would put the Region at risk or which the RC or Regional Board considers disruptive to the Region's or AYSO's progress.
4. Any incident listed above.

As with all instances of misconduct, proper notification and due process will be followed. In all cases of suspension or termination wherein a DRB will be conveyed, please refer to the Region guidelines for information on the DRB and its procedures.

PLAYER RATINGS

Player ratings from coaches in division 1-5 are mandatory. Your division will be scheduled to rate players at a specific time during the Fall season. You and/or your assistant coach must attend!

Player ratings are vital to the continuation of our program. Each player in division 1-5 must be evaluated during the regular season. These ratings are used for team formation the following year. They are also used to select all star players in division 3-5 for the current year. In short, the better the ratings are the better the next year's team formation will be.

FIELD DUTIES

All teams have field duties. Equipment set-up is one. It is the responsibility of both the home and visiting teams playing the **first and last game of the day**.

1. -Make sure that team representatives arrive on Friday, starting at 4pm, to set up the field when you have the first game on Saturday. If the field is not set up on Friday, it will need to be done before the game on Saturday morning. Time will not be added to games that start late due to the field not being ready. Assign some parents to stay a couple minutes over to take-

- down after the last game of the day. "Take-down" (taking off the net and placing it in the bag. Some goals must be pushed against the fence) is the responsibility of the teams playing the last game of the day. Each team does one net/goal.
2. The second is clean-up. Players should pick up their trash and dispose of it in the receptacles provided at the fields. That is not just the responsibility of the coach, assistant coach, or team manager. Each team is responsible for keeping their sidelines picked up of trash after **EVERY** game.

TEAM ROSTER / GAME - SNACK SCHEDULE

- SEE TEAM MANAGER'S SIDE OF THE HANDBOOK. THE DESCRIPTION IS ALREADY WRITTEN THERE. This does not mean that the responsibility falls on the Team Manager. It is always the Coach's final responsibility that this is handled.

TEAM INFORMATION SHEET:

- SEE TEAM MANAGER'S SIDE OF THE HANDBOOK. THE DESCRIPTION IS ALREADY WRITTEN THERE. This does not mean that the responsibility falls on the Team Manager. It is always the Coach's final responsibility that this is handled.

GAME REFRESHMENTS

- SEE TEAM MANAGER'S SIDE OF THE HANDBOOK. THE DESCRIPTION IS ALREADY WRITTEN THERE. This does not mean that the responsibility falls on the Team Manager. It is always the Coach's final responsibility that this is handled.

COACHES FILLING OUT LINE UP CARDS (U8 to U19):

These are the official record of each AYSO sanctioned game, it is very important that these forms be filled out and used properly by both the coaches who prepare them and the referees who use them. And it's not just for record-keeping purposes; the points earned by certified referees officiating a game -- **the points which must be earned by a team to qualify for Commissioner's Cup** -- are determined in very large part by the information on the cards. In other words: **Improperly filled-out card = no point(s) earned!** That isn't as punitive as it sounds; it simply means that, if the cards are not correctly, legibly, and completely filled out, we will be unable to use them. But have no fear!

Front of Card:

- Region number properly and legibly filled out (NOTE: Downey Region 24).
- Age Division properly and legibly filled out.
- Team number correct and legible.
- Team name
- Uniform colors. If multiple colors are used, list the predominant color first.
- The Coach's full name.
- The Assistant Coach's full name (if applicable).
- Start with the lowest numbered jersey number first (AYSO Fall Season is a #2) and continue to the largest number jersey number.
- Every player's full name needs to be listed next to his or her jersey number.
- Absent or no longer playing players need to be included on the card (everyone on your roster).
- With one line, cross out the name of the player and all the way across the entire row. Mark the reason in the quarter section.
- Write a "G or GK" next to the goalie's name.
- For late-arriving players, mark late on the quarters he/she will not be playing.
- The date of the game properly and legibly marked.
- The time of the game properly and legibly marked.
- The field number on which the game was played properly and legibly marked.
- The referee/line's man will take care of documenting the score.

Back of Card:

- The Referee will take care of it.

REQUIRED CERTIFICATION FOR REFEREE

- Registered as a Volunteer on aysodowney24.org
- Cleared by our Region's CVPA
- Safe Haven certification ***must be dated after 2017** (MUST RETAKE IT IF NOT)
- CDC Concussion Training certification ***must be dated after 2017** (MUST RETAKE IT IF NOT)
- SafeSport certification
- Background Check
- Fingerprinting
- Sudden Cardiac Arrest certification
- Referee Regional Certification (U8-U10 games)
- **Referee Intermediate Certification (U8-U14)
- **Referee Advanced Certification (U8-U19)

REFEREE UNIFORM

No one should ever be wearing a referee jersey on the sideline except for the referees officiating the game. This applies to **ANY** person on the sideline (coach, assistant coach, team manager, parent, family, spectator, etc.). This will cause confusion. The referee jersey **MUST** be removed, a penny placed over it or the person must move at least 5-8 yards from the sideline.

REFEREES FILLING IN LINE UP CARDS (U8 to U19):

These are the official records of each AYSO sanctioned game, it is very important that these forms be filled out and used properly by both the coaches who prepare them and the referees who use them. And it's not just for record-keeping purposes; the points earned by certified referees officiating a game -- the points which must be earned by a team to qualify for Commissioner's Cup -- are determined in very large part by the information on the cards. In other words: **Improperly filled-out card = no point(s) earned!** That isn't as punitive as it sounds; it simply means that, if the cards are not correctly, legibly, and completely filled out, we will be unable to use them. But have no fear!

Front of Card:

- | | | |
|--|---|---|
| <ul style="list-style-type: none">• Region number• Age Division• Team number• Team name• Uniform colors.• The Coach's full name.• The Assistant Coach's full name• Jersey numbers.• Player's full name | <ul style="list-style-type: none">• Absent players crossed out and a reason.• A "G or GK" next to the goalie's name.• The date of the game• The time of the game• The field number• The halftime score properly and legibly marked. Be sure this is in | <ul style="list-style-type: none">agreement with the total of the goals scored by all players on each team.• Which team was leading at halftime (if applicable) properly and legibly marked.• Which team was leading at halftime (if applicable) properly and legibly marked. |
|--|---|---|

Back of Card:

- Clearly mark the checkboxes which indicate the conduct of the players, coaches, and spectators in general.
 - Clearly note any disciplinary actions which had to be taken against any player, coach, referee, or spectator.
 - Clearly write any additional comments which you feel may be necessary. (Please limit these to facts, such as 'Player 5 (Gonzalez) was injured in the 4th period and did not return.')
 - The Center Referee's signature (to verify that the game was officiated), along with his or her printed name (if the signature is illegible, as many are), along with -- and this is very important -- the number of the team to which the Center Referee wishes to assign the points he or she earned by officiating the game. Please do not merely write "Team 3", or "Girl's Pink team", or any such shorthand; the full team number (which includes both the Age Division as well as the gender) must be marked.
 - Both Assistant Referee's signatures (to verify that the game was officiated), along with their printed names (if the signature is illegible, as many are), along with -- and this is very important -- the number of the team to which the Assistant Referees wish to assign the point they earned by officiating the game. Please do not merely write "Team 3", or "Girl's Pink team", or any such shorthand; the full team number (which includes both the Age Division as well as the gender) must be marked.
 - Specify the correct score: winner/ loser on the card. 2-0. (0-2 is a totally different score and issues will arise.)
- It really doesn't take much more time to fill out a card the right way than it does to do it the wrong way, and you will doubtless come to find that doing so regularly will make your job as a coach or referee (or both!) easier and more pleasurable for everyone involved. As always, let's keep it Safe, fair, and fun!

BANNER/FLAG REQUIREMENTS

- SEE TEAM MANAGER'S SIDE OF THE HANDBOOK. THE DESCRIPTION IS ALREADY WRITTEN THERE. This does not mean that the responsibility falls on the Team Manager. It is always the Coach's final responsibility that this is handled.

CHOOSING THE TEAM NAME

- SEE TEAM MANAGER'S SIDE OF THE HANDBOOK. THE DESCRIPTION IS ALREADY WRITTEN THERE. You need to follow the AYSO guidelines.

OPENING DAY PROCEDURES

- SEE TEAM MANAGER'S SIDE OF THE HANDBOOK. THE DESCRIPTION IS ALREADY WRITTEN THERE. This does not mean that the responsibility falls on the Team Manager. It is always the Coach's final responsibility that this is handled.

PICTURE DAY PROCEDURES

- SEE TEAM MANAGER'S SIDE OF THE HANDBOOK. THE DESCRIPTION IS ALREADY WRITTEN THERE. This does not mean that the responsibility falls on the Team Manager. It is always the Coach's final responsibility that this is handled.

MAKE UP PICTURES

- SEE TEAM MANAGER'S SIDE OF THE HANDBOOK. THE DESCRIPTION IS ALREADY WRITTEN THERE. This does not mean that the responsibility falls on the Team Manager. It is always the Coach's final responsibility that this is handled.

TROPHY NAMES FOR PLAYERS

- SEE TEAM MANAGER'S SIDE OF THE HANDBOOK. THE DESCRIPTION IS ALREADY WRITTEN THERE. This does not mean that the responsibility falls on the Team Manager. It is always the Coach's final responsibility that this is handled.

HANDLING THE TROPHIES

- SEE TEAM MANAGER'S SIDE OF THE HANDBOOK. THE DESCRIPTION IS ALREADY WRITTEN THERE. This does not mean that the responsibility falls on the Team Manager. It is always the Coach's final responsibility that this is handled.

TEAM PARTIES

- SEE TEAM MANAGER'S SIDE OF THE HANDBOOK. THE DESCRIPTION IS ALREADY WRITTEN THERE. This does not mean that the responsibility falls on the Team Manager. It is always the Coach's final responsibility that this is handled.

END OF THE SEASON PARTY

- SEE TEAM MANAGER'S SIDE OF THE HANDBOOK. THE DESCRIPTION IS ALREADY WRITTEN THERE. This does not mean that the responsibility falls on the Team Manager. It is always the Coach's final responsibility that this is handled.

GOAL CAN

- SEE TEAM MANAGER'S SIDE OF THE HANDBOOK. THE DESCRIPTION IS ALREADY WRITTEN THERE. This does not mean that the responsibility falls on the Team Manager. It is always the Coach's final responsibility that this is handled.

PETS (DOGS, CATS, HAMSTERS, PARROTS, ETC)

- The "no dog" policy is not an AYSO decision. ALL Downey Unified schools **do not allow dogs or any pets on their campus** unless they have their "Service Dog vest and Badge" on them. This includes the fields and the parking area. Please remind parents, players, family, and friends who come to the practices or games that pets cannot be on our schools. Downey AYSO could have their permits revoked. This would not just affect the one team whose parent, player, family member or friend that brought the pet **BUT ALL 1,600 players in our Region.** Thank you so much!

HOW SHOULD I HANDLE INJURIES?

Please follow the following:

- Ensure the safety of the player. Don't move an injured player.
- ***The divisional manager/board member in charge will call the paramedics, if necessary.***
- If it is a serious injury, call the person listed on the registration form as the one to notify in case of an emergency if they are not there.
- Remember, the registration form gives permission to treat in case of an emergency.
- Notify the Safety Director, so that the appropriate paperwork can be completed. If you don't have a copy of the injury report form, you can pick one up at the Referee Tent or you can download it from our website. **FILL IT OUT AND RETURN IT TO THE SAFETY DIRECTOR ASAP.**

WHAT SHOULD THE FIRST AIDE KIT HAVE?

The coach should always have one in his possession. It helps if the team manager carries one as well for those little emergencies. It does not have to be an expensive or large container with supplies. You'll just need the basics:

- | | |
|---|------------------|
| • Band-Aids | • Medical tape |
| • Antibiotic ointment (Neosporin) | • Ice packs |
| • Sting-free antiseptic cleansing wipes | • Hand sanitizer |
| • Some bandages | |

AYSO INCLEMENT WEATHER SCHEDULE - WHAT DO WE DO IF IT RAINS? NEARBY FIRES?

Sometimes the sun is not always shining in Southern California, and we have inclement Weather. Inclement weather for us would be heavy rain, thunder/lightning, or smoked filled skies. Division Managers will text/email coaches if practice sites will be closed or Saturday games will be cancelled. Saturday games will not be cancelled if it is just raining. Games are cancelled if there is lightning, the air quality is really bad, or the weather becomes too dangerous for the children. The people at Parks and Recreation sometimes cancel practice sites because the fields would get damaged, and players can get injured. Practice sites or Saturday game cancellations will be posted on the Region website/social media. Coaches can use good judgment when canceling practices.

DOWNEY AYSO REFUND POLICY

1. Please note that when you register, you are charged a membership fee of \$20 by AYSO National. This fee is charged by the National Office, not our Region, and is non-refundable (as part of the total \$30 non-refundable registration processing fee).

2. When the Region is notified, as provided below, of a player's decision to withdraw/drop from the program, a refund will be made of the appropriate registration fee paid less a \$30 non-refundable registration processing fee. Any player who has participated in a team activity (practice, scrimmage or game) is not eligible for a refund.
3. You must submit your refund request form via email or regular mail to the treasurer and appropriate registrars:
 - a. Boys registrar (email located on refund form/website)
 - b. Girls registrar (email located on refund form/website)
 - c. Treasurer (email located on refund form/website)
4. The date the refund request form is received by Downey AYSO will be determined by:
 - a. The email receipt dates of the treasurer AND appropriate registrar, whichever email date is later; or
 - b. The postmarked date on the envelope
5. Refund breakdown:
6. Refunds will be granted only with the approval of the Regional Commissioner.

All refunds requests must be made in writing.

Completed refund request form may be:

1. **Emailed to the treasurer AND appropriate registrar**
2. **OR**

**Mailed to: AYSO REGISTRAR
P. O. Box 39423
Downey, CA 90239**

*****Player will not be removed off your roster UNTIL the refund request is received and processed. If you need dropped players removed from your roster, print the form for the parent, fill it out, and mail it in ASAP. Process takes 2-6 weeks. Even if the due date for the refund has passed.***

SPONSORS

AYSO is a non-profit, non-taxable, non-stock corporation whose objectives are devoted to child development in a soccer environment that is safe, fair and fun. Our philosophy is: **EVERYONE PLAYS, BALANCED TEAMS, OPEN REGISTRATION, POSITIVE COACHING, GOOD SPORTSMANSHIP and PLAYER DEVELOPMENT.**

To help attain these goals, AYSO relies on sponsors drawn from the community. Teams can go to different companies in the community and ask for their team to be sponsored. Let them know how they will be benefiting the players on your team. AYSO sponsorships are tax deductible (see your tax consultant for details).

Sponsorships are usually paid out in the following manner. The team will receive half of the amount of the check. The other half would go to the region. Our treasurer, near the end of the season, gives out any sponsor checks. There is a form on the Region website. Any questions on Sponsorships, contact the treasurer.

Volunteer Duty: 3 CONTINUOUS HOURS PER PLAYER

The Snack Shack provides a means for us to pay the permit fees that we incur by playing at our home fields. **The parents volunteers of the Region run it.** Each team will be assigned a specific time during the season to work the Snack Shack, Information Tent or Parking. Assigned times are before or after that team's scheduled game. All parents **MUST** work during their assigned time. **The only person EXCLUDED to work is the HEAD COACH.** *** Only the Volunteer Director, Snack Shack Coordinator or the Commissioner can alter the assigned time/location for a team (NO ONE ELSE). If the schedule/ time is changed by anyone else, the team's volunteers credit will be jeopardized. Time or date changes for assigned volunteering duty **WILL NOT** be reassigned. Please find a 16 or older adult that can cover your assigned time.*

COMMISSIONER'S CUP REQUIREMENTS:

Purpose: The following point system will be utilized to determine the eligibility of teams for the Commissioner's Cup Tournament. The winners of our Commissioner's Cup Tournament advance to the Area Z playoffs. Point System for Advancing to Commissioner's Cup Tournament to be held in December:

Total Points required for entering Tournament:

U10 Division: 25 points U12 Division: 30 points U14 Division: 35 points

Ref Assignments

- U08 Center = 1 Point
- U10 Center = 2 Points, AR = 1 Point per AR
- U12 Center = 3 Points, AR = 2 Points per AR
- U14 Center = 3 Points, AR = 2 Points per AR
- U16 Center = 4 Points, AR = 3 Points per AR
- U19 Center = 4 Points, AR = 3 Points per AR
- **Missed assignment = (-1) Point**

-It is the referee's responsibility to make sure their team number and name are clearly and legibly written on the game cards they fill out during their referee assignments. **If names can't be read credit can't be given to the appropriate teams**

- Teams will be deducted 1 point if they fail to fulfill any assignments on a day they were scheduled.
- A team won't lose a point if they didn't have any assignment that day. A team has an opportunity to avoid losing a point if they miss their scheduled assignment, but they pick up another assignment.
- **Only certified referees will receive credit.** Club lines are not eligible.

Certification Points

- 1 Point each = Coach Certification – 2 Points possible for Coach and Assistant Coach (must be age appropriate)
- 1 Point each = Coach, Assistant Coach and Team Parent be **Registered as a Volunteer** (3 Points possible)
- 1 Point each = Coach, Assistant Coach and Team Parent - have the UPDATED Online Safe Haven and CDC training (3 Points possible)
- ** 5 points maximum for Certification Points

Division Managers will accumulate Certification Points. Regional Referee Administrator will keep weekly tally of referee assignment points.

At the conclusion of the season, if a team has four or more points deducted due to red cards or the failure to supply a referee as scheduled, **the team will not be eligible to participate in the Commissioner's Cup Tournament.** The divisional champion is determined based on the outcome of the Commissioner's Cup Tournament. The tournament rules will be distributed prior to the tournament. The tournament must determine a winner. The Commissioner's Cup first-place team will represent Downey AYSO in the Area 11Z League Championships. Should they win, they would also represent Area Z in the Section 11 Championships and possibly Western States Championships. The second-place team will be considered the "wild card" choice should that option become available for Area 11Z play. The second-place team will represent Downey AYSO should the first-place team not wish to compete.

Tournament seeding will be determined by Region officials.

**** The RC and Regional Board will make the final determination on the divisional teams that will represent Region 24 in the Area 11Z League Championships. Coaches and/or teams may be disqualified from advancing based on misconduct.**

COMMISSIONER'S CUP TOURNAMENT:

Tournament Rules will be provided to the coaches of the teams who have qualified for the tournament. Coaches must attend a mandatory rules meeting prior to the tournament.

UNDER 5 AND UNDER 6 GUIDELINES

The Teams:

SEE INSERT OF "PLAYERS ON THE FIELD"

Player Equipment:

Cleats and shin guards covered by socks are **mandatory** at **ALL** practice and game activities.

The Start of Play:

To start the 1st and 2nd halves, and following each goal, play is started or restarted with a kick-off in the center of the field. A coin toss is used to determine which team kicks off to start the game, and the other team kicks off to start the 2nd half.

The Kick-off:

The kick-off 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. **Do not** insist the opponent be a minimum of precisely 5 yards from the ball as **this is just a guide** to give the kicker room to kick the ball without it immediately hitting an opponent. **Remember, let them play and do not interfere for technicalities.**

Ball In and Out of Play:

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. In these games, the game supervisors will determine when the ball is out of play. When the ball goes out of play in these games across the touch line (side line) or the goal line (end line) without a goal being scored, a throw-in is awarded at the point it crossed the line.

Duration of Game:

SEE INSERT OF "DURATION OF GAME"

Substitutions:

Substitutions are between periods, at halftime and for injuries. The players will be separated by girls and boys teams at all levels of play. Playing time is a minimum of two periods (quarters) per game and no player should play four periods until everyone has played three

Fouls and Other Stoppages

Deliberate fouling should be rare in these games. Kicking, tripping, handling the ball and dangerous play may occur. There should be few, if any, additional reasons to stop play in these games. If a player is "not playing well with others" or if play must be stopped for any other reason (injury, substitution, confusion, or to watch a passing train, butterfly or frog), refocus the players and begin again with a free kick or throw-in as appropriate. Award the restart to whichever team deserves it. Exercise common sense, stand back and let them play.

Throw-in:

When the ball goes out of play in these games across the touch line (side line) or the goal line (end line) without a goal being scored, a throw-in is awarded at the point it crossed the line. The throw-in is awarded to the team that didn't touch the ball last. In these games, when a throw-in is taken from behind the goal line, the thrower must not be between the goal posts.

Whether the throw-in is properly taken or not, let it go...teach proper technique later. Again, let them play with minimum interruption. Keep the game moving and fun.

Method of Scoring:

A goal is awarded when the ball completely crosses the goal line into the goal. Everyone should enthusiastically celebrate goals. In these games, goals are not recorded to determine who wins, as everyone is a winner.

Free Kick:

Play may have to be stopped occasionally to "sort things out" in these games. When this is necessary, correct the situation and then restart with a free kick

for the deserving team. The opposing team should be at least 5 yards from the ball in these games. All free kicks in these games are direct free kicks which means, if you're lucky, a goal can be scored directly from the kick without the ball having to be touched or played by another player on the field.

U-5 AYSO Coach's Manual:

<http://www.freeholdsoccer.com/docs/AYSO%20U5%20Coach%20Manual.pdf> <http://www.ayso779.com/docs/U6coachmanual.pdf>

U-6 AYSO Training Games:

http://www.ayso.org/For_Volunteers/coaches/coach_training_games/u6_training_games.htm#.Vk1dNksuJMI

UNDER 8 GUIDELINES

The Teams:

SEE INSERT OF "PLAYERS ON THE FIELD"

Player Equipment:

Cleats and shin guards covered by socks are **mandatory** at **ALL** practice and game activities.

The Start of Play:

The game should be started with a kick-off in the middle of the field.

The Kick-off:

A coin toss is used to determine which team kicks off to start the game and the other team kicks off to start the second half. Opponents must be six yards from the center mark while kick-off is in progress.

Ball In and Out of Play:

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.

Duration of Game:

SEE INSERT OF "DURATION OF GAME"

Substitutions:

Substitutions are between periods, at halftime and for injuries. The players will be separated by girls and boys teams at all levels of play. Playing time is a minimum of two periods (quarters) per game and no player should play four periods until everyone has played three.

Any player playing in goal, must play an equal amount of time on the field (player development).

Fouls and Misconduct

The referee will assess direct free kicks for all fouls, with the opponents six yards away from the ball. Free kicks that are awarded to the attacking team inside the defending team's goal area should be taken from the nearest point on the goal area line in front of the goal. **There are no penalty kicks.**

Referees will work cooperatively with the coaches and eliminate the need for cautions and send-offs. Do not show yellow or red cards.

Throw-in:

When the ball goes out of play in these games across the touch line (side line) without a goal being scored, a throw-in is awarded at the point it crossed the line. The throw-in is awarded to the team that didn't touch the ball last. Throw-in should be properly taken. Referee should have a player re-take an improper throw-in after instruction on proper technique.

Method of Scoring:

See the U-8 Coaching Handbook

U-8 Officials:

AYSO certified U-8 Officials or higher are required for U-8 games. The U-8 Official should briefly explain any infringements to the player(s) and encourage proper play and sporting behavior. As with all games, every effort should be made to keep the game moving and free from stoppages for doubtful infractions. Let them play and enjoy.

Assistant Referees

If available, assistant referees who have completed Assistant Referee Certification may be used to assist the referee. This is an opportunity for new assistant referees to begin getting experience.

U-8 AYSO Coach's Manual:

<http://www.ayso779.com/docs/U8coachmanual.pdf>

U-8 Training Games

http://www.ayso.org/For_Volunteers/coaches/coach_training_games/u8_training_games.htm#.Vk1da0suJMI

UNDER 10 GUIDELINES

The Teams:

SEE INSERT OF "PLAYERS ON THE FIELD"

Player Equipment:

Cleats and shin guards covered by socks are **mandatory** at **ALL** practice and game activities.

The Start of Play:

The game should be started with a kick-off in the middle of the field. .

The Kick-off:

A coin toss is used to determine which team kicks off to start the game and the other team kicks off to start the second half. Opponents must be eight yards from the center mark while kick-off is in progress.

Ball In and Out of Play:

SEE U-8 DESCRIPTION

Duration of Game:

SEE INSERT OF "DURATION OF GAME"

Substitutions:

Substitutions are between periods, at halftime and for injuries. The players will be separated by girls and boys teams at all levels of play. Playing time is a minimum of two periods (quarters) per game and no player should play four periods until everyone has played three.

Fouls and Misconduct

Fouls and misconduct are determined per FIFA's Laws of The Game. No intentional heading of the ball is allowed. Goalie may not drop kick or punt the ball. Referees will work cooperatively with the coaches and eliminate the need for cautions and send-offs. Do not show yellow or red cards. **There are penalty kicks.** Opponents must be eight yards from the ball on restart kicks.

Throw-in:

When the ball goes out of play in these games across the touch line (side line) without a goal being scored, a throw-in is awarded at the point it crossed the line. The throw-in is awarded to the team that didn't touch the ball last. Throw-in should be properly taken ...teach proper technique.

Method of Scoring:

See the U-10 Coaching Handbook

U-10 Officials:

AYSO certified Regional Referees or higher are required for U-10 games. The referee should briefly explain any infringements to the player(s) and encourage proper play and sporting behavior. As with all games, every effort should be made to keep the game moving and free from stoppages for doubtful infractions. Let them play and enjoy.

Assistant Referees/Club Linesmen:

If available, qualified assistant referees who have completed Assistant Referee Certification may be used to assist the referee. This is an opportunity for new assistant referees to begin getting experience. If qualified assistant referees are not available, Club Linesmen (untrained volunteers who may be affiliated with one of the teams/clubs) may be recruited from the spectators to assist the referee with calling the ball in and out of play **only**. This is an opportunity for parents to get involved.

U-10 AYSO Coach's Manual:

<http://www.ayso779.com/docs/U8coachmanual.pdf>

U-10 Training Games

http://www.ayso.org/For_Volunteers/coaches/coach_training_games/u10_training_games.htm#Vk1dsksuJMI

UNDER 12 GUIDELINES

The Teams:

SEE INSERT OF "PLAYERS ON THE FIELD"

Player Equipment:

Cleats and shin guards covered by socks are **mandatory** at **ALL** practice and game activities.

The Start of Play:

The game should be started with a kick-off in the middle of the field. .

The Kick-off:

A coin toss is used to determine which team kicks off to start the game and the other team kicks off to start the second half. Opponents must be eight yards from the center mark while kick-off is in progress.

Ball In and Out of Play:

SEE U-10 DESCRIPTION

Duration of Game:

SEE INSERT OF "DURATION OF GAME"

Substitutions:

Substitutions are between periods, at halftime and for injuries. The players will be separated by girls and boys teams at all levels of play. Playing time is a minimum of two periods (quarters) per game and no player should play four periods until everyone has played three.

Fouls and Misconduct

Fouls and misconduct are determined per FIFA's Laws of The Game. No intentional heading of the ball is allowed.

Throw-in:

SEE U-10 DESCRIPTION

Method of Scoring:

See the U-12 Coaching Handbook

U-12 Officials:

AYSO certified Regional Referees or higher are required for U-12 games.

U-12 AYSO Coach's Manual:

<http://www.ayso779.com/docs/U12coachmanual.pdf>

UNDER 14

U-14 AYSO Coach's Manual:

<http://www.ayso779.com/docs/int-coachmanual.pdf>

UNDER 16/19

U-16/U19 AYSO Coach's Manual:

<http://www.ayso779.com/docs/adv-coachmanual.pdf>

I HAVE RECEIVED A COPY OF THE COACH AND ASSISTANT COACH HANDBOOK

TEAM NUMBER: _____

COACH NAME: _____

COACH SIGNATURE: _____

DATE: _____