# AYSO Region 279 Coaches' Handbook

Fall Season 2019

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LS means Lakeshore fields DH means Deane Hill fields IR means InterRegional schedule

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## **Important Dates**

for AYSO 279 at Lakeshore Park and Deane Hill Rec Center, serving all West Knoxville and surrounding communities.

Walk-in registration – **Jul 27**, 9-12am, Sacred Heart

Walk-in registration – Aug 1, 5-7pm Lakeshore Park Administration Building

Walk-in registration – Aug 3, 9-12am, Sacred Heart

8U Player evaluations – Aug 14,15 @6pm @ Deane Hill

Final team numbers due to IR schedule – Aug 17

Coaches meeting – **Aug 24** UT Ag Campus, Ellington Plant Sciences

Player draft – Aug 25, UT Ag Campus, Ellington Plant Sciences

8U 1:00-3:00pm

10U 3:00-4:30pm

12U 4:30-5pm

Practices start – Aug 26

Labor Day - Sep 2

Game schedule release - **Sep 5** 

First game – **Sep 7** 

Fall Bash @ Region 1390 – Sep 28/29 (no IR games scheduled this weekend)

Last IR game – Oct 26 (only 10U will play at Lakeshore, 14U and 12U are away)

6U Jamboree – Oct 26 (at Lakeshore Playground Field)

8U Tournament – Oct 26 (at Lakeshore Middle Field)

Morristown Tournament – Nov 2,3

#### **Some Links:**

Abuse

Jack Libiski, the muppet,

Pressure

Oh brilliant, Billy's Dad's here

What kids are learning

4 don'ts in soccer

Families Involved at practice with no SAI problem

Coaching Tips

#### SAI – Soccer Accident Insurance

- player registration forms are required to be with the coach at every training session and game (and even team parties.) If only one coach is at the activity then the forms must be transferred to that coach or make copies so both coaches can have a copy.
- the Team Party after the season is AYSO activity where SAI can help if an accident occurs here. Please remember to have the player release forms with you.
- for injuries and other incidents (insurance) an incident form must be filled out
- SAI requires a completed form. Without the form, there may be no insurance coverage for the injured person.
- your family may have adequate insurance so SAI is not needed by you. Please don't jeopardize another family's finances by not filling out the forms.
- SAI does not cover adults or siblings or friends playing; unregistered players and adults should not be allowed to "scrimmage" with or against children;

**Soccer Accident Insurance does not cover accidents that occur with unregistered participants. Top of the Document** 

# Coach Certification Steps

- Note that coaches may coach maximum of two teams due to scheduling conflicts
- create an account at <u>AYSO279.org</u>, Our site is managed by the Dick's Sporting Goods Team Sports Web tool called Blue Sombrero. If you registered your kids to play in our Region, then this account is already created.
- **register** as a **volunteer** at the <u>AYSO279.org</u> site the same way that the players are registered. Use the account mentioned in the previous step. You have to choose to volunteer as a coach and fill out the form.

Make sure you volunteer for the program for this season!

When your volunteer info is complete please print the form and bring it to any Region 279 Board member or to the coach meeting.

- **complete the Safe Haven volunteer training** at <u>AYSOU.ORG</u>. Go to <u>https://www.aysou.org/</u>and login with the same account name and password you created for your account. Click on "Online Courses" and you will see "AYSO's Safe Haven" on the list.
- complete the age-appropriate coach training for the children coached also at <u>AYSOU.org</u>. You must be certified at or above the level of the team you are coaching. This training is at the same <u>www.AYSOU.org</u> site. Login and click on "Online Courses" and you will see all the age division course on the list
- take the CDC Concussion Training (TN State requirement for all youth sports.) This is also at the same <a href="https://www.aysou.org/">https://www.aysou.org/</a> site. The "CDC: Concussion Course" is on the list under "Online Courses." Once you pass the test for this course please print out the certificate while it's shown to you and bring to the coach meeting. The Concussion Course must be completed annually.
- take the Sudden Cardiac Arrest training course at NFHSlearn.com (this Cardiac course is at NFHSlearn.com, not at AYSOU.org). The cardiac arrest training must be completed annually. This is a TN State requirement for all youth sports, not just AYSO. As noted, this course is managed by the National Federation of State High School Associations. It is at their Web site: <a href="www.nfhslearn.com/">www.nfhslearn.com/</a> You must create an account and must "buy" the training for \$0. Find and add the cardiac training to your curriculum and pass the test. Please print out the certificate while it's shown to you and bring it to the coach meeting. We apologize for the complexity, but this training is a Tennessee state youth sports training course that AYSO doesn't control.

# AYSO Philosophies (Explained)

Not every philosophy was written in place when AYSO was started in 1964. But written or not, these philosophies were all always inherent in the aim of the program. In due course when one needed to be called out explicitly it was added to the formal list. AYSO strives for quality youth soccer programs which promote a fun, family environment based on these philosophies.

#### - everyone plays

This philosophy is to ensure players don't sit on the bench for much or even all of the game. The best skills come from applying techniques and executing tactics in game situations, not in training sessions. AYSO requires that players on time for the game must play in at least ½ the game. Our Area further requires that for a player to play all the game, all other players on the team must play at least ¾ of the game.

#### - balanced teams

It's never fun to be the losing team in a 10-0 score. Similarly, if you are consistently on the winning team 10-0, there's little chance to stretch your potential and become better at the game. To address both issues, AYSO says teams must be as balanced as possible within a Region. The purpose is to ensure some games will be competitive between teams.

#### - open registration

Any player that registers with our Region will be put on a team. We never turn any player away. There are scholarships available for players if the family cannot afford the fees and uniform. As a side note, while this is our goal, we have had to close registration due to low numbers of people volunteering to be coaches or referees.

#### - positive coaching

AYSO stresses that highlighting the successes of a player makes a bigger impact than shouting at or embarrassing a player for some mistake. Imagine a coach that says harsh things to a small child. At the end of the season the child never wants to play soccer (or maybe any sport) again. Positive re-enforcement from coaches is a more successful strategy and is a more fun environment for the kids. AYSO supports the PCA (Positive Coaching Alliance) and you can read more at their Web site: <a href="https://positivecoach.org/">https://positivecoach.org/</a>

## - good sportsmanship

The purpose of youth sports is to foster good and fair competition between kids at this very early age to help train them for life. Within any game there will always be instances out of our control that won't be "good or fair" but to purposefully create those instances is not supported by AYSO. Sportsmanship, not gamesmanship is the goal. Remember this is youth sports.

#### - player development

This means not only soccer skills but also life skills. The previous philosophies are oriented around life skills. Specific to soccer skills, our Region has created a skills clinic available free to all players and coaches on Friday evenings. Players can get this extra training and coaches get new ideas for their own training sessions. To further push the more advanced players we have an EXTRA program where kids can tryout. These teams will play outside the core AYSO balanced program against teams that are also of more advanced skills.

# **Training Sessions**

- have a plan for each session ahead of time. It's okay for plans to change based on your observations at games or other training sessions.
- no long speeches. Break long activities into short segments that will build on each other.
- do not train in goal areas. It kills the grass and creates muddy areas when it rains. Keepers don't like to play in the mud, and you won't like it if the ball slips through because of mud.
- understand where your training area is and play there. Don't displace another coach.
- take all trash and your equipment with you when you leave the field.
- Store rebounders safely where they belong.
  - At LS this is in the northwest corner of the field in the mulched area
  - At DH this is stored about the center of the hill in the mulched area
- use the goals for games, not training. Store goals safely off the field.
  - At LS: All the way at the ends of the field w/ goal facing down.
  - At DH this for 10U goals s on the bank of the hill at the trees and face down.
  - Pugg goals stored at the center of the hill in the mulched area. 8U goals (orange rectangular) are not to be used for training. The carbon fiber posts break too easily and it seems parents can't keep the kids from roughly playing with them.
- for training sessions:
  - 5U has no mid-week session
  - 6U is at DH once per week
  - 8U is at DH once per week
  - 10U thru 19U is at LS and once or twice per week (coach discretion)
- training session time should be as long as a game for that age. i.e. 10U game is 50min plus halftime of 10min equals a 1-hour training session.
- the Skills Clinics on Fridays are highly recommended and are available free to all players and coaches. Players get extra training and coaches get new ideas for their own training sessions.
- to get a training field assigned, first select a night and email your practice night request to: chuckschutt@comcast.net
- the specific Area will be assigned and posted on our Web site, remember 6U/8U practice at DH, older teams at LS
- for those ages allowed two nights indicate which is first choice in case both can't be filled
- call the Hotline to find out about cancellations (450-9499) due to weather
- also sign up for Rained Out Text Notifications (better!)
- text AYSO279 to 84483 to receive game day message alerts
- the field status is also available from the Region's Facebook page

# Safety Administration

- bring extra water and ice
- have a first aid kit, sun block and extra shin guards (smelly is good)
- no jewelry is allowed
- no casts or splints are allowed (seems someone always asks for an exception)
- check that big goals are secured with 1-2 sandbags on the back post, not just on the net
- at DH the railroad tracks and the hill are off limits; also, no climbing the fence
- watch that kids don't run across the parking lot to the playground
- no dogs are allowed on the field; they must be outside the venue (stay in parking lot)

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## Weather

- at training sessions, coaches or a field administrator if present will at the *first* sound of thunder or sight of lightning
  - clear the fields immediately and seek shelter (car, covered shelter, building)
  - wait 30 minutes from the last sound of thunder or lightning before retaking field
- for the game, the referee will judge conditions for play to continue or if the game must terminate. A field administrator, if present, can make a ruling for the entire venue.

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# New Rules or changes to the LOTG

These are not all of the new IFAB changes starting June 2019, but they are the ones most pertinent to youth sports and may affect our Region:

- The team that wins the toss may choose to take the kick-off
- Dropped ball ball dropped for goalkeeper (if play stopped in penalty area) or for one player of team that last touched the ball at the location of the last touch; all other players (of both teams) must be at least 4m (4.5 yds) away
- Dropped ball if the ball touches the referee (or other match official) and goes into the goal, possession changes or an attacking move starts
- If, after a throw-in or deliberate pass from a team-mate, the goalkeeper unsuccessfully kicks or tries to kick the ball to release it into play, the goalkeeper can handle the ball
- For defending team free kicks in their penalty area, the ball is in play once it is kicked and clearly moves; it does not have to leave the penalty area
- At goal kicks, the ball is in play once it is kicked and clearly moves; it does not have to leave the penalty area
- When there is a defensive 'wall' of at least 3 players, all attacking team players must be at least 1m from the 'wall'; IDFK if they encroach during start of play
- Goalkeeper must have at least part of one foot on, or in line with, the goal line when a penalty kick is taken; cannot stand behind the line
- Opponents must be at least 2m from the point on the touchline where a throw-in is to be taken, even if the thrower is back from the line

# **Parent Meeting**

Have the parents on the same page with the coach early in the season. Here are some points to consider.

- what your plan is for the team. Starting with a basic plan to win all games is great to strive for, but defining manageable goals that can mostly always be achieved will result in a more successful season. Share this with the parents so they too can see the change. If the only plan you share is for winning all the games, then you put all your eggs in one basket and this could sabotage your season. Some examples:
  - Improve the players close ball skills; teach them 1-3 soccer moves, teach them to consistently control a ball and keep it close, ...
  - Get them in better shape; compare how quickly they run out of gas at the beginning of the season with how long they can last at the end of the season.
  - Teach them to talk to each other during the game or training session. Have them overcome their shyness.
- what the expectation is for the players to support this plan. Pay attention when the coach is talking. No goofing off, no other conversations, and give their best effort. It can be great fun when everybody works together, and a goal is scored. Be sure to highlight the parts each person played in the success.
- how can parents support your plan.
  - First thing is to remember to cheer for, not yell at, the players. Let you do the coaching, and also let the referee do the refereeing. Parents are free to volunteer if they think a better job can be done.
  - Next, stress to them the need to be on-time. Coaching plans risk derailment when players are late and last-minute changes have to be made.
  - Finally, what can the parents do to reduce tangent tasks from the coaching workload. Volunteering for the non-coaching activities detailed in this document is the best start.
- who organizes non-coaching activities (Team Manager)

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# Team Manager Responsibilities

AYSO is a volunteer organization. But due to many parents being less and less involved, the coaches are doing more non-soccer work. This leaves less time for the coaches to invest in the kids.

- the team manager should not do everything but should coordinate other parents to help with these non-soccer tasks for the team
- primarily, ensure the Coach can concentrate on coaching.
- make sure all parents, relatives, friends understand that AYSO is a Kids Zone which encourages appropriate sideline behavior. This is the key to promoting a fun, safe, family-friendly environment.
- Parents and Spectators pledge to respect the tenets of Kids Zone.
  - Kids are # 1
  - Fun, not winning is everything
  - Fans cheer, only coaches coach, only referees officiate
  - No yelling at the **volunteer referees**
  - No swearing
  - No Alcohol, Tobacco or Drugs
  - · Leave no trash behind
  - Set a proper example of Good Sportsmanship
- organize a phone/email list; note that text or email or even social media platforms may not always be the most effective communication. Please don't leave someone out because you thought they got the message. If it's important then ask that they reply to complete the information loop. If they don't reply then a direct phone call is needed for important information.
- organize the snacks for after the games. Have a different parent each week be responsible for the snack. One suggestion: no snacks at halftime because the coach needs to talk with the kids and time is limited.
- organize 1-4 parents who will be the Team Field Crew and responsible for the field care

- the Team Manager and Team Field Crew should understand the instructions for nets, goals and flags. This guarantees the nets/goals/flags are taken care of properly.
- read and fill out the form below, then return it to the Coach Administrator for recording.

## Required Adults for an AYSO Team, 8U and Older Age Groups

These people are required to hold practice or play games:

- Certified Coach
- Certified Assistant Coach

These are required for use of Lakeshore or Deane Hill practice space:

- Team Manager (to coordinate Team Field Crew, see also other Team Manager Responsibilities)
- Team Field Crew (1-4 people, see Field Care Responsibilities)

Fill out the roles for the team at the beginning of each season to be part of the game schedule.

	First Name	Last Name	Phone	E-mail Address
Head				
Coach				
Assistant				
Coach				
Team				
Manager				

A person can fill more than one of these roles, but it is less work if different people do the tasks.

#### Certified coach or certified assistant coach

An AYSO certified coach and/or assistant coach must be at every practice and game.

A parent cannot step in to fill this role, meaning also the Team Manager unless fully certified.

## **Team Manager**

Assist the coaching staff to communicate information to the parents. Examples include: snack scheduling, end of the season party, location or time changes for games, etc.

Free the coaches from administrative details so they can concentrate on coaching the players.

Remind Field Crew and even other parents to help with field setup (first game of the day) or field take down (last game of the day)

#### **Team Field Crew**

## At practices

Ensure that any rebounders, kick boards or Pugg goals are put away off the field. Monitor that game day goals are not used for training sessions, and that no trash or team equipment is left behind.

#### At home games

If this is the first game on Saturday, ensure goals, nets, and flags are setup for the game.

If this is the last game on Saturday, ensure goals, nets, and flags are collected for storage.

Always make certain no trash or team equipment is left behind.

It is important that the Team Manager and Field Crew read the instructions for nets, goals and flags. This saves time and also guarantees the nets/goals/flags are taken care of properly.

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# Field Care Responsibilities

Kids don't play on goals/rebounders

- goals/rebounders go back (even if your team didn't get them out)
- no trash left behind
- no equipment left out

- at Deane Hill field pay attention to recycling
- don't use game goals at training sessions
- don't hang on goals during games
- first game of the day, setup goals/nets/flags; know how to do this correctly
- big goals get counter weights on the back bar (not on the net!) to make the goals safe
- last game of the day, put away goals/nets/flags; know how to do this correctly
- how to know if you are the last game? If there are no teams waiting to play then assume you are the last game. On some days there may be a short schedule for your field

8U goals (orange rectangular) are not to be used for training. The carbon fiber posts break too easily and it seems parents can't keep the kids from playing roughly with them.

These orange 8U Bownet goals are not to be used for training sessions.



Here is what properly stored goals looks like face down on the side of the hill:





Please store them correctly.





## **Last Game of the Day**

How to know if you should take down nets/goals/flags?

If there are no teams warming up to play at the end of your game then

- take down and bag the nets (don't lose any bungees or clips)
- gather the flags
- turn the goals face down and move them off the field
- collect the bag of nets and flags at the end of the field

If there are multiple people helping with these tasks at the end of the game (and there should be) this happens very quickly.



Don't let the Field Manager come by and find a field such as this where the teams left with goal, nets, and flags still setup. When the Field Manager is alone and may not be dressed for such work, it requires 20-30 minutes to take everything down. Moving goals off the field is a significant effort for one person.

Sandbag goal weights are like saddle bags. They fit over the back bar like this



They should not be place just on the nets. There is no substantial support here:





Please make sure clips and bungees get back in the bag since they are about \$0.50 each. Leaving these left behind on the ground while taking down the nets makes them a dangerous projectile when the grass is next mowed.





Bungee

Net clip

Rebounders should never be left out on the field. If you are leaving for the day and see a rebounder out on the field please assist by having 2-3 people put it away at the correct location, even if it's not one you used. If you know who left it out remind that coach.



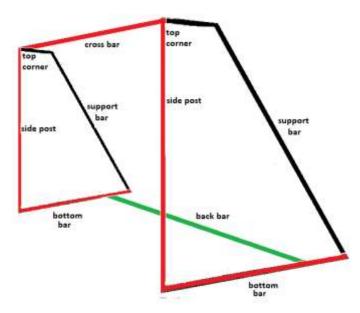
And please, don't leave rebounder lying down like this even if you aren't the one that put it like that.



Coaches send kids to get rebounders who will try to get the one standing up next to the one lying down. The sharp base spikes are dangerous.

# Putting Up Nets on the Big Goals for Games

Nets are hung from the bars of the big goal, not stretched over the bars of the goal.



#### There are 4 main steps:

1] If there are "top corner" labels on the nets, match these with each top corner on the front face of the goal.

2] First use clips or bungees to connect the net to the top bar, side posts, and bottom bars (shown in red.) Leave no gaps that a ball could pass through. It's usually easier to do this while the goal is still lying face down.

3] Pull the body of the net to the support bars (in black) and secure again with either bungees or clips. There is usually a heavy rope part of the body that is good to attach to the support bars.

**4**] Attach the net with bungees on the back bar (in green) or stretch the bottom of the net tightly along the back bar between the bottom bars so a ball cannot pass under the net at the back.

Remember, hang the net from the inside; do not stretch the net over the support bars.



One tip: Do all of step 1 and step 2 with the goal lying face down. Do as much as possible of step 3 with the goal face down. The bars and posts are more easily reached this way.

## Scheduled Games

The game schedule is usually available a few days before the first games start. All games are scheduled for Saturdays. 5U and 6U play first thing in the morning around 8:00 or 9:00. This time can vary a half hour depending on coordination with the other schedules. 8U games are played throughout the day, 3-4 fields simultaneously, and start around 9:00. Games could go as late as 1:00. 10U games are not all played at home. There will be some away games and these times will be up to the master scheduler and could be between 9am and 4pm. Usually half the games are at home and half are away. Things to do:

- contact the opposing coach at least 2 days before the scheduled game.
  - Ensure their team has the same schedule as you
  - Do they have enough players?
  - Is the coach still available?
  - For away games is their field playable?
- only 2 coaches are permitted in the technical area with the team. All other spectators must sit on the opposing sideline.
- first game of the day, setup goals/nets/flags; know how to do this correctly
- big goals get counter weights on the back bar (not on the net!) to make the goals safe
- last game of the day, put away goals/nets/flags; know how to do this correctly
- how to know if you are the last game? If there are no teams waiting to play then assume you are the last game since some days there may be a short schedule for your field
- have your game cards filled out completely and be ready before the ref asks for it (don't delay the game)
- make sure the substitutes ready at the line, with their back with numbers facing the field when a substitution brake occurs. Time runs during substitution break to keep the game moving and on-time so the longer this takes, the more game-time the players lose.
- a Certified coach must be present (no parents or Team Manager can fill in)
- do NOT shout/argue with the volunteer referee
- the coaches' box / technical area is located near center of the field. A maximum of 2 coaches to be in the technical area. Remember it's the kids' game. No constant "coaching" from the sideline.
- 8U coaches: There are no goal keepers. All players must play in the field and be away from their goal when the ball is in the other half of the field.

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#### Game Location

The game location for 5U and 6U is at Lakeshore on the Middle Field using the painted orange corners as the field for play. The corners are connected by placing cones in a line to mark the playing field. Pugg goals are used. Teams are responsible to set up the cones and goals, and after the game to bring back the cones and goals to the initial location.

The game location for 8U teams is at Deane Hill using the fields marked in blue and suing the orange Bownet goals. Also, if you are the last game on the field, the Bownet goals need to be placed back on the hill behind the sign as they are now. You are the last game if there are not two teams waiting to come on your field when you finish your game. Do not leave the goals on the field and do not simply drag them to the side.

Remember managing the goal removal is an action that your Team Manager is responsible for. Make sure the Team Manager and any Field Crew that volunteers from the parents are aware of this responsibility.

The game location for 10U is at Lakeshore on the right-side small field.

The game location for 12U is at Lakeshore on the left-side playground field.

The game location for 14U and older is at Lakeshore on the middle field.

If you are the first game then goals must be set up with nets and flags must be placed at each corner.

If you are the last game, then goals must be dragged from the field and placed face down. Nets and flags must be collected at the end of the field to be picked up later. You are the last game if there are not two teams waiting to come on your field when you finish your game. Do not leave the goals on the field.

Remember managing the goals, flags, and nets is an action that your Team Manager is responsible for. Make sure the Team Manager and any Field Crew that volunteers from the parents are aware of this responsibility.

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## **Unscheduled Games**

The Regional Commissioner must approve all games not on the formal schedule published by the Region. If not then SAI is not in effect. This could include participation in a tournament at the end of the season. Some tournaments require player ID cards with pictures. All tournament entries must be coordinated through the Regional Commissioner, and must be requested on a timely basis, at least 3 weeks before the tournament date. Otherwise it may not be possible to meet all entry criteria, and the team may not be approved to play in the tournament.

Other things to do:

- all games must have an AYSO certified referee and certified coach. If not, then SAI is not in effect.
- AYSO rules are still in effect even if the other team is not an AYSO team. The other team may choose to play their own rules, but our AYSO team must play within AYSO guidelines. Examples:
  - use appropriate substitution breaks
  - all players play ½ game
  - no one plays the whole game unless all others play 3/4 of the game.
- only 2 coaches are permitted in the technical area with the team. All others are spectators and must sit on the opposing sideline.

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# The Effect of Team Requests

- some of these include: a specific coach, playing with a friend, a specific night for carpooling, an excluded night because of other conflict.
- the Region puts siblings together and puts coaches with their children.
- we will note the requests for the player draft but these are not certain.
- the primary consideration for the Region is to balance teams. Making one exception opens the door and then other people want a similar exception.
- a child on a team that is routinely beaten 10-0 is not having fun. Unbalanced teams cause this scoring discrepancy.
- always playing on the same team, same coach, same groups of kids, is an environment without much risk. Less risk means less opportunity to improve. Staying together does have benefits for the team, and this creates a focal point for coaching in order to win the games. As such, individual player development is minimized. And Player Development is one of AYSO's philosophies.
- coaches like getting the same teams because they can build on the work they already did. But remember the overall goal is not just making the best team possible and winning all the games. We want a quality youth soccer program with a fun, family environment based on AYSO philosophies. And we want that for as many kids as possible. So, if you are a good coach, then spread your expertise around and don't limit yourself to just one group of kids.
- kids need to expand their friendships by playing on other teams. They will still see any other friends when they play the other teams. And working with new players means they have a chance to see new ideas.

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# Player Draft

The primary purpose of the draft is to balance teams. The method is described below.

- coaches for a specific age/gender division are grouped. They are randomly numbered to establish an ordered sequence for drafting players.
- all players in the division are shown and one pass through the names is made to assign a rating for the player, 1-5. Ratings are a general number and are *not to be shared with anyone* outside the draft. Past experience has proven this can cause a degree of sadness for the kids when they find out and start to compare, or overhear parents (theirs or others) talking about this.
  - 5 is exceptional player, offense and defense, very fast, understands the game
  - 4 is above average player, has some exceptional attribute
  - 3 is average player, listens to coach, learns the lessons, most kids are 3
  - 2 is below average player but is still trying to learn, can be the highlight of the season with a success story
  - 1 is a player who doesn't want to be here, doesn't listen, is a challenge to coach
  - -? Is a player with no rating because no information is known about them
- once all players have been evaluated, then the list is ordered with 5's at the top, 4's next, then 3's, etc. Players with no rating (unknown) are shown at the bottom of the list.
- coaches proceed in the order determined to pick a player. All 5's must be picked first, then all 4's, etc. until all players have been chosen. The exception is another coach's child cannot be picked.
- it is not allowed to skip to a lower rated player or an unrated player just because... only skip to the next lower level when no other players at the current level are available. As an example, if only other coaches' kids are left, then it is allowed to skip to the next level.
- there will be special requests on the player forms. These are not mandatory, and the group of coaches agree to honor these at their own risk. This risk is a team that is of significantly higher skill than the other teams may be formed.

These rules were created to provide an objective method to select teams. There are always the comments that run counter to the rules such as "surely this one exception is not going to make an unbalanced team." However, if we allow exceptions then when do we stop? In the past, parents on teams that were severely beaten have suggested the Regional Board has "stacked a team" even though these rules were in effect. So, if coaches decide not to follow the rules, and a more skilled team results from the draft, then the group of coaches bear the responsibility.

## Make-up game Procedure

Referee Scheduler: Joanne Logan, loganj@utk.edu

Make-up Game Coordinator: Chuck Schutt, <a href="mailto:chuckschutt@comcast.net">chuckschutt@comcast.net</a>

If you schedule a make-up game for 8U, 10U, 12U or older teams at Deane Hill or Lakeshore, there are two specific people within our Region organization that need to know. These are the Referee Scheduler and the Make-up Game Coordinator.

- 1. The Referee Scheduler will try to find officials for this new game. If you have one or more certified officials within the parents of the team playing, then this job becomes easier.
- 2. The Make-up Game Coordinator will be sure there aren't multiple games scheduled at the same time for the same field. If 4 teams show up in an overlapping time situation because teams didn't coordinate this, then there will be some mad parents. These will be on the two teams that have to wait to play.

If you schedule to play a make-up as an away game, then all the logistics are handled by the away team's Region and the guidelines below do not apply.

There are different options for scheduling make-up games dependent on the age division.

- 5U
  - Use the next Saturday and play just after your scheduled game, even have a 30min break between if needed
- 6U
  - Use the next Saturday and play just after your scheduled game, even have a 30min break between if needed. Or schedule for a Sunday afternoon at Deane Hill using one of the practice areas.
  - Or use the assigned practice area during the week at Deane Hill for one of the teams involved.
- 8U
  - Use a Saturday and play before/after your scheduled game during a time slot when the field is open. Ensure there is at least one other game or a 30 min break between your two games.
  - Or schedule for a Sunday afternoon at Deane Hill.
  - Or use the assigned practice time and area at Deane Hill for one of the teams involved, but this has additional criteria that may affect other teams that have a scheduled practice at that time. They must agree beforehand to move and can't just be kicked off when you arrive for a game. **Assigned practice space has priority over a make-up game.**
- 10U/12U
  - Use a Saturday and play before/after your scheduled game during a time slot when the field is open. Ensure there is at least one other game or a 30 min break between your two games.
  - Or schedule for a Sunday afternoon at Deane Hill.
  - Since a 10U field will impact nine practice areas and the teams assigned, we do not suggest scheduling make-ups games for 10U during the week. Assigned practice space has priority over a make-up game.
- Older Divisions (14U, 16U, 19U)
  - It's best to schedule these as an away make-up game since we don't have large field access on any day but Saturday. If you want to try for double-header games on Saturday, then that is a possibility. Ensure there is at least one other game or a 30 min break between your two games.

## Player Injury

- coaches and parents should not enter field until instructed to do so by Referee.
- general rule: coaches and referees do not touch an area suspected serious injury. It's okay to ask if player can move the area of concern.
- coach can call an ambulance and authorize care if no parent or guardian is present by using signed consent found on player registration form (you should have these with you for all AYSO activities)
- fill out an Incident Report (Not to be filled out by parent unless parent is coach)
- contact the Regional Safety Director: <u>SafetyDirector279@gmail.com</u>
- make sure the forms are filled out within a day after the accident. It would be a mistake if a player is denied insurance coverage because the forms were not completed.
- the incident report form is used whenever there is a <u>personal injury</u>, <u>damaged property</u>, or <u>threats of or actual physical violence</u> surrounding an AYSO game, practice, event or property. The form should be prepared by the Coach, AYSO Official, or other AYSO Volunteer. The form may also be prepared by tournament special event staff members.
- an AYSO Participation Release Form is needed prior to return to practice/play if a player is removed from play due to injury or concern of injury.
  - Minor injuries form simply needs parent/guardian signature
  - Special "2nd page" for concussions requires Doctor or Practitioner signature
  - Send the form to the Region Safety Director: Safety Director 279@gmail.com

# Frequently Asked Questions

## **Games-Practices Cancelled (bad weather)**

As soon as decisions are made about bad weather there are multiple places that can be checked for the field closure status. Note that just because our Region cancels games, it may not be the case that another Region cancels their games. If playing an away game then be sure to find the status of their Region's fields. It is rare that decisions are made before a specified time because the weather is unpredictable. This can make it inconvenient for you to make other plans, but that is also true for the people making the decision. The decision will be made when appropriate and we won't hurry that process.

## **Game Cancellation (not enough players)**

When your team must cancel a game because you don't have enough players, please contact the other team first and see if players can be borrowed. This will still give the kids a game, and this is the best solution. If it's still not possible, confirm both you and the other coach know that the game is cancelled so no one shows up.

If it's a home game, inform the referee scheduler so that referees can be notified and possibly re-assigned elsewhere since referees are in very short supply. But we definitely don't want referees to show up for the game and wait 15 minutes to finally find out there is no game. Their job is hard enough without wasting their time.

#### **Practice Cancellation / Make-up Practice**

There is not always space to reschedule a practice session at Lakeshore or Deane Hill. In the event you want to make-up a missed practice, please do not disturb other coaches who already have a field assignment. You are always free to practice elsewhere such as at a school or church if there is space available and you have their permission beforehand. There is also other free space at Lakeshore outside the soccer fields all available on a first-come-first-served basis.

#### **Season Schedule Released**

This usually comes out a few days before games start. Please note this is not a commitment that the schedule comes out Monday before games start. It could come out on the Thursday or Friday. Because of the schedule complexity and the chance for conflicts with coaches of multiple teams, it has been the case that only the first week of the schedule is available initially.

The schedule is actually three schedules that are interdependent. One of these schedules is not under our Region's control, so we have to wait until that schedule is released before we can finalize our other schedules. If you would like to volunteer to help the schedule release happen faster please let us know.

## Why are we always asking for Referees? Why can't we play games without Referees?

At 4U, 5U, and 6U we don't use referees. The coaches perform that role since at that age the focus is more on familiarizing the kids with the game and "coaching" them. The game acts more as an extension of the training session than a real game. There are times when the kids don't follow the LOTG (Laws of the Game), such as continuing to play out of bounds, and the "coach-referees" let them keep playing because the idea is more about touches on the ball.

Our National Organization determined that 8U is the age where referees will be introduced. Since there is no offside and no goalkeeper, and only 5 kids on a team to watch, then we assign only CRs (Center Referees) for these games. An AR (Assistant Referee) would have little to do, and if the CR is in moderate shape, the duties of CR and AR can be handled by one person. All Laws of the Game are not in effect for 8U so this stage is an easier introduction to a formal subset of the LOTG for both the players and new referees.

At 10U in our Region we use a CR (Center Referee) and two ARs (Assistant Referees) for each game as there is much more to watch.

- o Essentially all LOTG are enforced albeit we still use small-sided play
- o Offside is the more complex Law and this does require ARs (Assistant Referees) to best make the call

- There are goalkeepers with all the benefits and restrictions to use hands to control the ball and to distribute the ball back into play
- Throw-ins are scrutinized and judged more closely. It's not as lax as at 8U with constant do-overs.
- O There are now 7 players on each team to watch
- o The field is substantially bigger.

A CR in good shape can usually work with club lines people or even do the game solo if very experienced, but this is a good place to introduce new referees as ARs so they become familiar with officiating.

At 12U, 14U and 16U we give high priority to assigning 3 officials to these games. The play is much faster and the field is much bigger. Kids tend to push the boundaries of the LOTG more often at these older ages, and they need to be pulled back.

The number of games (referees needed) on a typical Saturday at Lakeshore and Deane Hill might look like this:

- $\circ$  5U 6 games (no referee needed)
- $\circ$  6U 6 games (no referee needed)
- $\circ$  8U 10 games (1 referee is needed for each game) 10
- $\circ$  10U 5 games (3 referees are desired for each game) 15
- 12U and above 3 games (3 referees are needed for each game) 9

This means every Saturday we need to schedule 34 referee slots. But some can be out of town, sick, injured, or have other conflicts. Some have children playing so may not be able to fit a referee assignment into their schedule if their child is playing away from home. Some are coaching so scheduling for them is more difficult. Beginning the season our current count is about 15 active referees to fill these 34 spots. Some referees are generous with their time and will officiate 2 or even 3 games in one day. But what mostly happens is many of the 34 slots don't have an official scheduled and **that is why your game may not have a referee**.

We want to teach the kids to play soccer, which is the role of the coach, but we also want them to experience a real game, which is the role of the referee crew. If a coach or a parent from the sideline does this, they are not trained properly. Despite best intentions, they can even have an unconscious bias, for or against, their own team. "For" because they really want their team to win, and "against" because they want to make it a little harder and push the kids to succeed at a higher level. Then add to that they are not trained as an official. The referee for the scrimmage game can create incorrect expectations for the kids regarding the LOTG that will confuse them in real games when they have a real official. Using non-certified referees is not an optimal situation for a real game.

AYSO has online referee training courses that are very good. The courses cover the Laws of the Game in detail, and then the tests at the end of the course make you think about how these apply in a game situation.

## **Forms**

The following forms are available in the next few pages:

- AYSO Incident Report Form
- AYSO Incident Report Form (instructions)
- AYSO Participation Return to Play Form
- AYSO Concussion Release Form
- AYSO Player General Release Form
- AYSO Lineup Card (front) (An interactive Excel file is available on the Web site if you want to use it.)
- AYSO Lineup Card (back)

Also, the individual PDFs file are available at our Website at this link:

# AYSO Coach Pledge

- 1. Enthusiastically support and practice the AYSO vision to "enrich children's lives" by embracing our Philosophies of: Everyone Plays, Open Registration, Balanced Teams, Positive Coaching, Good Sportsmanship and Player Development.
- 2. Stay informed about sound principles of coaching and child development.
- 3. Respect the game and know the Laws.
- 4. Emphasize to my players that they must abide by the Laws of the Game at all times.
- 5. Develop a true respect for all referees' judgments.
- 6. Develop a team respect for our opponents and each other.
- 7. Ensure a safe environment for my players.
- 8. Never yell at or ridicule a player.
- 9. Always set a good example.
- 10. Remember that soccer is a game and all games should be fun.
- 11. Let the players play without constant instructions or commentary from sidelines.
- 12. Role model good sporting behavior.

# AYSO Parent Pledge

- 1. Attend and participate in team parent meetings as requested.
- 2. Be on time or early when dropping off or picking up my child for training or a game.
- 3. Ensure my child is supported and encouraged by family or loved ones at games.
- 4. Encourage my child to have fun and keep sport in its proper perspective.
- 5. Define winning for my child as doing his/her very best and appreciate Development over Winning.
- 6. Endeavor to understand the Laws (rules) of soccer and support the efforts of referees.
- 7. Honor the game and show respect for all involved including coaches, players, opponents, spectators and referees.
- 8. Applaud and encourage players from both teams and not yell out instructions (as this causes confusion to the players and ultimately hinders development).
- 9. Refrain from making negative comments about the game, coaches, referees or players, especially from the sidelines.
- 10. Encourage others to refrain from negative or abusive sideline behavior.
- 11. As parents, keep the game in perspective for our children (as a pastime, sport, fun, exercise).
- 12. Abide by the tenets of Kids Zone for appropriate sideline behavior and support AYSO's philosophies for enriching children's lives.

# AYSO Incident Report Form



# AYSO INCIDENT REPORT FORM

Complete this form for any of the following: (check type)

□Injury/illness □Threats □Fights □Property damage □Calls to Police □ Other

Return <u>completed</u> form to the Regional Commissioner, Safety Director, Area Director, or Tournament Director.

AFFECTED PARTY:	□ Player □ Offi	icial Coach [	Spectator [	Volum	teer Other A	YSO II	) II			Region #	
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Team Involved #2:					Coach Name:					Re	gion#
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Leg	☐ Wrist (L/R) ☐ Finger	□ Neck	☐ Cardi		Fracture		Sting/Bite	☐ Turf		iring Competition	
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Misconduct Report	t)										
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AYSO Staff: Forward copy of completed form to AYSO, Attn: Risk Mgmt, 19750 S Vermont Ave, Suite 200, Torrance, CA 90502 or scan and email to riskmanagement@ayso.org.

Rev 3-06-2014-hv

# AYSO Incident Report Form (instructions)

## AYSO Incident Report Form - Instructions

NOTE: This form should NOT be completed by a parent unless the parent is the coach.

#### Purpose:

The AYSO Incident Report Form is used whenever there is a personal injury or illness, damaged property, or threats and/or actual physical violence surrounding an AYSO event (game, practice), property damage, or calls to the police. The form should be prepared by the coach, AYSO Official, or AYSO Volunteer which may be a member of the regional staff such as the regional safety director, or by tournament or event staff members.

#### **Entry Instructions:**

Form Preparation	The regional safety director should supply each coach with several copies of the form at the beginning of each season. Additional copies should be available at each field site. Coaches who take teams to tournaments should carry several copies of each form throughout the tournament season.
	If there is an incident involving injury to a player or volunteer which will result in the filing of a SAI claim, then an Incident Report Form should be completed as well.
	If there are multiple affected parties to the same incident, then all parties should fill out their own form.
	Note: The Region, Area or Tournament is responsible for mailing a copy of the Incident Report to AYSO, Attn: Risk Management, 19750 S Vermont Ave, Suite 200, Torrance, CA 90502 or scan and email a copy to riskmanagement@ayso.org.
Form Entries	Fill out all entries on the form that pertain to the incident.
Witness Information	When an incident occurs, it is important to gather as much witness information as possible, especially if the vitness is independent or neutral. Use a separate page to collect each witness's statement. In addition to gathering the name, address and phone number of all witnesses, gather and attach as many written statements as possible from the key witness. If the incident happened during a game, attach the referee's Game Misconduct Report as well.
Description of Incident	Provide as full a description as you can of the events surrounding the incident, attaching additional pages if necessary (be sure that all additional pages are numbered and securely attached to the report.)
Routing	During an event or activity related to a region's primary season, the completed form should be submitted to the respective Regional Commissioner or Safety Director.
	During a secondary activity (e.g. a tournament), the form should be submitted to the Regional Commissioner, secondary activity's director, or Regional Safety Director.
	At a tournament, the tournament staff may prepare a report as well. In this case, a copy of the report should immediately be sent to the respective Regional Commissioner(s).
	In all cases, copies of the Incident Report should always be sent to the Regional Commissioner, Area Director, Safety Director, and in the case of a secondary event the Secondary Event Director.
	Note: A copy of the Incident Report must be sent to the AYSO, Attn: Risk Management, 19750 S Vermont Ave, Suite 200, Torrance, CA 90502 or scan and email a copy to riskmanagement@ayso.org.
Retention	Incident forms should be maintained in a regional file and stored for a minimum of <u>15 years</u> . In the case of a secondary event which is sponsored at the area or section level, the secondary event host should retain the original copy for a minimum of <u>15 years</u> .
	Secondary events must also send copies of the Incident Reports to AYSO, Attn: Risk Management to the address or email listed above for storage.

Rev 3-06-2014-hv

## AYSO Participation (Return to Play) Release Form



# AYSO Participation (Return to Play) Release

This form is to be completed, signed and dated by the parent or guardian of a player who has suffered an illness or injury that required the care of a physician or a visit to a medical care facility. This form must also be completed for players who were removed from participation as described in the next paragraph. When a player is away at an event or competition, and a parent/guardian is not present, a facsimile copy containing the parent/guardian signature is acceptable. The coach should immediately forward any completed form to the Regional Safety Director.

When it is believed that a player has exhibited signs or symptoms of a concussion such that a coach, parent, guardian or other AYSO volunteer has removed the player from participation in the remainder of a practice or game because the person is concerned that the player may potentially have a concussion, AYSO strongly recommends that the player not return to play and participation in practices or games without evaluation and clearance by a medical professional. When required by State law¹, the player must be evaluated and cleared for return to play and full participation by an appropriately licensed medical professional who has received training in the evaluation and management of concussions. Some of those states also require documentation of that clearance be signed by that medical professional and that documentation must be provided to AYSO and attached to this form. (Such a Concussion Release form is the second page of this document.) Submission of this Participation Release form will constitute an acknowledgement by the player's parent or guardian: (1) that the player has been evaluated and cleared as required; and (2) that acceptance of this form does not constitute a waiver of these requirements.

Print Player's Full Name	200	
programs without restriction. I	named player has been cleared for full participation f required by applicable state law, I have also attach authorized to confirm such clearance.	
Parent or Guardian Full Name	(Print or type)	
Parent or Guardian Signature		
Date TI	nis Portion is for Regional Use Only	
Region Safety Director:		
Received by AYSO Regional S	Safety Director:	
Signature:	Date:	S PART
A list of the states in which thes	e requirements apply is available at	

http://www.ayso.org/For Volunteers/region boards/safety director/safety director res/safety.htm#.Vt3F50IrJhE

or by calling the Safe Haven department at the AYSO National Office (1-800-USA-AYSO).



# AYSO Concussion Release

This form is to be given to the medical provider of a player who exhibited signs or symptoms of a concussion and was evaluated by a medical professional. It is to be completed in full and signed and dated where indicated upon the player being cleared by a medical professional who has received training in the evaluation and management of concussions. When a player is away at an event or competition, a facsimile copy of the medical professional's signature is acceptable. The coach should immediately forward any completed form to the Regional Safety Director.

## Print Player's Full Name

I hereby certify that the above named player has been released by me and cleared for full participation to play soccer in the AYSO program without restriction. I further certify that my training as a medical professional included the evaluation and management of concussions.

Print Medical Professional Full Name	
Medical Professional Signature	

Date



# **AYSO Player General Release**

#### Dear AYSO Parents:

Once the team coach has assumed charge of the children on his/her team, the coach remains responsible until a duly designated adult has taken charge of each child after a practice or game.

No child shall be left unsupervised after a game or practice. Parents who are unreasonably late or consistently tardy may be reported to the Regional Child and Volunteer Protection Advocate (CVPA) for action. Each coach may establish a standing policy of where children may be picked up by late parents.

AYSO does not encourage children to walk or ride a bicycle home or to a friend or relative's house. However, we recognize that it may be necessary in some cases.

Neither AYSO nor the coach can be responsible for a child's safety if they do walk or ride home. A parent or guardian assumes full responsibility for the safety of the child once he or she is released from a practice or game. Please note that this also applies in the case of players who are of legal driving age and transport themselves to and from AYSO activities.

If your child will be walking, riding a bicycle or driving themselves home from practice or games, please complete the following information in order for your coach to release them:

Print Child's Full Name			
Print Parent or Guardian Fu	II Name		
Parent or Guardian Signatur	re		
Date			
Child will be (check one):	☐ Walking	☐ Riding a Bicycle	☐ Driving
☐ One Time (Date):	1-America Walter	☐ Ongoing	
☐ Carpooling with:			
☐ One Time (Date):		☐ Ongoing	

# AYSO Lineup Card (front)

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U-14 U-12 U-10	36 Minutes 30 Minutes 25 Minutes	70 Minu 90 Minu 50 Minu	95	Size 4	U-14 U-12 U-10	36 Minutes 30 Minutes 25 Minutes	70 Mins 60 Mins 50 Mins	ules	Size 4
U-B	20 Minutes O Minutes (10 min recommended)	40 Minu	tes	Size 3	U-8 20	20 Minutes 9 Minutes (10 min recommended	40 Mins	utes	Size 3
teanier #	KC5002-7			REV 3/04	Treorder #	C0002-7			REV 30

An interactive Excel file for the line-up card is available on the Web site if you want to use it.

# AYSO Lineup Card (back)

All AYSO games shall be conducted in accordance with the current FIFA Laws of the Game and decisions of the international Beard in effect at a data specified by the area director for his/her area (approximately the time of team formation for a given season), with the exceptions detailed in the AYSO National Rules and Regulations.

#### Referee Game Report

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All AYSO games shall be conducted in accordance with the current FIFA. Laws of the Game and decisions of the international Board in effect at a date specified by the area director for his/her area (approximately the time of team formation for a given season), with the exceptions detailed in the AYSO National Rules and Regulations.

Referee Game Report

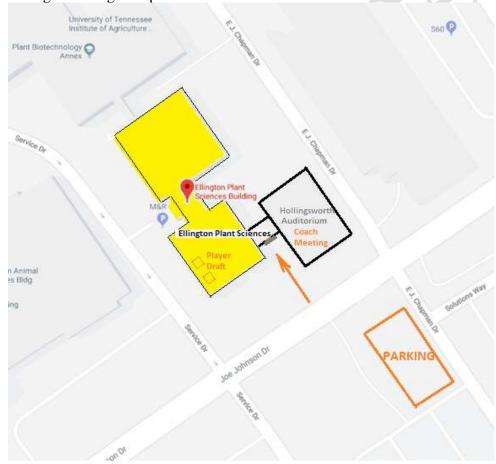
An interactive Excel file for the line-up card is available on the Web site if you want to use it.

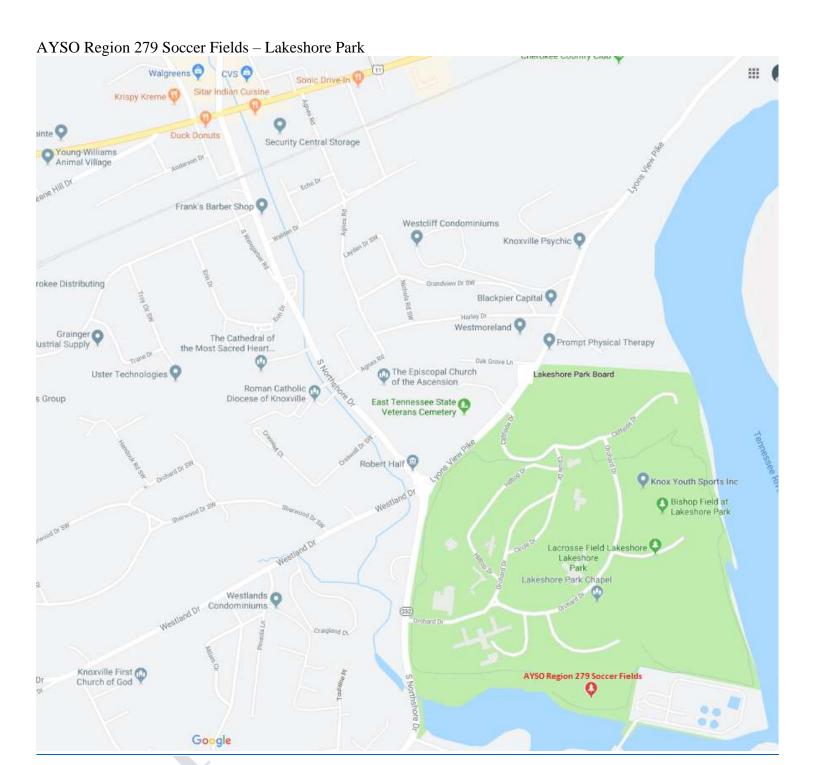
# Relevant AYSO Region 279 Maps

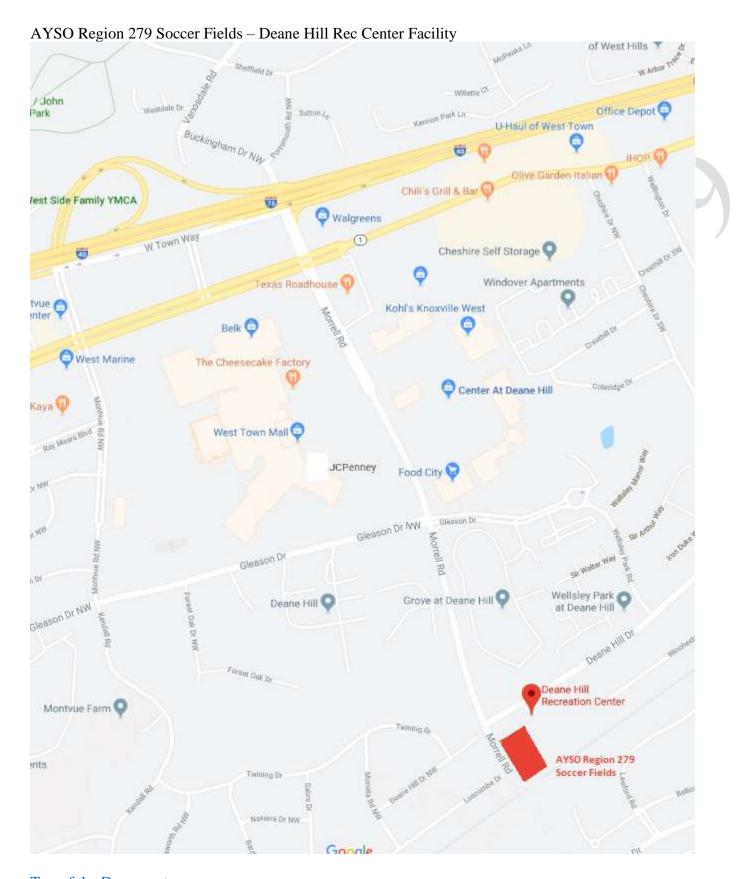
General UT Ag Campus Area showing Ellington Plant Sciences Building



# Enlarged UT Ag Campus Area with Internal Directions







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