



2012 COACH HANDBOOK

NOTICE – Please read the manual carefully, sign the last page confirming you have read and understand the provisions outlined in the handbook and return that page to your Division Coordinator.

**Moorpark AYSO, Region 363
Area E, Section 10
Bill Gratke – Regional Commissioner
www.moorparkayso.org**



From the Coach Administrator

Dear Coaches,

Another season is fast approaching so first let me begin by thanking you all for your dedication to our youth program.

We would like to welcome back all returning coaches and welcome aboard all first time coaches. as well as coaches coming from outside Region 363. A BIG THANKS in advance for stepping up and helping make our program a success. Our children, of course, are the focus of our program yet it is you, the coach, volunteering your valuable time, to teach, encourage and set a positive example, that help this program to continue thrive and be such a success. As the Coach Administrator, I look forward to helping each of you have a successful season.

In the accompanying pages that make up your Coaches Manual, you will find a number of **changes** as well as **important information** that will address many of the questions you may have before and throughout the fall season. PLEASE take the time to familiarize yourself with this. You will be asked to complete and sign the Coaches Acknowledgement from provided in the appendix of this manual. Please keep a copy of this manual with your player registration/release forms to use as a quick reference guide.

As a coach there are many aspects to our job. Of course we are here to teach our players the fundamentals of soccer and as they grow, teach them more advanced techniques, strategies and tactics of the game. But, coaching is much more than just teaching soccer. We as coaches are role models. We should be encouraging each and every player on the field. We are also here to teach our youth team play and good sportsmanship. We as coaches have a tendency to measure our successes on how many games we win. Striving to win is a fundamental part of competitive sports, BUT it is NOT everything. For the younger players, U5 through U8 we must remember these are instructional divisions. But even for the competitive divisions, **our attitude towards our season, whether we are winning or losing will have a huge impact on the type of experience our children will have** and ultimately affect the teams overall experience (players, parents and coaches alike). If your players are having a good time, they will also likely learn more and have a successful season regardless of the team's record. Good coaches make their season successful despite their win/loss record. How can this be? Because these coaches keep it fun, keep teaching soccer and keep encouraging. Please keep this in mind. *After all, it's for the kids!*

Coaching can be a very rewarding experience, but at times coaching does have its challenges. It is these times you should remember you are not alone. If you have a problem or need a question answered, you do have a support system in place. First, **know your division coordinator**. He/she will be able to help you with most of your questions and problems. If you still have unresolved issues, as your Regional Coach Administrators, I will do my best to help answer your questions or find a solution for your problem. We want this to be a great experience for each of you. Remember if you are enjoying yourselves, likely your players will too! Our youth will learn and take with them so much more than the soccer skills we teach them this season. Don't underestimate the impact you have on our youth. It can be HUGE and may last for years to come. Coaching is both a privilege and a great responsibility. **Take this as an awesome opportunity** to be a positive role model. **You can make a difference!**

Good luck to each and every one of you. See you on the field!

Table of Contents

I.	AYSO's Vision and Mission Statements:	4
II.	Our Philosophies	5
III.	AYSO Coach Training Matrix	6
IV.	Regional Guidelines	7
V.	League Rules	8
VI.	Calendar of Events 2012 Season	9
VII.	General Information	10
A.	Practices	10
B.	Matches	10
C.	Uniforms	12
D.	Medical Release Forms	12
E.	Coach's Safety Checklist for Practices and Matches	12
F.	Goal Safety	13
G.	Division Breakdown	13
H.	Volunteers are Essential	13
I.	Referees	14
J.	Forms	15
K.	Fundraising	15
L.	Picture Day	15
M.	Team Mailbox	15
N.	Websites	15
O.	Disputes and Disciplinary Action	16
P.	Standings and Referee/Volunteer Points	16
VIII.	Tournament Play	19
A.	Area – League Championships	19
B.	Division Championships	19
C.	Doug Johnston Memorial Tournament	19
D.	AYSO Region 363 Guidelines for All-Star Team and Coach	19
IX.	Parent Code of Conduct	22
X.	Appendix - Forms	23
	Coaching Acknowledgement Form	24
	Team Volunteer Form	25
	Moorpark AYSO 2012 Sponsor Form	26

I. AYSO's Vision and Mission Statements:

1

2 Vision Statement

***“To provide world class youth soccer programs,
that enrich children’s lives.”***

3 Mission Statement:

***“To develop and deliver quality youth soccer programs,
which promote a fun, family environment,
based on our philosophies.”***

II. Our Philosophies

AYSO's philosophies are living tenets that separate it from other sports organizations. They are Everyone Plays®, Balanced Teams, Open Registration, Positive Coaching, Good Sportsmanship and Player Development.

Everyone Plays®

Our program's goal is for kids to play soccer so we mandate that every player on every team must play at least 50% of every game. It's no fun to spend the game on the bench...and that's no way to learn soccer!

Balanced Teams

Each year we form new teams as evenly balanced as possible because it's more fun and a better learning experience when teams of similar ability play. It allows for each player to gain the experience of a wide variety of teammates of different skill levels.

Open Registration

Our program is open to all children between 4 and 19 years of age who want to register and play soccer. Interest and enthusiasm are the only criteria for playing. There are no elimination try-outs and nobody gets cut.

Positive Coaching

Encouragement of player effort provides for greater enjoyment for the players and leads to better-skilled and better-motivated players. A coach can be one of the most influential people in a child's life, so AYSO requires they create a positive experience for every boy and girl.

Good Sportsmanship

We strive to create a positive environment based on mutual respect rather than a win-at-all-costs attitude, and our program is designed to instill good sportsmanship in every facet of AYSO.

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.

III.AYSO Coach Training Matrix

Coach Level	Coach Certification Training											
	Safe Haven Coach	U-6 Coach	U-8 Coach	U-10 Coach	U-12 Coach	Intermediate Coach	Advanced Coach	National Coach	Coach Administrator	BASIC	Introductory Management	Advanced Management
U-6 Coach	◆	◆										
U-8 Coach	◆	◇	◆									
U-10 Coach	◆	◇	◇	◆								
U-12 Coach	◆	◇	◇	◇	◆							
U-14 Coach	◆	◇	◇	◇	◆	◆						
U-16 Coach	◆	◇	◇	◇	◆	◆	◆					
U-19 Coach	◆	◇	◇	◇	◆	◆	◆					
U5 Master Coach	◆	◇	◇	◇	◆	◆	◆					
Regional Coach Administrator	◆								◆	◆	◇	◇
Regional Coach Trainer	◆					◆	◇					
Area Coach Administrator	◆								◆	◇	◇	◇
Area Coach Trainer	◆					◆	◆	◇				
Section Coach Administrator	◆								◆	◇	◇	◇
Section Coach Trainer	◆					◆	◆	◆	◇			

- ◆ Currently Required Course
- ◇ Proposed Required Course
- ◇ Recommended Course

IV. Regional Guidelines

Moorpark AYSO, Region 363, has adopted the Standard Regional Guidelines (SRG) as set forth by our National organization. These guidelines, along with our coaches manual and rules, annual operating statements and budgets, are available for your review through your division director and on our website. Selected excerpts from the regional guidelines follow. Current SRGs will at all times be controlling.

The highest standards of conduct and good sportsmanship must be maintained at all times by players, coaches, referees, spectators and all other participants. Abusive or foul language is forbidden. The use of illegal drugs, alcohol or tobacco products in the vicinity of the playing field during practices or games are strictly forbidden.

Discipline shall be up to the referee and or Regional Commissioner at each game. The referee and or Regional Commissioner shall have the power and authority to discipline, send off, and eject players, coaches and spectators from the playing area if their conduct violates the Laws of the Game, the Guidelines, or otherwise interferes with the course of play. No appeal of disciplinary action taken by a referee is allowed.

V. League Rules

- A. No yelling at the Referees, Coaches, Players, or anyone else.
- B. No dogs or pets of any kind are permitted at the fields, *except trained dogs for the sight impaired*. Each year several kids in our Area are bitten at practices and/or matches. Coaches need to remind their parents not to bring any pets, and ask them to take their pet home if they bring it to your match or practice. Do not wait for a Regional Board member to approach your parents and ask them to take their pet home. If dogs or pets are present, the owner(s) and pet(s) will be sent from the playing fields. It is your duty to police your practices and matches and to make sure your parents are aware of this rule.

In California, Civil Code Section 3342 states the owner of any dog is liable for the damages suffered by any person who is bitten by the dog while in a public place or lawfully in a private place, including the property of the owner of the dog, regardless of the former viciousness of the dog or the owner's knowledge of such viciousness.

Non-compliance with this rule may result in forfeiture of the match for the team of the player whose family or friend violates the rule. Repeated offenses will result in the removal of the player from the program.

- C. No tobacco or alcohol of any kind is allowed on the playing fields.
- D. No poor sportsmanship or fighting - set an example for the children.
- E. No personal vehicles, scooters, motorbikes or golf carts are allowed on the fields at any time. Only AYSO golf carts/vehicles are permitted to be on fields. AYSO carts will be used solely at the discretion of Regional Board Members.

VI. Calendar of Events 2012 Season

July	25 th	Mandatory U5 Coaches Meeting – Large Picnic Pavilion Arroyo Vista Park
	30 th	Mandatory Coaches meeting/All divisions except U5 – Arroyo Vista Community Center
August	1 st	SAI insurance/field permit begin – all teams can start practice
	4 th	U6, U8, U10 Coach Certification Course – Arroyo Vista Community Center 9:00am – 3:00pm
	11 th	Basic Referee Course – Arroyo Vista Community Center 8:00am – 5:00pm (Day 1 of 2)
	12 th	Basic Referee Course – Arroyo Vista Community Center 8:30pm – 4:30pm (Day 2 of 2)
	16 th	Team Parent meeting – Arroyo Vista Park – Large Picnic Pavillion 7:00pm – 9:00pm
	18 th /19 th	Extra Tune Up Tournament
	25 th	Opening Day – Primary Season/All Divisions
September	1 st	Labor Day– No games U8 Referee Training
	15 th	Banner Day Contest
	22 nd	Picture Day
October	1 st	All-Star Coaching Application Forms Due (See appendix for blank form)
	6 th	Moorpark Country Day – No games for Primary Season
	15 th	All-Star Nomination Forms Due All-Star Coaches Announced
	20 th	Player Rating Forms due from all Divisions (U5 - U19)
	27 th	Picture and Sponsor Plaque Pick-up
November	4 th	Daylight Saving Times ends
	12 th	U10 Coaches Ratings Meeting
	13 th	U12 Coaches Ratings Meeting
	14 th	U14 Coaches Ratings Meeting
	17 th /18 th	Doug Johnston Tournament for U10 – U14 – End of Primary Season
	20 th	All-Star selections announced
	22 nd	Thanksgiving
December	3 rd	League Playoffs U10
	10 th /11 th	League Playoffs U10/12/14

VII. General Information

A. Practices

All practices must be conducted under the direct supervision of a 2012 registered volunteer who is at least 18 years of age and is and AYSO certified and trained coach. If coaching players of the opposite sex, **the coach must have another adult of the opposite sex present at all times during practices and games in accordance with AYSO's Safe Haven and Child Protection Guidelines.** In other words, if a male is coaching a boy's team, there is no reason to require a female adult to be present; however, if he is coaching a girl's team, there needs to be a female adult present.

Coaches must have signed medical release forms at all practices and matches. The medical release forms must bear the original signatures of your players' parent/legal guardian.

Practice space at Arroyo Vista Community Park can be limited, due to several teams practicing at the same time. If field availability is limited, a coach, assist coach, or team parent may claim a practice area on a first-come, first-served basis, up to 15 minutes before practice starts. The adult team representative must stay at the field until the team arrives. If the team practice does not begin within 15 minutes of the start time, the field must be relinquished to any waiting team.

A "practice area" is defined as one-half of a full-size field from 3:30pm – 5:00pm and one quarter of a field from 5:00pm until dusk. **Teams may not claim an entire playing field for their practice.**

U6 – U8 teams are encouraged to use neighborhood parks such as Mountain Meadows and Tierra Rejada parks to alleviate congestion at the Arroyo Vista Community Park. Please keep in mind that other Youth Soccer organizations may be permitted to use other parks, such as Peach Hill and Miller Park.

B. Matches

1. Setup

Teams playing the first match of the day are responsible to do the following:

Putting the nets on the goals and setting up the corner flags. Your match will not start until this is done and time will be deducted from your match until it is completed.

Standard goals (U10 – U19):

- a) Carefully tip goal over on front face
- b) Lay the net out and center the net with a foot or so of the end of the net hanging past the end of the posts of the goal
- c) Working from one end, secure the top edge of the net to the fasteners located on the inside of the goal.
- d) Once securing the net to the top of the goal, tip the goal back up to its normal position.
- e) Secure the net to the sides and back bottom of the goal.
- f) Notify the field director if there are open gaps in the net caused by missing fasteners.

Portable goals – Pugs and Bownets (U5 – U8):

- a) Portable bownets should already be setup for U7 and U8 matches by the field setup crew. Double check that the goals are staked down.
- b) For Pug nets, remove from bag and expand out. Stake down the goals.

2. Clear trash and hazards

The fields should be checked for trash, animal droppings and hazards. Bring any problems to the attention of the Board members at the field.

3. Lineup Cards

Lineup cards are not kept for U5/U6, but are required for U8 - U14. Line-up cards need to be filled out by the coach before each game and will be kept by the Assistant Referee or Referee during the match. Players should be listed on the lineup cards in numerical order starting with the lowest number. The field and match time should be noted on the card. The lineup card must be turned into the Referee prior to the start of the match.

4. Throughout The Day

Do not let your players and parents litter the sidelines and the field. Clean up your touchline and leave the field in the condition you hopefully received it in. Be sure to remove all personal belongings.

5. Final Match of the Day

The teams playing the final match of the day on a field are responsible for the following:

Taking down the nets and corner flags

Place the nets in the buckets. If portable goals were used **do not take the net off the crossbar**, please leave it strung along one of the top crossbar pieces and return it to the storage bag. If you disassemble the nets as if you are doing set up the next weekend, it will save everyone's time. Bring any equipment problems to the attention of the Board members at the field. The fields should be cleared of trash. Any lost personal items, please bring to the Administration Tent.

6. Match Times

This season our Region will utilize 21 fields for 81 matches every Saturday during the season; therefore, **it is crucial that each match starts on time and ends on time**. If your team is scheduled as the first match of the day on your field, your field crew must have one goal set up no later than 15 minutes before your start time. If your match is running late, your playing time **will be reduced**, so the next match after yours can start on time. Please be considerate of your fellow coaches and make sure you are ready to play at your scheduled time. In the U5/U6/U8 divisions: If a team can't field the minimum number of players pursuant to our guidelines, both coaches should divide the players present into two equal teams.

7. Five Goal Rule

Our goal is for every team to enjoy its experience playing in a competitive match and for all coaches to practice good sportsmanship. However, because the desire to score many goals sometimes threatens to compete against our philosophies, we have implemented the Five Goal Rule. No team should "run up the score", and a team with greater than a five goal differential at the end of a game will be reviewed for possible discipline. **A team's first offense will result in a warning. Subsequent offenses will subject the team to a three point penalty.** Appeals are considered at the discretion of the Regional Commissioner.

As a coach, there are many things that you can do to keep the game fun, competitive, and instructional for the kids. Some suggestions: Rotate the positions played by your key players, putting the lesser skilled players at forward and providing the stronger players the opportunity to play different positions; Tell the kids they must make 10 passes before each shot on goal, providing them the opportunity to strengthen their passing skills; Have only one forward; Tell the kids they can only score with their “off” foot or off a header; Tell the kids they can only shoot from outside the penalty box.

8. $\frac{3}{4}$ Play Rule

Our region has a $\frac{3}{4}$ rule of play. **Each player is required to play $\frac{3}{4}$ of every game.** The exceptions are injuries, arriving late to a game, and illness. This will be monitored by the administration and coaches not following these requirements, will not be awarded playoff spots and are subject to disciplinary action(s) and or/removal as coach of a team. Before any player plays 2 halves of a game, all players on that team must have played at least $\frac{3}{4}$ of the game.

9. Goal Keeper Rule

U5, U6, and U7: No keepers

U8, U10, and U12: A player may not play more than one half of any standard length game as a goalkeeper.

U14, U16, and U19: Keepers can play more than one half.

A team’s first offense will result in a warning. Subsequent offenses will subject the team to a 1 point penalty. Appeals are considered at the discretion of the Regional Commissioner.

C. Uniforms

Each player’s registration fee covers a complete uniform which consists of a jersey, pair of socks and shorts. Please do not customize your team’s uniforms by adding players’ names or other markings. **AYSO’s uniform policy states; “The AYSO Uniform may not bear the player name or team name by any application of lettering, silk screening, etc.”** Teams violating this policy will not be permitted to wear the altered uniforms and will be required to purchase replacement uniforms.

D. Medical Release Forms

Signed medical release forms must be with you at all practices and matches. Coaches must have the signed medical release forms at all practices and matches.

E. Coach’s Safety Checklist for Practices and Matches

1. **If a parent or guardian has not picked up a player at the conclusion of a practice or a match, a coach must stay with the player until the player has been picked up.**
2. Wireless (cell) phone or change for phone (in case of emergency). Know where the nearest phone is.
3. Inspect match and practice areas for unsafe conditions such as glass, rocks, metal, holes, mud, sprinkler heads, sticks, bicycles parked near the edge of field, or any other dangerous object which could lead to injury.

4. Check goal posts to make sure they are safe and secure. There should be no hooks or protruding fastening devices on the uprights or crossbar of goals. Check nets for holes or loose tie downs.
5. Check safety equipment (shoes, shin guards, goal-posts, nets)
6. Have ice or ice packs on hand - Zip Lock bags make good ice packs
7. Check for loose panels on soccer balls.
8. Make sure players are allowed rest and fluids at practices and matches.
9. Ensure proper warm-up prior to practices and matches.
10. Enforce a policy of NO jewelry and NO casts or splints. Shin guards are required.
11. Instruct players on the laws of the game.
12. Maintain a simple first aid kit and have it handy at all matches and practices.
13. **Players not currently registered with AYSO for the 2012 season may not participate in your practices and matches.**
14. Make sure your players have water, sunscreen, and weather appropriate clothing.
15. If it does not look and feel right to you it probably isn't. Follow your instincts.

F. Goal Safety

Each year, somewhere in this country, children are seriously hurt and even killed by goalposts. These accidents can be avoided by keeping the kids off the goalposts at the fields during your practices. They are dangerous when used as monkey bars. Before each match, please make sure the goals have been set up and anchored properly. If you are not sure how to do it, find one of the board members at the Administration tent.

G. Division Breakdown

The following is the division age breakdown along with the guidelines for number of players on a team. The actual numbers of players on a team and players in a match may vary subject to availability of coaches and fields.

Division	Players "on the field"	Expected Players per Team	Match Length (minutes)
U5	3v3	8	20
U6	3v3	6	40
U7	5v5	7	40
U8	5v5	7-8	40
U10	7v7	9	50
U12	9v9	12	60
U14	11v11	14	70
U16	11v11	16-18	90
U-19	11v11	16-18	90

H. Volunteers are Essential

As a coach, you have already made the commitment to provide an important service to the players of Moorpark. You will be asked to recruit other volunteers from your team to fill other vital needs. The Region will provide training to these volunteers to help them in completing their assignments.

Coaches must hold an initial parent meeting as soon as possible. At this meeting, the coach must solicit parents to assist them with the team. (Please see appendix – volunteer information form for further details):

Assistant Coach:	Will assist you with matches and practices and will coach matches and practices in your absence.
Referee:	Each team in U10, U12 and U14 must provide at least one certified referee. This is how your team earns referee points.
Field Crew:	To set up goals and paint fields at the beginning of the day, or take down goals at the end of the day. 3-4 volunteers can take care of this easily.
Team Parent:	The backbone of your team. This person will be your main line of communication with the parents.

I. Referees

Referees play a vital role in the game of soccer. They make sure the game is safe and fun for everyone - the players, the coaches, the spectators and themselves. Most importantly, they are parents just like you and youth volunteers that volunteer their time to make the game a bit more enjoyable and educational for our players. Being a Referee is a wonderful opportunity to gain a new perspective of the game and to pick up some very useful ideas and tactics from your fellow coaches. No experience is necessary. AYSO provides some of the best referee training courses for its volunteers.

1. U6

Referees are **not** assigned to cover matches in the U6 divisions. Coaches from each team will 'referee' one half of their match each week.

2. U8

If there is no referee assigned to do your match, then your team's referee or the opposing team's referee will need to referee. If teams do not have a qualified referee, then each coach will act as a referee for one half of the match. Occasionally, youth referee may cover matches in the U8 division. These assignments are for training purposes in order to prepare them to assist with games in the upper divisions. **Any sort of abuse, criticism or questioning calls made toward these referees will result in a coach being suspended from the following match.**

3. U10-U19

Teams in the competitive divisions (U10 - U19) must provide at least one *adult* referee to represent your team for this season. *Experienced* youth referees are also welcome at the discretion of the referee staff. Referees are asked to volunteer for one match each week, either as a Center Referee or an Assistant Referee (linesman). Volunteers who can assist with more than one match per week are welcome and can earn additional points for their team.

If each team covers 1-2 referees each week, there will be adequate officiating to ensure safe, fun and fair matches for every match.

Center referees will be assigned to all matches, with U14 having the highest priority, followed by U12 and U10. Assistant Referees will be assigned based upon the number of available, qualified volunteers, with U14 having the highest priority, followed by U12 and U10. If there are not enough qualified Assistant Referees to cover each scheduled match, coaches from the participating teams must recruit a parent to act as a 'club linesman' before play will begin. Referees can sign up on-line for matches. Our referee administrator reserves the right to reassign referees to another match,

should circumstances warrant. We will do our best to limit any schedule changes to a match that falls within the time slot for which you originally signed up. We will not ask you to referee a game at the same time that your child is playing.

Teams' not providing qualified referees each week risk not being considered for participation in post-season play by the Regional Board, regardless of their win/loss record.

Our region will do everything in our power to help you accomplish this requirement. Remember why we are all doing this – THE KIDS! If your team is having difficulty in regards to the referee point program, you should contact the Regional Referee Administrator or Regional Commissioner for guidance, support and direction.

J. Forms

Coaches must complete and return the following forms to their Division Coordinator prior to the 1st match of the season. **Uniform colors cannot be selected and uniforms will not be distributed until these forms are completely and accurately filled out (see appendix for required forms) and returned.**

Coach Acknowledgment: This form needs to be signed by the coach and returned to Division Coordinator.

Volunteer Request Form: This form is to be turned in to your Division Coordinator after it is completed.

Sponsorship Form: Please make every effort to find a team sponsor. We need the contributions from these gracious individuals and companies to help fund our program.

K. Fundraising

We ask that each team attempt to secure a sponsor for their team every season to help provide scholarships to players that can not afford to pay our registration fee. We are looking for \$150 donation. The \$150 can be split among multiple sponsors. Sponsors will be provided with a team plaque to thank them for their donation. In the case of multiple sponsors, a maximum of 2 plaques will be provided and their donation is \$75 or more.

L. Picture Day

Each team will have their picture taken by our league photographer. There are 105 teams in our Region – It is impossible for us to accommodate any requests for specific time/dates other than the times provided by the photographer. Retakes for absent players will be taken only as arranged by the photographer. **Picture packets will be distributed at the administration booth or by the appropriate Division Coordinator and will ONLY be given to coach/team parent after appropriate ratings/All-star forms have been turned in.**

M. Team Mailbox

Coach information will be communicated to each team via your team's mailbox, which is located at the Administration tent. The team mailboxes will be available for incoming as well as outgoing correspondence (all board members have a mailbox). A designated team representative will need to check the mailbox each week.

N. Websites

- Our Region's website is www.moorparkayso.org. Visit it often to check team standings, referee points, volunteer opportunities, upcoming events and other useful information about our program. The website contains a webpage called Coaches Corner. Please check this page for valuable coach information and additional resources.

- Area E's website is www.area10e.org. Visit this site to locate coach and referee classes being offered by other Regions.
- AYSO's National website is www.ayso.org.

O. Disputes and Disciplinary Action

Any issues or concerns should be directed to your Division Coordinator. Depending upon the circumstances, it may be necessary to involve the Coach Administrator or Regional Commissioner. If any issues arise during a match it will be addressed by the Referee. Depending upon the circumstances, it may be necessary to involve the Regional Referee Administrator. All Regional Board Members have the authority to address the situation and if necessary, remove the involved parties from the field of play. All such incidents will be reviewed by the Regional Commissioner. The Regional Commissioner reserves the right to take further disciplinary action.

There is no appeal of a decision made, or of disciplinary action taken by a Referee during or after any match.

P. Standings and Referee/Volunteer Points

A. In addition to Wins, Ties and Loses, our region utilizes a referee points system. This program has been successful and provides us with the trained referees for our matches to keep it fun, fair and safe for all those involved. We are continuing that program this year. For those teams that are unable to find referees, we will be providing opportunities to earn volunteer points. However, it must be noted that volunteer points may not always be available, and you cannot count on them like you can referee points.

Please review this carefully with your parents. The U10, U12 and U14 divisions will be using the Referee Points in their standings. All teams in these divisions should try to provide at least one qualified Referee. Our Region will conduct at least one Basic Referee clinic before the season begins. U8 referee certification may be offered as well or be available at neighboring regions.

Standings

- Points awarded: 3 points for a win; 1 for a tie, plus up to 2 referee points each week.
- The volunteer points will be combined with the referee points, and the total will be put in the ref point section of the standings.
- Tie breaker rules: 1) lowest number of team violations (yellow-1pt & red cards-2pts,) 2) head to head competition, 3) least number of goals allowed, 4) highest number of referee points, and 5) coin toss.**

Referee Points

- Referee points are earned by CR'ing (Center Refereeing) a U08 match or CR'ing or AR'ing (Assistant Refereeing) any of the upper division matches. This includes Extra matches. Refereeing 1 game will equal one referee point.
- Teams are expected to cover at least 1 referee slot each week with a maximum of 2 points earned for that week. Teams not earning at least 10 referee points for the season risk not being considered for advancement to post season play (Area 10E Playoffs or the Region's post-season tournament) regardless of the regular season standings.
- Make-up points will not be allowed unless you have prior approval from the Referee Administrator or a member of the Referee Staff. Make up points should be done either 1 week before or 1 week after the week that the point was missed. Exceptions will be at the discretion of the Referee Administrator and/or the Regional Commissioner. All make-up points must be completed before the last weekend of the regular season.

- g) A “qualified” referee should be at least 2 years older than the teams that they referee and must have completed the Basic Referee course and passed the qualifying examination.
- h) Referee points will NOT be awarded to referees covering their own team’s games in U10, U12 and U14 divisions. Exceptions will be allowed if no other referees can be found, but only with approval from the Referee Administrator or Regional Commissioner.
- i) Referees should not referee games that are in a division that their child plays in. Exceptions will be allowed if no other referees can be found, but only with approval from the Referee Administrator or Regional Commissioner.
- j) We do try to give all teams a chance to fill at least 2 slots, but we will only guarantee a spot until Wednesday. After that, our responsibility changes to making sure all slots are covered. Wednesday evening, we open it up to all referees to sign up for as many games as they would like to referee.
- k) If no slots are available as of Wednesday afternoon, we may allow standbys. If given this option, they must stay at the referee tent for the entire hour. You must get approval from the Referee Administrator.
- l) Referees should sign in at the Referee tent 20 minutes before the start of the match they are covering. They must clearly identify the team they are representing both on the sign-in sheet and on the match line-up card in order to earn their referee point. If there is a discrepancy in the team that a referee signed up for, it is the team’s responsibility to bring such error to the attention of the Referee Point Administrator or Referee Administrator within 7 days of posting the discrepancy. If the error is the fault of Points Administrator, the 7 days can be waived. We cannot make corrections at the end of the season for errors made at the beginning of the season.
- m) A referee can sign up either at the fields the week before, or can login to the online scheduler system. If the referee has to change his/her assignment, it is the referee’s responsibility to notify the Referee Administrator to remove their name from the match they signed up for.
- n) Teams earning an average of at least 1 point per week may be considered for advancement to the Area 10E League Championships in conjunction with the guidelines for selection.
 - i. U10 – 1st, 2nd, 3rd, and 4th place teams advance*
 - ii. U12/U14 – 1st/2nd advance *

Volunteer Points

- o) There will be no guarantee that there will be any volunteer points available for any given weekend. All will depend upon the number of activities that need additional volunteers for that weekend. For example, we will need extra help on picture day or

banner day. We may also need people to man the remote referee or admin tent or to be a field monitor. Again, that number may vary from weekend to weekend.

- p)** Volunteer points will work in conjunction with referee points. Between the two, you can earn no more than 2 points per week.
- q)** In most cases, 2 hours of volunteering will equal 1 ref point. The number of points earned for each task will be at the discretion of the board member responsible for the volunteer points.
- r)** The board will reserve the right to apply any restrictions or identify any new tasks that warrant earning a volunteer point.
- s)** There will be a separate sign-up sheet for both the current week and the following week found at the volunteer tent. The person volunteering is responsible to make sure they have listed the correct team number. They have seven days to challenge any discrepancy from the date of posting. That can be extended if the mistake was made by the board member responsible for the volunteer points or the referee points administrator.

* Subject to approval by the Regional Commissioner

VIII. Tournament Play

A. Area – League Championships

Area 10-E invites eligible primary season teams from our Region to participate in Area/Section play. Eligibility will be determined by the referee points system, abiding by the $\frac{3}{4}$ rule of play **EVERY** week, league play final standings (3 points for each win, 1 point for each tie, not including designated non-competitive games, such as during holidays), and behavior of the players, coaches and parents during the season.

For a player to be eligible for Area/Section play they must be registered in our Region and have participated in at least 50% of the games with their team during the regular season, barring unusual circumstances such as injury as defined in the Section 10 Guidelines.

B. Division Championships

U6 & U8 Divisions – There are no standings posted, as the games are non-competitive. All players participating in these divisions receive a trophy at the end of the regular season.

U10, U12 and U14 Divisions, standings are posted on our website. 1st and 2nd place finishers in each division will receive trophies.

C. Doug Johnston Memorial Tournament

U10, U12 and U14 Divisions will participate in the Doug Johnston Tournament. This is an "end of the year" tournament for all teams that do not earn berths to Area playoffs (1st/2nd place). All teams will be seeded for play in the post-season tournament based upon match points earned during the regular season without referee points being included.

Tie breaker rules: 1) lowest number of team violations (yellow-1pt & red cards-2pts,) 2) head to head competition, 3) least number of goals allowed, 4) highest number of referee points, and 5) coin toss.

D. AYSO Region 363 Guidelines for All-Star Team and Coach

1 Purpose:

Participation in Area and Sectional All-Star play provides an opportunity for our athletes and coaches to challenge themselves at a higher level of competition. Our goal is to select from those interested players and coaches, a team that can effectively compete while representing the best interests of AYSO and our Region.

2 Conflict with National, Section, and/or Area Guidelines:

To the extent that these guidelines conflict with applicable National, Section, or Area Guidelines, these Regional guidelines are superseded.

3 Coach Selection:

Only coaches with AYSO age appropriate training, Safe Haven Certification, adherence to the $\frac{3}{4}$ rule of play every week, and demonstrating the AYSO philosophy will be considered.

Subject to the approval of the Regional Commissioner and Post Season Directors, the Division Coordinators, in conjunction with their coaches and assistants, for U10 – U19 shall select an eligible and qualified all-star coach from the applications received. The Division Coordinators must ensure

all of their coaches, assistants and/or other interested parties have an equal opportunity to express their interest in being considered. All-star coaches will be selected from October 1st – 15th.

An All-star coach may not be the principal coach of more than one All-star or league team participating in post-season play except with the permission of the Regional Commissioner.

If the selected all-star coach or asst coach does not follow the guidelines set forth in this manual, or at the discretion of the Regional Commissioner and Post Season Coordinator, that coach or asst coach and his/her child will be removed from participating in the all-star team program.

4 All-Star Player Selection

The Regional Commissioner, Post-Season Directors, Division Coordinators, and All-Star coaches will be responsible for selecting their teams from players recommended by the coaches and Regional Board.

Pursuant to Section 10 Guidelines, All-star teams, except U16/U19, may not be formed until November 15th. Player nominations/ recommendations may be received by October 15th.

All-star team nominations and formation for U16/U19 will be as determined by the Section 10 Board.

U10 teams can have up to 9 players, U12 teams up to (12) players, and U14 teams up to (15) players.

Final rosters are subject to the approval of the Regional Commissioner and Area Director.

E. Select Teams

Any coach, after receiving permission from the Post-Season Directors and Regional Commissioner may form a Select team to participate in one or a series of tournaments by extending an invitation to interested players at the conclusion of the Area E All-star tournament.

All costs and other obligations (entry fees, referee deposits, uniform purchases, etc.) are strictly the responsibility of the Select team. The Select team coach must account for all revenue and expenses pursuant to the instructions of the Regional Treasurer.

Because All Star and Select teams may compete for the same players, except with the permission of the Regional Commissioner, there will be no Select team practices or participation in tournaments during the period from the formation of the All Star teams (in November) until the completion of Area and Section All Star competition (generally in February).

The Regional Commissioner must approve all Select team players and team rosters. The Select team coach must invite at least one interested parent or another individual to be an assistant coach.

IX. Parent Code of Conduct

As a parent, you play a special role in contributing to the needs and development of youngsters.

Through your encouragement and good example, you can help all the boys and girls learn good sportsmanship and self-discipline. In AYSO, young people learn to work together, to sacrifice for the good of the team, to enjoy winning and deal appropriately with defeat - all while becoming physically fit and healthy. Best of all, they have fun.

Support Your Child

Supporting your child by giving encouragement and showing interest in their team is very important.

Help your child work toward skill improvement and good sportsmanship in every game. Teach your child that hard work and an honest effort are often more important than victory - that way your child will always be a winner despite the outcome of the game!

Always Be Positive

Parents serve as role models for their children. Be aware of this fact and work to be a positive role model. Applaud good plays by your child's team as well as good plays by the opposing team.

Support all efforts to remove verbal and physical abuse from youth sports.

Remember: Your Child Wants To Have Fun

Remember that your child is the one playing soccer, not you. It's very important to let children establish their own goals - to play the game for themselves. Take care not to impose your own standards and goals on them.

Don't put too heavy a burden on your child to win games. Surveys reveal that 72% of children would rather play for a losing team than ride the bench for a winning team.

Children play for the fun of playing.

Reinforce Positive Behavior

Positive reinforcement is the best way to help your child achieve their goals and overcome their natural fear of failure. Nobody likes to make mistakes. If your child does make one, remember it's all part of learning, so encourage your child's efforts and point out the good things your child accomplished.

Don't Be A Sideline Coach Or Referee

AYSO coaches and referees are usually parents just like you. They volunteer their time to help make your child's soccer experience a positive one. They need your support, too.

That means refrain from coaching or refereeing from the sidelines. In a volunteer organization like AYSO there's always an opportunity to take your interest in coaching or refereeing to the next level and become one yourself!

X. Appendix - Forms



MOORPARK AYSO REGION 363 COACHING ACKNOWLEDGMENT

Each team participating this year will be required to provide at least one qualified referee to support the program. A quality training program is free and available for new (and returning) referees. Participation of these referees will have a direct impact on team standings. With two hours of referee participation every week, we will have enough referees to provide full support for every team in the league. Such support will lead to a much more positive experience for all parts of the AYSO team — players, coaches, parents, and staff.

Team standings this year will be on based on points for games played (3) points for a win, (1) for a tie, (0) for a loss, plus up to two (2) points per week for referee participation. Teams not meeting the minimum requirement of (1) point per week will not qualify for post-season play.

Volunteers serving as referees not certified cannot complete games and no referee points will be awarded. Standings for all eligible U10, U12 & U14 teams will be posted weekly on our web site at www.moorparkayso.org.

We have a $\frac{3}{4}$ rule of play. Each player is required to play 3 quarters of every game. The exceptions are injuries, arriving late to a game, and illness. This will be monitored by the administration and coaches not following these requirements, will not be awarded playoff spots and are subject to disciplinary action(s) and or/removal as coach of a team.

I have read and fully understand the ENTIRE coaching manual and its guidelines and requirements. I agree to support and abide by all of the programs and their rules and guidelines set forth in this manual for 2012.

Printed Name: _____ Division: _____

Signature: _____ Date: _____



TEAM VOLUNTEER FORM



Division: _____
 Team Number: _____
 Team Name: _____

	Name & email address	Cell phone
Coach		
Assistant Coach		
Team Parent #1		
Team Parent #2		
Referee #1		
Referee #2		
Field Crew #1		
Field Crew #2		
Sponsor #1		
Sponsor #1 Address		
Sponsor #2		
Sponsor #2 Address		

Please fill out this form completely before submitting it to your Division Coordinator.



Moorpark AYSO 2012 Sponsor Form

Sponsor Name:	
Sponsor Address:	
Contact at Sponsor:	
Sponsor Phone:	
Sponsor email:	
Sponsor website:	
Check Number:	
Amount:	\$

Division:	
Boys or Girls:	
Team Number:	
Team Name:	
Coach:	
Coach phone/email:	

Team sponsorship for the 2012 season is **\$150**. A team may be sponsored by two sponsors or organizations. Please make check payable to Moorpark AYSO. If you have any questions please send an e-mail to commissioner363@moorparkayso.org. Moorpark AYSO is a tax-exempt organization under section 501 (C) (3). **Federal Tax ID Number 95-6205398**.

**Moorpark AYSO, Region 363
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(805) 529-7666**