

# Coach Manual



AYSO Region 517  
Santa Ana  
[www.ayso517.org](http://www.ayso517.org)

Fall 2010 rev.1



AYSO Region 517  
Coach's Meeting Agenda  
Aug. 4, 2010 Dan Young Field

Board Introductions (Ref. Board of Directors Contacts)

- Responsibilities

Team (Ref. Rosters/Whites)

- Max Roster Sizes: U5/U6=7; U8=10; U10=10; U12=12; U14=15; U16/U19=18
- Recruitment: Only if space on roster. Contact Heidi Galaviz 714 654-6530
- ID Cards Required for U12 and up. Distribute Date TBD

Coaching

- Volunteer Forms (Including Team Mom and Assistant Coaches)
  - Renewed every year
  - Available on-line [www.eayso.org](http://www.eayso.org)
  - Signed volunteer copies given to Heidi Galaviz
  - AYSO ID number assigned
- Coaches Agreement
- Training Requirements (Both Coach and Assistant)
  - Safe Haven  
Available on-line at [www.aysotraining.org](http://www.aysotraining.org)  
**Must have AYSO ID number**  
**Upon completion, Copy Certificate and put into binder**  
Target completion date: 08/31/10
  - Coaches Training
    - Beginning Training
      - U-10/U-8/U-6/U-5 4 Hours
        - August 7, 2010 Super Camp @Ocean View HS
      - U12 5 Hours
        - August 7, 2010 Super Camp @Ocean View HS
      - Target Completion date: 8/31/2010
    - Intermediate Training (U-14) On 8/6-8/8
      - August 7, 2010 Super Camp @Ocean View HS
    - Advanced Training (U16/U19) On 8/6-8/8
    - Prerequisite: Intermediate must have U12 certificate and Advanced must have Intermediate certificate
    - **No Training, No playoffs nor all-stars for the team.**  
Target Coaches Training completion date: 9/31/10  
**Contact Ralph for further information**

- Team Preparation
  - Preseason Parent Meeting
  - Planning by setting team goals
  - Practice preparation
  - Game preparation

#### Team Structure and Responsibilities (PARENTS MUST HELP)

- Head Coach
  - Organize/Train Team
  - Manage Binder
  - Equipment
  - Assign parent help
- Assistant Coach
  - Assist in Training of team
  - Manage team while Head Coach is away
- Team Parent
  - Attend Team Parent Meeting to pick up uniforms, obtain schedules and pick up ID Cards when applicable
  - Call team about practices, games, special events, etc.
  - Coordinate snacks
  - Coordinate picture day
  - Take pictures for website
- Referee
  - Train for certification and referee games
- Field Maintenance
  - Set up goals
  - Paint fields
  - Pick up trash
- Players
  - Learn/exercise and have fun

#### Fields (Practices)

- McFadden Intermediate (Lower Fields)
  - **CLOSED Until further notice**
- McFadden Intermediate (Upper Field)
  - **CLOSED Until further notice**
- Dan Young Field (Wednesdays ONLY)
  - Upper divisions ONLY
- Greenville Intermediate
  - Monday-Friday 5-dusk
- Valley High School/John Adams
  - Check snack bar for updates
- Field Allocation
  - Be courteous to all coaches
- Rules
  - Work together
  - Shin guards 100% of the time
  - Report any injuries

### Fields (Games)

- Season starts September 11<sup>th</sup>
  - McFadden Intermediate
- Travel Teams (Multiple Sites)
- Schedules distributed during Team Parent Meeting

### Game Guide Lines

- Parent administrators must have fields painted and goals up prior to game start.  
**ALL GAMES HAVE A RUNNING CLOCK STARTING AT THE SCHEDULED TIME. NO EXCEPTIONS.**  
**ARRIVE AN HOUR EARLY FOR COMPLETE PREPARATION**
- Have game cards filled out and ID cards ready before the start of the game.
- Report all injuries and incidents. Refer to Incident procedure and form.

### Referee

- U-5/U-6
  - Self Refereed
  - Alternate Halves
- U-8/U-10/U-12
  - Youth Referees/Beg Referees
- U-14/U-16/U-19
  - Senior Referees
- Recruitment

### Point System (U-10 and up participate in area playoffs)

- Games
  - Win = 3
  - Tie = 1
  - Loss = 0
- Support Point System
  - Sanctions applied to teams not meeting requirements
  - Referee (Monitored by Omar Dominguez)
  - Field Preparation (Monitored by Board)
    - Goal Setup
    - Goal Take Down
    - Clean up

In addition, game start rule still applies especially at lower levels

**Make sure to keep record of participation to assure credit for points.**

### Equipment

- Uniforms (Coach and Team)
  - Will only be passed out to team parent. Date TBD
- Coaches Bag
  - First Aid Kit, ball bag, balls, whistle, cones, binder,

## Binders

### **MUST BE WITH THE RESPONSIBLE COACH DURING PRACTICES AND GAMES**

- Team Roster
- Player White Sheets
- ID Cards
- Game Cards
- Volunteer Form
- Coaching Agreement Forms
- Safe Haven Information
- Training Information
- Parent Agreements
- Team Volunteer Forms
- Fields
- City Park Permits (Your roster is your permit)
  - If there are any issues with other leagues on our fields, contact Rick N. or Ralph D. Don't take matters into your own hands.
- Mud-line
- Maps to Visiting Fields
- Guidelines
- Point System
- Injury/Incident Reporting Procedure
- Incident Form
- Player Agreement Forms
- Travel Waivers
- Banner Information

**CHECK THE SNACKBAR EACH WEEK FOR IMPORTANT UPDATES**

## Tournaments

## All-star Selections

## Calendar

- Meeting 8/11 tentatively
  - Hand out rosters and white sheets
  - Distribute ID Cards
  - Turn in Certifications
  - Turn in Volunteer Form and Parent Agreement
- Meeting TBD
  - Uniforms
- Meeting TBD
  - Game Cards

## Questions



## COACH / ASST. COACH AGREEMENT

In consideration for being asked to Coach or Assistant Coach for Region 517, I agree to the following guidelines of Region 517.

1. I will follow the AYSO "Positive Coaching" philosophy. I understand that AYSO is "For the Players." Emphasis is placed on good sportsmanship and maximum enjoyment for the youngsters.
2. I will be courteous to all AYSO volunteers, including referees even if I disagree with their decisions, this includes Youth referees.
3. I will have with me the players' Registration forms & Player/Parent agreements at all practices and games.
4. All players shall play a minimum of  $\frac{1}{2}$  of each game during the season and playoffs. In U-6, U-8, U-10, U-12 boys & girls  $\frac{3}{4}$  play is recommended.
5. The "Gentlemen's Agreement" regarding teams that are short of players may be followed, but is not mandatory.
6. I will follow the "NO Slaughter Rule" This means that I will take appropriate action during the game to insure that my team will have a maximum goal difference of (5) five goals at any time during any game. I will remember that the purpose of the game is for ALL players to have fun.
7. A coach or Assistant coach must be present until the last player is picked up from each practice and or game.
8. I will make sure that all adults interacting with a team have completed and submitted a volunteer application, before the first practice.
9. I will make sure that all players have shin guards, and socks covering the shin guards, during all practices and games.
10. I am aware that the use of tobacco, drinking of alcoholic beverages and dogs/animals are not allowed during the games or practices.
11. I will help in picking up litter after the games and will use courteous behavior in neighborhood parking at the games.
12. I understand I am required to become an age appropriate trained and certified coach to provide the maximum benefit to the children and myself.
13. I will report to the Coach Administrator any player that receives 3 or more Cautions (yellow cards) during the season or a Sendoff (red card) whether on a region or visiting field.

I am aware if I do not follow the above guidelines, violations may result in sanctions against me up to and including game suspension(s) and or removal as Coach Assistant Coach from the team.

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Print coaches name

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Coaches signature / Date



## VOLUNTEER FORM

It is now mandatory that **all** volunteers have this form completed. This also includes Assistant Coaches and Team Parents that will be involved with the youth

It only takes about 5 minutes and you may complete it **online** at:  
[www.eayso.org](http://www.eayso.org)

Once completed, **you must make two copies, sign them, and turn them the Registrar** to complete the process. At this point, your AYSO ID number will be assigned.

**This form MUST be completed every year of active service.**

## SAFE HAVEN

It is now mandatory that **all** coaches have Safe Haven Coach Certification. We also need to have Assistant Coaches and Team Parents take the certification.

It only takes about 45 minutes and you may take it **online** at:  
[www.aysotraining.org/index.htm](http://www.aysotraining.org/index.htm)

To complete your Safe Haven Class you **must** have your AYSO ID number. You will have this if you completed your volunteer form.

This Certification will only need to be obtained once.



# TRAINING

Region 517 Coach Certification Requirements

U/5/U6U8/U10	U-10 Training
U12	U-12 Training
U14	Intermediate Training
U16/U19	Advanced Training

Intermediate and Advanced certificate require prerequisite

Intermediate requires U12

Advanced requires Intermediate

Please go to [www.eayso.org](http://www.eayso.org) or contact the coach administrator, Ralph (310) 863-7086 for available training information



# Area 11 K Coach Camp

**August 6-8, 2010**  
**Ocean View High School**  
**17071 Gothard Street**  
**Huntington Beach, CA 92647**

## Coach Class Offerings:

**U10 Coach Course – \$25.00 course fee.**

Saturday, August 7, 8:00 AM – 11:30 AM.  
Pre-requisite: U8 Coach Course recommended.

**U12 Coach Course – \$50.00 course fee.**

Saturday August 7, 12:00 PM – 5:00 PM.  
Pre-requisite: U10 Coach Course recommended.

**Intermediate Coach Course – \$70.00 course fee.**

Friday, August 6, 6:30 – 9:30 PM  
Saturday, August 7, 8:00 AM – 4:00 PM.  
Sunday, August 8, 8:00 AM – 4:00 PM  
Pre-requisite: U12 Coaching Course.

**Advanced Coach Course – \$70.00 course fee.**

Friday, August 6, 6:30 – 9:30 PM  
Saturday, August 7, 8:00 AM – 4:00 PM.  
Sunday, August 8, 8:00 AM – 4:00 PM.  
Pre-requisite: Intermediate Coaching Course.

**Introduction to Instruction Course – \$20.00 course fee.**

Friday, August 6, 6:00 PM – 9:00 PM.  
Required for all instructor disciplines – Coach, Management, Referee.

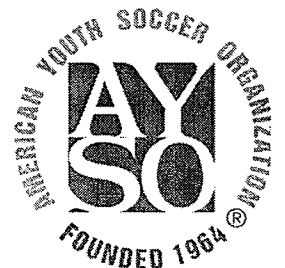
**Coach Instructor Course – \$50.00 course fee.**

Saturday, August 7, 8:00 AM – 5:00 PM.  
Pre-requisite: Introduction to Instruction and U12 Coach Course.

Check-in begins at 7:30 AM for all classes (except Friday classes). Saturday and Sunday classes include a BBQ lunch. Water is provided throughout the day. Please visit the Area K web site ([www.ayso11k.org](http://www.ayso11k.org)) for more information and registration information, or contact the following:

**Gus Martinez – Camp Director** (general camp information):  
[11kcamp@gmail.com](mailto:11kcamp@gmail.com)

**Rob Orcholski – Coach Administrator** (coach course registration info):  
[coach@ayso11k.org](mailto:coach@ayso11k.org)





# Area 11 K Referee Camp

**August 6-7-8, 2010**  
**Ocean View High School**  
**17071 Gothard Street**  
**Huntington Beach, CA 92647**

## Referee Class Offerings:

### **Basic Referee Course – (Fee's billed direct to Region – Area K Referees only)**

*(out of area students are required to pay a \$30.00 course fee)*

August 7-8, 8:00 AM – 5:00 PM.

*(Both English and Spanish classes are offered both days)*

### **Intermediate Referee Course – \$70.00 course fee.**

August 7-8, 8:00 AM – 5:00 PM.

### **Advanced Referee Course – \$70.00 course fee.**

August 7-8, 8:00 AM – 5:00 PM.

This course will include the Advanced Referee Physical Fitness Test.

### **Referee Instructor Course – \$50.00 course fee.**

August 7, 8:00 AM – 5:00 PM.

Should be Intermediate (or higher) level referee. Introduction to Instruction course is required to be certified as a Referee Instructor.

### **Introduction to Instruction Course – \$20.00 course fee.**

August 6, 6:00 PM – 9:00 PM.

Required for all instructor disciplines – Coach, Management, Referee

### **Referee Assessor Course – \$50.00 course fee.**

August 7, 8:00 AM – 2:00 PM.

Should be Advanced (or higher) level referee.

This course will include a practice assessment on Saturday, August 7th.

### **Referee Instructor Evaluator Course – \$50.00 course fee.**

August 7, 8:00 AM – 2:00 PM.

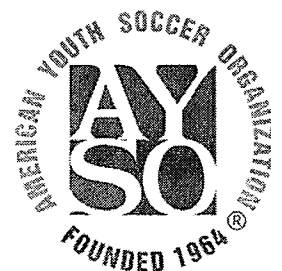
Open to certified AYSO Referee Instructors only.

This course will include practice evaluations on Sunday, August 8th.

Check-in begins at 7:30 AM for all classes. Saturday & Sunday classes include a BBQ lunch. Water is provided throughout the day. Please visit the Area K web site ([www.ayso11k.org](http://www.ayso11k.org)) for more information and registration information, or contact the following:

**Gus Martinez – Camp Director** (general camp information):  
[11kcamp@gmail.com](mailto:11kcamp@gmail.com)

**Rick Sedivy – ADRI 11K** (referee course registration info):  
[richard.sedivy@verizon.net](mailto:richard.sedivy@verizon.net)





## PARENT AGREEMENT

As part of my child playing soccer in AYSO Region 517, I agree to the following guidelines listed below:

1. I am aware that AYSO Soccer has a "Positive Coaching Philosophy" and that it is "For the Players". I am also aware that there is an emphasis on good sportsmanship, fair play player enjoyment.
2. I will be courteous to all AYSO Volunteers, including referees even if I disagree with their decisions.
3. I will applaud good plays by our team and by members of the opposing Team. I will refrain from ridiculing or yelling at a player for making a mistake or for losing a game.
4. I will bring my child on a consistent basis to practices, and games and if I can't practice, I will contact the coach prior to practice time. I understand that I must drop off and pick up my child in a timely manner.
5. My child will come to all practices and games with shin guards, soccer shoes, a soccer ball, water bottle and a jacket/sweats.
6. I am aware that smoking, alcohol, and any type of animal are not Permitted at any soccer site during practice or games.
7. If I have a concern about an action of my child's coach or assistant, I will Discuss with them at an appropriate time or with the Head Coach.
8. I will help in picking up litter after the games and will use courteous behavior in neighborhood parking at the games.
9. Failure to abide by these listed guidelines may result in sanctions against parents and/or player.
10. I will volunteer as I indicated during registration.

\_\_\_\_\_  
Parent name

\_\_\_\_\_  
Parent signature / Date



# PLAYER AGREEMENT

As a player playing soccer in AYSO Region 517, I will abide by the guidelines listed below:

1. I will display good sportsmanship at all times.
2. I will attend all practices and games and be on time, if I can't make practices or games, I will contact my coach before the schedule event.
3. I will come to all practices and games with my equipment on and have a water bottle and jacket/sweats.
4. I will not intentionally try to hurt another player.
5. I will not use rude, foul or abusive language or gestures at any time to any time to any person.
6. I will be courteous to all volunteers, including the referee, even if I disagree with their decisions.
7. I will listen to my coach and assistant coach and follow the team guidelines.
8. I will not bring alcohol or smoking instruments to any AYSO event.
9. I will congratulate the opposing team whether my team won or lost.
10. I will assist in keeping sidelines clean and orderly.
11. I will represent Region 517 with fair play, dignity, and skill.
12. If I receive three or more Cautions (Yellow Cards) during the season, my coach and or the regions coach administrator will counsel me.
13. If I receive a RED card in any game or region or visiting fields, I will sit out the next game schedule and may have other sanctions against me.

I am aware if I do not follow the above listed guidelines, that sanctions, as well as removal from this team are possible.

\_\_\_\_\_

print players name

\_\_\_\_\_

players signature / Date

