

AYSO SANTA FE COACH MANUAL 2010



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Welcome to All Coaches:

Thank you for taking on this important and rewarding position as Coach. Your acceptance of this role is extremely important to our youth and the community. *You* are the reason that children return to play year after year!

AYSO is an amazing organization. For a \$65 registration fee our players get to:

- **Wear and keep a really cool uniform,**
- **Play on teams properly balanced to ensure everyone gets a chance to play and compete,**
- **Receive coaching and support by trained coaches on fields in the players' neighborhoods,**
- **Play 8 games officiated by trained referees on fields properly marked and equipped, and**
- **Have insurance to protect them if they get injured.**

How is that possible? It all happens through the combined talents, dedication and hard work of volunteers like all of you. It is a huge task: reserving and marking fields, training coaches and referees, ordering and allocating uniforms, keeping track of our many volunteers, and all the myriad tasks that go into putting more than 800 kids on the soccer field.

I always think of AYSO as a cooperative venture. We aren't a "win at all costs" traditional sports option; we are a group of concerned people who took it upon ourselves to create another option for our children. We're a sports league where no one sits on the bench, where recruiting and "stacking" of teams don't occur to diminish the competitive balance, where everyone is encouraged to be polite, civil and friendly to everyone else, and to do your best, and we do it cheaper than any youth sports organization in the area! \$55 doesn't even buy you a uniform in the world of club soccer!

We have produced this Coach Manual in order to provide you with more information about AYSO, our region and the season, and to guide you to a successful season. Please feel free to share all this information with your parents and players.

On behalf of the Board of Directors and our Santa Fe Region 1341, I wish you a very successful and fun season.

**Justin Najaka
Regional Commissioner**

WHAT IS AYSO?

OUR MISSION:

As members of the American Youth Soccer Organization (AYSO), it is our mission to operate a soccer program where young people can learn to develop a positive self-image, self-confidence and other positive character traits through their interest and participation in the game of soccer. The AYSO is a nationally recognized premiere youth development organization providing quality youth soccer programs. The organization is based on the following six philosophies.

Everyone Plays – Our goal is for kids to play soccer. Therefore AYSO mandates that each player on every team play at least two quarters of every game. Our Santa Fe region extends this principle to play every child at least three quarters of every game, whenever possible.

Balanced Teams – At the start of each season, we form teams as equally and balanced as possible, as it is more fun when teams of equal ability play and do their best individually and as a team.

Positive Coaching – Winning kids are built up, not torn down. We train and encourage coaches to make the extra effort to understand and offer positive encouragement to our players, rather than negative comments or criticism.

Open Registration – Our program is open to all children between the ages of 4 and 14 years of age who wish to register and play soccer in our program. Interest and enthusiasm are the only criteria for eligibility. The Santa Fe Region takes this one step further with our generous scholarship program, assuring that soccer truly is open to anyone.

Good Sportsmanship – It is our desire to create a positive environment built on mutual respect, rather than a win-at-all-costs attitude. Our program is designed to instill good sportsmanship in every facet of AYSO. We as a coach must be the best example of good sports.

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

As coaches in the Santa Fe Region, it is our responsibility that these core values of AYSO are adhered to as we instruct, encourage, and facilitate the development of the children we are coaching in both a game and practice setting.

AYSO HISTORY:

The AYSO was founded in Torrance, California in 1964 by five men dedicated to youth soccer and the development of caring and concerned adults. In 1964, AYSO's family included only nine teams. Today, that number has grown to more than 750 Regional programs and 50,000 teams. The division of AYSO into geographic regions has resulted in a grass roots program with local leadership. AYSO soccer is a family affair with more than 650,000 players ranging in age from 4 to 19 years old. An average of one parent per family actively participates in AYSO acting as a coach, referee, team parent, administrator or sponsor. AYSO is currently supported by more than 200,000 unpaid volunteers.

REGIONAL ORGANIZATION AND STAFFING

REGION 1341 BACKGROUND

The national organization is divided into Sections, the Sections into Areas, and the Areas into Regions. Region 1341 covers Santa Fe County, the Pecos Area and Pojoaque Valley and is a region in Area C of Section 12. Ours is one of the fastest growing regions in the country. Since our inception in 2000, we have grown from 112 players to almost 900 boys and girls. We are unique as a summer program and our Tot program serving 3 ½ to 4 ½ year olds was a pilot program for AYSO nationally and has been adopted by several regions around the nation.

REGION 1341 BOARD OF DIRECTORS

Region 1341 is governed by a Board of Directors. The Board of Directors is comprised of 8 voting members. Nearly every board member serves in some other capacity, as well, including coaches and referees. The members of the Board of Directors are listed in Appendix A. If your questions have not been answered by this coach manual, you can contact a board member. Please direct your question to the appropriate person, according to their areas of responsibility. You are also welcome to attend Board Meetings; look to our website for more information.

COACH RESPONSIBILITIES

Quality coaching begins with quality people. AYSO coaches reinforce good sportsmanship and team play, along with the skills that are necessary for the game. AYSO teaches children that winning is doing your individual and team best, regardless of the score. Clinics, educational materials and experienced volunteers help enable you to do your very best. Your acceptance of being a coach will be one of your most rewarding experiences.

COACH'S CODE

- Enthusiastically support and practice “Everyone Plays,” “Good Sportsmanship,” and “Positive Coaching” philosophies of AYSO.
- Be reasonable in your demands on a young player’s time, energy, enthusiasm and performance on the soccer field.
- Impress on your players that they must abide by the Laws of the Game at all times.
- Develop team respect for the ability of opponents, and for the judgment of referees and opposing coaches.
- Ensure that your players’ soccer experience is one of fun and enjoyment. Players should never be yelled at or ridiculed for making mistakes or losing a game.
- Set a good example and be generous with your praise when it is deserved. Children need a coach they can respect. Be a good example for your players.
- Keep informed of sound principles of coaching, growth and child development.
- Check our equipment and playing facilities. They should meet safety standards and be appropriate for the age and ability of your players.

COACH/ASST. COACH AGREEMENT

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 children.
2. I will be courteous to all AYSO volunteers, including referees even if I disagree with their decisions.
3. I will have with me the players’ registration forms at all practices and games.
4. All players shall play at least one half and preferably three quarters in each game.
5. Goalkeepers will not play for more than one half in goal. Any player that plays in goal at least one quarter must play in the field at least one quarter of each game.
6. I will try to play “even” players with my opponent. This means that if my opponent is short players, I will play short players. This rule may be waived if it compromises my ability to play players for half or three quarters of a game.
7. I will follow the “No Slaughter” rule. This means that I will take the appropriate action during the game to insure that my team will have a maximum goal differential of five goals at any time during the game. I will remember that the purpose of the game is for all players to have fun.
8. I understand that a coach and at least one other adult must be present until the last player is picked up from each game and practice.
9. I am aware that the use of tobacco, drinking of alcoholic beverages and dogs/animals on the field sites are not allowed during the games or practices.
10. I will insure that players and parents will help pick up litter after games and practices and will be courteous to the neighborhood regarding parking at game and practices.
11. I understand that I am required to become an age-appropriate trained and certified coach to provide the maximum benefit to the children and myself.
12. I understand that I am responsible for the behavior of parents on my team. If a parent’s behavior is deemed out-of-control, the referee may suspend and/or terminate the match.

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

Signature

Name

Date

STARTING THE SEASON

The start of the season is an important time. Getting started on the “right foot” is invaluable in having a successful season. This is when the team assignments, game schedules, and uniforms are distributed. You will need to conduct a Parents Meeting to recruit volunteers and to allow the parents to get to know you.

For problems, questions or assistance, contact your Division Coordinator. If the Division Coordinator cannot help you, they will contact the Coach Administrator.

The player emergency/registration forms (white copy) are passed out at the annual Coaches Meeting. It is mandatory that you and your assistant coach attend a the annual Coaches Meeting and Safe Haven Meeting. You may also take the Safe Haven for Coaches course on-line at www.aysotraining.org Once you have taken the Safe Haven course and have the player forms, you may begin practice. It is highly recommended that you conduct a parent meeting at or before your first practice.

The player registration form is the medical release. Be sure each form has the parent’s original signature and medical information is completed. **The player registration forms must be with you at all practices and games. Make sure your Assistant Coach has the forms if you will be absent from a game or practice.**

In case of injury during game play and/or practice such that medical emergency treatment is needed, medical assistance will not be administered by medical professionals without the medical release form with an original parent/guardian signature.

PARENT MEETING/VOLUNTEER RECRUITMENT

Key to your team’s success is obtaining volunteers to assist you. **REMIND YOUR PARENTS AYSO IS AN ALL-VOLUNTEER ORGANIZATION.** Our program is only as good as our volunteers! Some of the essential volunteers are: Assistant Coach, Referees, Field Duty, Team Parent, and any other help you need. *Team Parents may be your greatest source of support; distributing rosters and schedules to parents, organizing snack lists, team photos, trophies and end-of-the year festivities.*

Remember to manage your parents. Let them know about you – why you took the job. Tell them you want them to be positive in their interaction with the children and fellow volunteers. Stress to the parents that, you’re the coach, the player’s play and that they, the parents, are there to cheer – positively and for everyone.

The Parent Meeting is an excellent opportunity to communicate with your parents the principles of AYSO and the tone of our *recreational* soccer league. Parent Meetings provide the best forum to recruit volunteers and allow parents to get to know you and each other. If you get your parents support behind you at the beginning of the season – it’s a fun season win or lose. Make sure you get the parents to volunteer. You have already made the biggest commitment of time. Each family should contribute in some way. Without volunteers your job and the region’s gets harder.

SEASON DURATION AND GAME CANCELLATIONS

The season begins at the beginning of June with games beginning on June 12th. Bad weather or poor field conditions may result in the cancellation of games. Such cancellations will be as early as is practical before game time, at the discretion of the Regional Commissioner or Assistant Regional Commissioner. Game cancellations will be posted on our website www.sfayso.org and on our recorded information line at 466-3542. It is the responsibility of the team coach to assure that players are notified of any cancellations.

Once the game begins, only the referee in charge may suspend or cancel the game.

Note: Should thunder and/or lightning be detected in the area, all play will cease as the field and the surrounding areas must be evacuated.

TEAM FIELD RESPONSIBILITIES

Teams are responsible for the set-up and take down of fields. Teams with 8 a.m. games are responsible for set-up and must have at least one person from their team arriving at the MRC at 7:30 a.m. to assist with set-up. Teams scheduled for the last game on a particular field are responsible for assuring that all goals, cones and flags are returned to the AYSO Equipment Trailer. **Please make sure that all trash from your games and the games before you (i.e. snack and drink garbage) are picked up and put in the trash cans.** If you don’t know what to do, ask the Equipment Manager.

PARTICIPATION

AYSO National Guidelines states, every player shall be entitled to play at least half of every game. However, it is the policy of this region to play each player at least three quarters of every game, whenever possible. Coaches may need to be creative to meet this requirement. Because we are a summer league, many teams have too many players, if all show up on game day, to play every player for three quarters. Our assumption is that enough players will be on vacation at any one time to allow for this rule. If on game day you realize you have too many players for every player to play three quarters, speak to the coach of the other team and the referee to request an extra player on the field, or extra substitutions during the game. **If both coaches and the referee can not reach an agreement about changes, division guidelines shall be followed.** If you need guidance in understanding this rule, please speak to your Division Coordinator.

CONDUCT DURING GAMES

The highest standards of conduct and good sportsmanship must be maintained at all times. Abusive or foul language is forbidden. All coaches must wear an AYSO Coach shirt on game day. Shirts can be purchased or rented for \$20. **Players must wear shin guards and socks covering at all practices and games.** Coaches are expected to be positive and set the best possible example for the participants. **Excessive coaching from the sidelines is discouraged (save your coaching for practices).** The function of the coach should be to provide encouragement and positive direction. The coach may enter the field of play only with the consent of the referee and may coach within 10 yards in each direction from the halfway line of the field (in no event in either the penalty areas or from behind the goals). Spectators at games must remain 3 yards behind the sideline and between the penalty areas and their vocal efforts should be limited to positive compliments to the participants. Under no circumstances should they attempt to coach or address remarks to players or the referee. The use of alcohol or tobacco products is strictly forbidden at both practices and games. At the end of the game, the players on each team shall line up and shake hands with the players of the opposing team and thank the referee and lines people. Discipline shall be up to the referee at each game, and the referee shall have the authority to stop the game if player, coach or spectator conduct violates these guidelines.

It is our policy, that a parent's conduct is the responsibility of the coach. If a parent's conduct violates any of our guidelines, the referee will ask the coach to remind the parent of our conduct guidelines. If the behavior of the parent does not change, the referee has the authority to suspend the match and request that parent leave the field and the immediate surroundings. If the referee makes this request, the game will not restart until the parent complies. Coaches are expected to support the referee and enforce this request in these situations. Referees have the authority to terminate the match for inappropriate behavior of coaches, parents or spectators.

3.3 EQUIPMENT

The region shall supply each player a jersey, a pair of socks and shorts. Each player is expected to provide his/her own appropriate footwear and shin guards. Cleats or soccer shoes are not required at any level and are not recommended for Tot and U6 players. Baseball spikes are dangerous and therefore not allowed. **A water bottle is necessary.**

All jewelry including watches must be removed prior to start of practice/game. Earrings or ear studs are not allowed. Any hard, sharp objects such as hair pins, barrettes, combs and or hard ponytail holders are not allowed. Glasses that a player requires for proper vision or eye protection are allowed as long as they do not have any unusually sharp surfaces. Retaining straps are recommended but not required. Any objects such as gum or ice that could be of any danger to the player must be removed. Except for goal keepers and to protect an existing injury, knee pads, elbow pads and additional protective gear are not allowed.

It is customary for the referee to inspect the player's equipment before each game. Anything that the referee believes may pose a hazard will not be allowed. The referee may not catch everything in his or her inspection of the players or the field. Parents and coaches also need to inspect their players to make sure that their equipment and field conditions are safe. **Compared to the player's safety, the game itself is of no importance.**

'PLAYER OF THE WEEK' Pins

One Player of the Week pin per player is part of the equipment package distributed to each team. Coaches are expected to award their players for positive behaviors (sportsmanship, passing, using their left foot, outstanding saves in goal, etc.) so that each player gets a pin at some point during the season.

PLAYER RATINGS

Coaches – Player ratings are one of your most important coach functions for the year. A good job on ratings will help ensure balanced teams for the next year. Please give them the time and consideration they require. Use your original roster as a starting point. Please fill out the attached rating sheet (Appendix D) and return it to your Division Coordinator on or before the final game on August 2. List players alphabetically and include the player's date of birth. Ratings by the coach are mandatory. As much as we like to see a coach rating his players with the highest ranking available in all categories, you are not doing the player or next year's coaches any favors if you rate a player much higher or lower than they should be rated. Thank you for your time and effort on this important matter.

INJURIES AND INSURANCE

If an injury occurs, do not render any first aid other than ice. If the player's parents are available, they should decide on further treatment. If the parents are not available, please try to contact them or the emergency contact listed on the player's registration form. Notify the Child and Volunteer Protection Advocate (see Board List) of any injuries that require the attention of a medical professional. The CVPA will need information on the injury and the type of medical insurance as listed on the player's registration form. Do this as soon as possible after the game or practice in which the injury occurred!

The AYSO reimbursement plan pays only for those eligible expenses not covered by group or individual insurance carried by parents or guardians of registered participants (and only after submission of the claim to primary insurance carrier). **Claim forms can be obtained from the Child and Volunteer Protection Advocate. All claims must be dated and submitted within 90 days of injury.**

END OF THE SEASON FESTIVITIES

The season will end on Saturday, August 7th, unless two or more game cancellations have resulted in an extended season. Each team may decide how they would like to celebrate the season. Many teams collect money to purchase trophies or medals, while other teams buy or make inexpensive certificates. Teams may stay at the MRC and celebrate with food and drinks after their final game, as long as all trash is picked up at the end of the party. Most coaches ask their Team Parent or other parents to organize the end of the season party.

CHAIN OF COMMAND

Every organization has a way of processing information and dealing with requests and complaints. To better our Region, the following “chain of command” has been established to help improve the flow of communication. Please take a moment to examine this and use it when the need arises:

1. Player
2. Parent
3. Coach
4. Division Coordinator
5. Regional Coach/Referee Administrator, other Board Members as appropriate
6. Regional Commissioner

DIVISION GUIDELINES

Size of Ball

Division TOTS	Size 3 Ball
Division U5, U6 & U8	Size 3 Ball
Division U10 & U12	Size 4 Ball
Division U12 & U14	Size 5 Ball
Divisions U14& U16	Size 5 Ball

Training Session Guidelines

TOTS	Training session is on game day, may have one 30 minute training session if all parents agree
U5/ U6/U8	1 Training session per week, 30 minutes to one hour maximum, depending on the age and interest of the players
U10/U12	2 Training sessions per week, 1 hour each
U12/U14	2 Training sessions per week, 1 – 1 ½ hours each
U14/U16	2 Training sessions per week, 1 – 1 ½ hours each

Game Time Lines

U5 and U6	30 minutes/7.5 minute quarters
U8	40 minutes/10 minute quarters
U10	50 minutes/12.5 minute quarters
U12	60 minutes/15 minute quarters
U14/16	70 minutes/17.5 minute quarters

Notes:

1. *Every effort will be made to separate U12/U14/U16 players; however, the formation of teams will be determined by the number of registered players in each division.*
2. *Co-ed teams will be formed in the TOTS division only. All other divisions will consist of separate girls and boys divisions.*
3. *Quarters are used for the purpose of substituting players into and out of the game. Half-time should not last longer than 5 minutes. Quarter substitutions should be 2-3 minutes in duration at a natural stoppage approximately half way through the half – enough time to substitute players and allow returning players to get a quick drink of water. The time spent on quarterly substitutions will be tracked and added to the length of the second and fourth quarters to allow the specified amount of actual playing time on the field – ***UNLESS this would cause your game to go past its allotted time i.e. if you start your game late you must end the game by the time of the next scheduled game.*

Players on the Field/Other Information

	U5	U6	U8	U10	U12	U12/14	U14	U14/16
# of Players	3 v 3	3 v 3	5 v 5	7 v 7	9 v 9	9 v 9	11 v 11	11 v 11
Goalkeeper	No	No	No	Yes	Yes	Yes	Yes	Yes
Direct Kicks	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Indirect Kicks	No	No	No	Yes	Yes	Yes	Yes	Yes
Penalty Kicks	No	No	No	Yes	Yes	Yes	Yes	Yes
Offside	No	No	No	Yes	Yes	Yes	Yes	Yes

REFEREES

- U5 and U6 The home team supplies a Safe Haven trained volunteer to officiate the game. This may be the coach, assistant coach or a trained referee.
- U8 The home team supplies a trained and certified referee (either a U8 Official or a Regional Referee) to officiate the game. Both teams are responsible for supplying a linesperson.
- U10 + Games are refereed by a trained and certified referee (a Regional Referee or higher). Neutral (unaffiliated) referees may be scheduled for these games, based on the availability of volunteers. If not, then the home team supplies the referee. Club linesman may be used; however certified assistant referees (trained, certified, and in uniform are preferred).

APPENDIX A

REGION CONTACT INFORMATION

1704 B Llano Street, #222
SANTA FE, NM 87505

INFORMATION AND MESSAGE PHONE: 466-3542
WEBSITE: WWW.SFAYSO.ORG

AYSO REGION 1341 BOARD OF DIRECTORS/VOLUNTEERS

board@sfayso.org

REGIONAL COMMISSIONER	JUSTIN NAJAKA	sfaysocoach@yahoo.com
TREASURER/WEB MASTER	THOMAS BLOG	blogth@live.com
COACH ADMINISTRATOR/INSTRUCTOR	JUSTIN NAJAKA	sfaysocoach@yahoo.com
COACH COORDINATOR	ALYSSA NIETO	i-anieto@hotmail.com
REFEREE ADMINISTRATOR	HARVEY MONROE	chemono@aol.com
REGISTRAR	LIZ PERRY	Liz_perry@comcast.net
CVPA DIRECTOR	DAVID SIDEBOTTOM	sidebottom8996@msn.com
FUND RAISER/CAMP COORDINATOR	JENNIFER SMITH	JSmith7325@aol.com
BOARD MEMBER	LISA LUCERO	lucero1298@hotmail.com
BOARD MEMBER	RON LUCERO	lucero1298@hotmail.com

DIVISION COORDINATORS

TOTS	Vacant
U-5G	Vacant
U-5B	Vacant
U-6G	Vacant
U-6B	Vacant
U-8G	Vacant
U-8B	Vacant
U-10G	Vacant
U-10B	Vacant
U-12G	Vacant
U-12B	Vacant
U12/U14G	Vacant
U12/U14B	Vacant
U14G	Vacant
U14B	Vacant
U14/16G	Vacant
U14/16B	Vacant

REGION VIP'S

FIELD/UNIFORM/EQUIPMENT MANAGER	JUSTIN NAJAKA	sfaysocoach@yahoo.com
SCHEDULER	JUSTIN NAJAKA	sfaysocoach@yahoo.com
SPONSORSHIP DIRECTOR	Vacant	
VOLUNTEER COORDINATOR	Vacant	

APPENDIX B

TEAM EQUIPMENT LIST

- _____ UNIFORMS (1 set per player includes 1 jersey, 1 pair of socks, 1 short)

- _____ BALLS (1 ball per player and 1 size 5 coach ball)
 - TOTS – size 3
 - U5, U6 and U8 – size 3
 - U10 – size 4
 - U12– size 4
 - U12/U14 – size 5
 - U14 – size 5
 - U14/U16 – size 5

- _____ BALL BAG

- _____ FIRST AID KIT

- _____ PUMP

- _____ SCRIMMAGE PINNIES (1 per half the number of players on your team, so with a roster of 10, you'll need 5 pinnies)

- _____ DOTS AND CONES (total of 15/team in any combination)

- _____ WHISTLE (1 per team)

- _____ PLAYER OF THE WEEK PINS (1 per player)

EQUIPMENT RETURN: All equipment other than player uniforms and player of the week pins, must be returned to the AYSO equipment trailer on August 8th. If for any reason you are not able to return your equipment at that time, please notify the equipment manager or your division coordinator to make other arrangements.



Player Evaluation Form



Player Name _____

Players Birth Date (from player registration form) _____/_____/_____

Coach Name _____ Division (Example: BU10) _____

Purpose:

This is an evaluation form coaches will use to form balanced teams next season. Please fill out the evaluation as completely and accurately as possible. Do not show this completed form to players or parents. Remember: This is a tool to make balanced teams – not a player report card.

Rating Scale: Not too well – 1 Point
 Pretty Often – 2 Points
 Awesome – 3 Points

Player can...

	Rating
1. Dribble the ball through a crowd:	_____
2. Can control a hard pass and pass back accurately:	_____
3. Play position, not chase the ball:	_____
4. Shoot/Pass with either foot:	_____
5. Give the team an advantage when on the field:	_____
Total Points:	_____

Additional Comments:

Is there anything else you would like to add about this player that would assist in creating balanced teams during team formation next year?

Please return competed forms to the tent on Saturday morning!