



REGION HANDBOOK  
**FALL 2016**

## **Hello Families and Friends of Region 55,**

Thank you for your time, commitment and desire to ensure your child, as well as all those in our Region, the best soccer experience possible.

Our program is 100% volunteer. Without volunteers taking responsibility for our program, it simply would not exist. The number of Coach and Referee volunteers determines how many children we can serve. Most are parents, uncles, aunts, siblings and grandparents, who have never played soccer before.

We have a growing number of youth players in our region who give back to our program by coaching and refereeing. Please treat them as the valuable asset they are.

We understand there are many who work long hours and are busy during the week. Coaching does not require as much time as many think. As little as two to three hours per week is a small investment for such a large reward. Refereeing is also a perfect opportunity to help contribute to a child's positive experience. We train new refs for free after work and officiating is done on Saturday for an hour or two. You can also help our program in ways other than coaching or refereeing. We need help at our annual picnic, setting up or taking down goals, or simply painting lines when needed.

Fortunately, our Region has a growing majority of Volunteers who understand and support what our Region encourages and requires - positive reinforcement and praise for effort, not the result! This philosophy enables kids to feel that they are great soccer players and that they belong. Knowledge of soccer is a second to this philosophy for all volunteers. The positive experience comes from you and your understanding of what it's all about - THE KIDS! I am confident you will help us succeed in our goal to have every player want to come back next year.

Your time and effort as a volunteer is critical to our program, extremely valuable and very much appreciated!

Have a great season.

Mark Di Lauro  
Commissioner, AYSO Region 55

# **Contents**

Contact Information.....	4
Division Coordinators .....	5
About AYSO.....	6
Region 55 Policies .....	7
Refunds .....	8
Volunteers , Safe Haven & Concussion Awareness .....	9
Safety .....	12
Uniforms .....	14
Picnic & Pictures .....	15
Fields .....	16
Referees.....	17
Coaches .....	25
Team Parents .....	32
Trophies & Medals / After the Fall Season .....	38

# **Contact Information**

AYSO Region 55  
P.O. Box 1852  
Huntington Beach, CA 92647  
714-585-3161

**[www.ayso55.org](http://www.ayso55.org)**

REGION 55 RAIN INFO: 714-585-3161

## **BOARD OF DIRECTORS AND REPRESENTATIVES**

The best way to reach us is by email.

Regional Commissioner  
Registrar  
Child/Volunteer Protection Advocate  
Coach Administrator  
Coach Administrator  
Referee Administrator/Instructor  
Director of Referee Mentoring  
Referee Instruction  
Secretary  
Safety Director  
Scheduler / Coach Instruction  
Treasurer  
Team Parent Coordinator  
Webmaster  
Volunteer Coordinator

Mark Di Lauro [commissioner@ayso55.org](mailto:commissioner@ayso55.org)  
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Hov Daniels - [cvpa@ayso55.org](mailto:cvpa@ayso55.org)  
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Becky Kirby - [schedules@ayso55.org](mailto:schedules@ayso55.org)  
Melissa Delgleize - [treasurer@ayso55.org](mailto:treasurer@ayso55.org)  
Debby Brown - [teamparent@ayso55.org](mailto:teamparent@ayso55.org)  
Dan Minear - [webmaster@ayso55.org](mailto:webmaster@ayso55.org)  
Marianne Low - [volunteer@ayso55.org](mailto:volunteer@ayso55.org)

### **AYSO Area K**

Alan Gandall, Area K Director  
Email: [director@ayso11k.org](mailto:director@ayso11k.org)  
[www.AYSO11K.org](http://www.AYSO11K.org)

### **AYSO Section 11**

Bob Beale, Section 11 Director  
Email: [b.beale@aysosection11.com](mailto:b.beale@aysosection11.com)  
[www.AYSOsection11.org](http://www.AYSOsection11.org)

### **AYSO National Support & Training Center**

19750 S. Vermont Ave, Suite 200  
Torrance, CA 90502  
(800) USA-AYSO  
[www.ayso.org](http://www.ayso.org)

# Division Coordinators

<b>Division</b>	<b>Teams</b>	<b>Email</b>
U6 Girls	1-6	<a href="mailto:u6girls1@ayso55.org">u6girls1@ayso55.org</a>
U6 Girls	7-12	<a href="mailto:u6girls2@ayso55.org">u6girls2@ayso55.org</a>
U6 Boys	1-8	<a href="mailto:u6boys1@ayso55.org">u6boys1@ayso55.org</a>
U6 Boys	9-16	<a href="mailto:u6boys2@ayso55.org">u6boys2@ayso55.org</a>
U8 Girls	1-9	<a href="mailto:u8girls1@ayso55.org">u8girls1@ayso55.org</a>
U8 GIRLS	10-18	<a href="mailto:U8girls2@ayso55.org">U8girls2@ayso55.org</a>
U8 Boys	1-9	<a href="mailto:u8boys1@ayso55.org">u8boys1@ayso55.org</a>
U8 Boys	10-18	<a href="mailto:u8boys2@ayso55.org">u8boys2@ayso55.org</a>
U10 Girls	1-5	<a href="mailto:u10girls1@ayso55.org">u10girls1@ayso55.org</a>
U10 Girls	6-10	<a href="mailto:u10girls2@ayso55.org">u10girls2@ayso55.org</a>
U10 Boys	1-7	<a href="mailto:u10boys1@ayso55.org">u10boys1@ayso55.org</a>
U10 Boys	8-14	<a href="mailto:u10boys2@ayso55.org">u10boys2@ayso55.org</a>
U12 Girls	ALL	<a href="mailto:u12girls@ayso55.org">u12girls@ayso55.org</a>
U12 Boys	ALL	<a href="mailto:u12boys@ayso55.org">u12boys@ayso55.org</a>
U14/U16/U19 Girls/Boys	ALL	<a href="mailto:u14u16u19@ayso55.org">u14u16u19@ayso55.org</a>
Referee Points	ALL	<a href="mailto:refpoints@ayso55.org">refpoints@ayso55.org</a>
EXTRA Program	ALL	<a href="mailto:coach@ayso55.org">coach@ayso55.org</a>

# **About AYSO**

The American Youth Soccer Organization (AYSO) was founded in Torrance, California in September 1964, by five men dedicated to youth soccer and the development of caring and concerned American Citizens. In 1964, AYSO's family included only nine teams. Today, that number has grown to more than 850 Regional Programs and more than 40,000 teams. An average of one parent per family actively participates in AYSO acting as Coach, Referee, Team Parent, Administrator, or Sponsor. AYSO is currently supported by more than 250,000 unpaid volunteers.

AYSO programs work because our volunteers work. They work because they believe in the programs. Our phenomenal growth reflects AYSO's commitment to a healthy competitive atmosphere for youth soccer players and a concern for the development of caring and responsible individuals.

## **AYSO Vision**

AYSO's Vision is to provide world class youth soccer programs that enrich children's lives.

## **AYSO Mission**

AYSO's Mission is to develop and deliver quality youth soccer programs which promote a fun, family environment based on AYSO's Six Philosophies:

**Everyone Plays.** Our goal is for kids to play soccer—so AYSO mandates that every player on every team must play at least half of every game. Region 55 extends this tenet to play every child at least 3/4 of every game, wherever possible during regular season play.

**Balanced Teams.** At the start of each primary season, we form teams as evenly balanced as possible because it is more fun where teams of equal ability play.

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

**Open Registration.** Our program is open to all children between 4 and 18 years of age who want to register and play soccer in our program. Interest and enthusiasm are the only criteria for playing.

**Good Sportsmanship.** We desire 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.

# **Region 55 Policies**

## **INCLUSION**

AYSO and Region 55 frown on items that make another team feel “less,” so for the regular fall season we ask that your team not have matching bags, jackets, etc. Also, please no displays at school such as matching t-shirts or anything that is meant to exclude or taunt another team.

## **ZERO TOLERANCE POLICY**

Our referees, adult and youth, are unpaid volunteers who are doing their best to ensure our children's safety while upholding the spirit of the laws of the game.

The Board of Directors cannot and will not tolerate any abusive behavior towards any referee, player or coach. In addition to setting a poor example for the children, derogatory comments or complaining about the referee's calls jeopardizes our ability to attract and retain volunteers without whom we cannot play. Any player who uses profane, offensive, insulting, vulgar or abusive language or gestures will receive a red card and will be ejected from the game. This rule applies equally to the coach, assistant coach, substitutes on the bench, injured players and spectators. In instances where parents or coaches cannot control their comments or behavior, they will be dismissed from the game area, and in extreme situations, may not be allowed to watch future games.

This policy is especially true with respect to our youth referees. Youth referees are trained identically to adult referees, and due to their playing experience are frequently among the most knowledgeable referees on the fields. While we do ask our youth referees to make the same officiating decisions as adult referees, it is not reasonable to, and we do not expect, youth referees to confront or argue with adults. Youth referees are always assisted by adult referees. They are instructed, in the event of dissent from the sidelines, to suspend the game until the coaches have removed any offending individuals that impede the safe or fair conduct of the game. Any disciplinary steps taken with respect to abuse of referees will be doubled if a youth referee is involved.

Please help us ensure all our games are positive experiences for our children and for all our hard working volunteers.

## **VENDORS AND ACTION PHOTOGRAPHERS**

During the season, your team may encounter businesses or individuals wishing to offer their products and services to you directly. They may claim that they have a “right” to be onsite to solicit you, but it is not true. We play on School District property, not public property, and according to Huntington Beach Municipal Code 9.02.040 “no person shall enter posted school grounds without first obtaining permission...” The Region will not stand behind an unauthorized solicitor should you receive faulty products, etc.

# **Refunds**

Refund requests must be submitted in writing to:

AYSO Region 55  
ATTN: Refund Request  
PO Box 1852  
Huntington Beach, CA 92647

Or, emailed to: **refunds@ayso55.org**

Refund requests must include:

- Parent's and Player's name
- Player's date of birth
- Team name (if applicable)
- Address to mail the refund to
- Proof of payment (canceled check or payment receipt from Money Order, or registration form)
- A return self-addressed, stamped envelope

**Requests not containing all required information will be denied.**

Refund requests made after teams have started practicing are subject to a reduction based on costs incurred by the Region to that point (insurance, uniforms).

Full refunds will always be made to those players who were on waiting lists and did not get assigned to a team.

**NO REFUNDS WILL BE GIVEN AFTER OCTOBER 1<sup>ST</sup>.**



# **Volunteers, Safe Haven & Concussion Awareness Training**

## **CHILD/VOLUNTEER PROTECTION ADVOCATE (CVPA)**

**Hov Daniels** - CVPA@ayso55.org  
AYSO Region 55  
Attn: CVPA  
PO Box 1852  
Huntington Beach, CA 92647

The role of the CVPA is to oversee the child and volunteer protection program, including registering volunteers, performing Regional volunteer screening, and serving as a resource for the Region for good faith reporting of child abuse.

To provide a fun, fair, positive and safe family environment for youth soccer and to ensure AYSO volunteers receive the maximum protection under the Volunteer Protection Act of 1997:

All AYSO Region 55 volunteers, including but not limited to Coaches, Assistant Coaches, Referees, Asst. Referees, Linesman and Team Parents, must:

- Complete, sign and submit a volunteer application each year. This is done electronically via [www.eayso.org](http://www.eayso.org)
- Complete Safe Haven training, and be properly trained in their jobs.
- Complete CDC Concussion awareness training

### **Volunteer Application Forms**

**This is MANDATORY every year!**

All volunteers will log into [www.eayso.org](http://www.eayso.org) and complete a volunteer application. The process differs slightly for new and returning volunteers. We have provided job aids on our region website ([www.ayso55.org](http://www.ayso55.org)), under the registration tab:

New Volunteers: <https://docs.google.com/file/d/0BwrWx2NH1-GkOXQ1YURVa3NEMVk/edit?usp=sharing>

Returning Volunteers: <https://docs.google.com/file/d/0BwrWx2NH1-GkaHdxZ1kzSnJvNU0/edit?usp=sharing>

For new volunteers, or volunteers who did not volunteer in Region 55 last year, the CVPA will need to verify your identification. This can be done by arranging a time to meet with the CVPA to show your ID. This is the most secure way to verify ID. Alternatively, you can email/mail a copy of your ID to the CVPA. In this case, once your ID has been verified, the copy of your ID will be shredded.

## **SAFE HAVEN**

Volunteers are the lifeblood of AYSO. To ensure the safety of both children and volunteers, each volunteer is required to take a short in-person or online training session called Safe Haven®. It focuses on safety and appropriate behavior with children as well as other on-field issues. Agreeing to a background check is also required for each volunteer.

Becoming Safe Haven® certified may take a little time, but AYSO families know their children's safety is worth it.

Safe Haven® is both a child and volunteer protection program. It was the first of its kind in youth sports.

The child protection aspect is intended to prevent child abuse, promote education and awareness, enforce policies and screen and train volunteers. It includes proactive steps that promote a positive, healthy environment for children.

Volunteer protection is the result of volunteer training, certification and continuing education. The Volunteer Protection Act of 1997 provides certain legal protections for volunteers who have been trained and certified and act in accordance with a written job description and AYSO's policies and guidelines.

AYSO requires Safe Haven for all Coaches, Referees, and Team Parents. Safe Haven can be taken online at: [www.aysotrain.org](http://www.aysotrain.org).

To complete Safe Haven training, you will need your AYSO ID. If you are new to AYSO, you will need to first complete the online volunteer application. Your new AYSO ID can be found in the top right hand corner of your "printed" application.

If you have already completed Safe Haven training from a previous year, you do not need to repeat the course.

**ALL TEAM VOLUNTEERS MUST HAVE THEIR VOLUNTEER FORMS IN AND HAVE COMPLETED SAFE HAVEN BEFORE THEY INTERACT WITH THE PLAYERS. ALSO, TEAMS WHOSE VOLUNTEERS ARE NOT COMPLIANT WILL NOT RECEIVE THEIR UNIFORMS.**

## **CDC CONCUSSION AWARENESS TRAINING**

AYSO has partnered with the Center for Disease Control (CDC) to use the "Heads Up" Concussion training tools in order to ensure the safety of all our participants. AYSO Region 55 requires that all coaches, referees and board members take the online Concussion Awareness training. Concussion Awareness Training can be taken online at: [www.aysotraining.org](http://www.aysotraining.org).

To complete Concussion Awareness Training, you will need your AYSO ID. If you are new to AYSO, you will need to first complete the online volunteer application. Your new AYSO ID can be found in the top right hand corner of your "printed" application.

If you have already completed AYSO Concussion Awareness training from a previous year, you do not need to repeat the course.

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# **Safety**

## **SAFETY DIRECTOR**

**Dani DeGrood** - [safety@ayso55.org](mailto:safety@ayso55.org)

### **SAFETY IS EVERYONE'S JOB**

**Before** the game or practice, Referees and/or Coaches ensure a safe environment by:

- Inspecting playing field for unsafe conditions.
- Inspecting players to ensure that:
  - No jewelry or metallic objects are being worn
  - No baseball/softball shoes with toe cleats are being worn
  - Shin guards are on and covered by socks
  - No casts or splints are worn
- Being familiar that a first aid kit is in the equipment bin at each field
- Maintaining possession of medical release forms at all times

All players must have the five S's: Shirt, Shorts, Shoes, Socks and Shin guards

**During** the game or practice, Referees and/or Coaches:

- Make sure players continue to wear proper equipment
- Monitor and ensure appropriate behavior on the sidelines

**After** the game or practice, Referees and/or Coaches must:

- Report accidents to the Safety Officer by phone or email
- Request replacement first aid supplies for the bin to Safety Director
- Report unsafe field or equipment conditions to the Division Coordinator and/or Fields/Equipment Director
- Get players to clean up sidelines
- Not leave until all players are picked up
- Not be the only adult alone with a child that's not yours

### **EMERGENCY SAFETY PROCEDURES**

- Give first aid and have someone call 911 immediately if necessary
- Notify Parents immediately if they are not on the scene
- Notify the Region's Safety Officer by phone or email within 24 hours

### **COMMUNICABLE DISEASE PROCEDURES**

There is a close to non-existent risk of contracting an infectious disease when you are exposed to someone else's blood or bodily fluids. To reduce the potential for transmission, the following guidelines should be followed:

- Use latex gloves to prevent exposure
- Wash hands after removing gloves
- Bleeding must be stopped, open wounds covered, and bloody clothes changed before a player may return onto the field and continue the game

## **REPORTING AN ACCIDENT/INJURY**

Should an accident/injury occur during a game or practice, a report must be submitted within 24 hours to the Region Safety Director. Details of the incident must be included:

- Date
- Time
- Location
- Name of player
- Player contact information
- Nature of the injury
- Cause of the injury Type of first aid administered
- Witness contact information

## **INSURANCE COVERAGE**

The **Soccer Accident Insurance (S.A.I.)**, underwritten by the Peoples Benefits Life Insurance Company, pays medical costs up to \$50,000 maximum per claim to an insured person for accidental bodily injuries incurred as a direct result of participation in a covered activity. This is a **Full Excess Policy** and all claims will be paid on a Usual & Customary basis.

More detailed information about the SAI can be found at:

<http://www.ayso.org/resources/insurance.aspx>

Insurance Forms can be downloaded from

[http://www.ayso.org/resources/insurance/insurance\\_forms.aspx](http://www.ayso.org/resources/insurance/insurance_forms.aspx)

## **WHO IS COVERED?**

All AYSO registered players, coaches, referees, & volunteers are covered for accidental injury while participating in the following activities:

- Scheduled games, tournaments, team practice sessions or other sponsored activities, provided they are under the direct supervision of a team official.
- Group travel directly to or from such games, tournaments, practice sessions or sponsored activities, provided that players are traveling as a team and a licensed adult driver operates the vehicle.

## **WHAT IS COVERED?**

Specifics of what is and is not covered can be obtained by emailing [safety@ayso55.org](mailto:safety@ayso55.org)

# **Uniforms**

When uniforms are ordered, they are ordered in a pre-determined set of sizes. They are loose-fitting and you should be able to fit your team into the set provided. If you have uniform sizing issues, please contact your Division Coordinator.

To distribute uniforms to your team, line your players up smallest to largest. Starting with the largest player, determine which uniform size will fit (the largest jersey number) and work backwards to the smallest sized jerseys (it won't be a perfect fit). The players cannot pick their jersey number unless it happens to be their size. But, if you open this door when passing them out – good luck! You'll notice that there is not a "Number 1" jersey as AYSO believes that no one individual is "Number 1," we play as a team.

## **UNIFORM ADD-ONS**

Nothing may be added to an AYSO uniform. No player names on the backs, no sponsor names or anything else.

## **SOCKS & SHORTS**

Each team is to wear the specific uniform issued to them. Do not swap out socks.

## **SOCCER SHOES (CLEATS)**

Soccer specific shoes are required. Baseball/softball shoes with cleats on the toe are not allowed. If you have a player on your team who is playing in need, please call, or have them call, our Region Hotline at 714-585-3161 for assistance with equipment.

## **SHIN GUARDS**

Shin Guards are mandatory at every practice and game and must be fully covered by socks. Socks should be worn on top of the shin guards, not under and folded over. The referee will check prior to each game.

## **JEWELRY**

No jewelry, barrettes, ID bracelets, etc. may be worn during any game or practice. The Referee will check prior to each game.

## **CASTS/SPLINTS**

Casts, hard or soft, or splints are NOT allowed during any game or practice. They are on for a reason, let us all use common sense and understand it is just soccer. Neoprene supports as well as braces to prevent injury are allowed provided all metal parts are covered with padding.

## **HAIR BOWS**

For safety reasons, the hair bows cannot have any hard parts or components such as bobby pins or barrettes. Directions to make hair bows can be found in the Team Parent section of this Handbook.

# **Picnic & Pictures**

## **Location: Lark View**

The Ocean View School district is allowing us to use Lark View for our Region Picnic and Team Pictures. Team Picture information packets, pictures schedule and exact location will be distributed via the Region Mailboxes.

Each team will be assigned a 1-hour volunteer duty to man activities and/or to help with pictures. The Picnic Volunteer schedule will be posted on our website after game schedules are final.

Each player receives a photo package with their registration. This package includes: a 5X7 team photo, a 3X5 individual photo in a cardboard frame, 4 wallet size individual photos and a photo button.

**Each player needs to bring their form, filled out, with them on Picture day.** Have your team players arrive 15 minutes before their picture time and don't forget your banner! Bring a ball if your players want a ball in their individual photo.

## **MAKE-UP PICTURES**

Make-up picture day information will be on our website at [www.ayso55.org](http://www.ayso55.org)

# **Fields**

**Ocean View School District does not permit tobacco of any kind, alcohol, or pets anywhere on OVSD premises. NO bicycles, skateboards, roller blades, or similar items.** Dogs are not allowed on district property, so please leave pets at home. GAME FIELDS FOR THE FALL SEASON will be on our website at [www.ayso55.org](http://www.ayso55.org) along with maps for each location.

**Teams are only allowed to practice on these fields:** Westmont (U6 games played here), Lark View (U8 games played here), Spring View (U10B games played here), College View (U10G games played here), Glen View (U12 games played here), Sun View (U14 and up games played here) and Mesa View (no games here). ***No Practice at Mesa View or Spring View on "Back to School" Night. See website in September for specific date.***

## **COLLEGE VIEW**

If you practice at College View, it is imperative that you drop off and pick up your children from the school parking lot. Simply park and walk over to the field. You CAN NOT drop off or pick up your children on the park side of the school. Region 55 is in danger of losing our only lighted field privileges if this rule is not followed.

## **PARKING**

All parking is AT YOUR OWN RISK! AYSO Region 55 or OVSD is not responsible for any damages or losses. DO NOT PARK on any field or its perimeter. DO NOT PARK in any driveways or fire lanes. At each OVSD school site, please park on the "school side" of the street first as to not disturb the neighbors. Report all incidents to the Region 55 Hotline, 714-585-3161. Incidents with neighbors can jeopardize that field location.

## **RESTROOMS**

We will have port-a-potties at games field locations again this season. The potty will be locked during the week and only be open on Saturdays for games. Please report any problems to the Region 55 hotline, 714-585-3161.

## **FIRST AID**

The bin at each field has a First Aid Kit and a list of emergency numbers. All injuries requiring medical attention must be reported to Dani DeGrood, [safety@ayso55.org](mailto:safety@ayso55.org) within 24 hours.

## **WEATHER**

In the case of heavy rain, please call the Region Mudline, 714-585-3161, to learn whether or not games have been cancelled for the entire Region. Rain itself does not cancel games, unsafe field conditions cancel games; that decision is made by 7am game days. Should conditions worsen after the decision has been made to play, the Referee at each game has the authority to cancel any game he is scheduled to officiate in the name of safety. If the inclement weather occurs during the course of a game, the decision to continue play falls to the Referee. Coaches will be notified by their Division Coordinators when/if games are rescheduled.



# **Referees**

## **REFEREE ADMINISTRATOR/INSTRUCTOR**

**Loren Maddy** – referee@ayso55.org

## **DIRECTOR OF REFEREE MENTORING**

**Peter Furman** – assistantref1@ayso55.org

## **AREA DIRECTOR OF REFEREE INSTRUCTION**

**Rick Sedivy** – refinstructor@ayso55.org

### **DOES EVERY TEAM NEED A REFEREE?**

In one short answer – yes! AYSO is completely dependent upon volunteers to fill critical positions in the program, including both coaches and referees. Having trained, certified referees is one of the most critical functions of the AYSO program and is required under AYSO policy to insure games are fair and are played under safe conditions. Over the past several years, too few people have volunteered to serve as referees in our Region. As a result of this, as well as the continuing growth in the number of players and teams in our Region, the Board of Directors voted to take action to insure that there would be an adequate number of referees in the program to support the number of players and games played each Saturday in Region 55. As a result of this action by the Board of Directors, a referee point system was enacted.

The referee point system was not implemented to punish anyone or to make anyone's life miserable. The sole purpose of this program is to have three certified referees present at each and every game during the fall soccer season in Region 55. The program must be capable of supporting our players so that they can play soccer, and to do this, every team must support this program with a volunteer referee. Simply put – no referee – no play. It is not fair, nor is it expected, for a handful of referees (some who don't even have kids in the program) to carry the bulk of the referee load over the course of the season.

If you would like to volunteer to help your team earn their referee points, but you do not feel comfortable as a Referee, this is not a problem. Two-thirds of all referee positions are Assistant Referees. Several training classes are held in August and September (see referee training schedule on the web site). Your help as a Referee or Assistant Referee will greatly enhance our referee program in Region 55.

If you have any questions about refereeing in the AYSO program, please feel free to contact your referee staff and any of us will be more than happy to answer your questions for you. Thanks for helping!

## TEAM REFEREE REQUIREMENTS

**U6 Teams: Each team must provide at least 1 referee volunteer.** U6 division will referee their own games. "Home" team will provide the Referee.

**U8 Teams: Each team must provide at least 1 referee volunteer.** U8 division will referee their own games. "Home" team will provide the Referee. Use parents (one from each team) as assistant (linesmen) referees, unless certified referees are available.

**U10 – U19: Each team must provide at least 1 volunteer referee (2 to 3 referee volunteers suggested).** Remember... each soccer game played requires three certified referees. It is suggested (but not mandatory!) that you sign up for the game AFTER your child plays. If this is the last game of the day, then sign up for the FIRST game. **Do not sign up to referee your own child's game!**

### Scheduling:

Scheduling for all games is done online by the individual referee. For U10 through U19 games, go to the Region 55 website ([www.ayso55.org](http://www.ayso55.org)) and click on the "Referee Scheduler How-to-Guide" under the Referee tab. Follow the instructions – it's easy!

### Points:

The referee point system applies to the U10, U12 and U14 divisions only. Each team must earn the required referee points as outlined below. Failure to earn the required referee points will cause that team to be ineligible to participate in the playoffs as well as the Area K playoffs. Points are awarded on the following basis: The REFEREE earns 2 points per game; ASSISTANT REFEREES earn 1 point per game. Point tally will be taken from the game line-up cards, not the referee scheduler – so, print your name and team number clearly. Points are awarded for U10 through U19 games! No points will be awarded for U6 or U8 games.

Referees must be certified and in uniform to earn their team points. Points will not be awarded to a team for having a parent "run the line" during the team's game.

U10 and U12 Teams must accumulate a total of **15 REFEREE POINTS** by the end of game 7. U14 Teams must accumulate a total of **7 REFEREE POINTS** by the end of game 7. Only games refereed at Region 55 'home fields' are eligible for referee points (Sun View, Spring View, Glen View and College View). If a team fails to accumulate the necessary referee points, the team will be allowed to play the remaining 3 games of the season; however, the team will be ineligible for the play-off rounds.

U10 and U12 Teams that have accumulated the required 15 points (or 7 points for U14 teams) by the end of game 7 are eligible to advance to the play-off rounds provided that the team earns an **additional 8 points** in pool play (last 3 games of the regular season). U14 Teams must accumulate an **additional 4**

**points** during the last 3 games of the regular season. Failure to earn the required 8 points (or 4 points for U14) will result in the team being excluded from the play-off rounds.

Referees DO NOT have to ref within their own division. For example, U6 or U8 refs wishing to gain experience in the upper divisions are encouraged to sign up (use the online ref scheduler) for these games either as a referee or assistant referee. You must be certified as a REGIONAL referee to help with these games since Offside, Fouls and Misconduct laws are applied.

### **AYSO REFEREE TRAINING**

All referee class dates, times and locations are available online at [www.ayso55.org](http://www.ayso55.org) (Referee tab, click on "Fall Dates").

The **U8 Official Class** is designed to prepare you to Officiate or act as a Linesman in U6 and U8 soccer matches. Training for a U8 Official is approximately 4 hours.

The **Basic (Regional) Referee Class** is designed to prepare you to act as a Referee or Assistant Referee in U6, U8, U10 or U12 soccer matches. Training includes the 4 hours of U8 Official instruction PLUS an additional 4 hours of training for offside, fouls and misconduct.

Note: The U8 Official and Basic Referee Course must be taken in order. If you completed the U8 Official class (modules 1-7) last year and want to upgrade to a Regional Referee this year, you need to complete the second 4 hour training class for Basic Referee. However, it is highly recommended that you take both the U8 Official and Basic Referee class for the Regional Referee program. This provides a refresher and better understanding of the basic principles of the Laws of the Game and will provide a better foundation to continue into the Basic (Regional) Referee course.

### **SUBSTITUTION POLICY – ¾ PLAY RULE**

This policy applies to U6, U8, U10, U12 and U14 divisions!

In Region 55, a child who has been assigned to a team and is not under disciplinary suspension (red card) or injured (sick) has the right to play three-quarters (3/4) of each game, team size permitting, during the season. If s/he arrives after the start of the game, s/he is eligible to play one-half (1/2) of the time remaining in the game.

Referees are instructed to keep a record of player substitutions on the game line-up cards. If a discrepancy of the above policy is discovered during the game, the referee or one of his/her assistants will inform the coach of the discrepancy and will request the coach to correct it. If a coach fails to correct a substitution discrepancy after being informed of the problem by the referee or an assistant referee, the issue will be reviewed by the Discipline Review Committee. **Referees are instructed to make a note of the discrepancy on the game line-up card and inform the Referee Administrator or Assistant Referee Administrator as soon as possible.**

**Any coach found to be willfully abusing this policy will be subject to a disciplinary hearing, possible suspension and forfeiture of the game in question.**

U16 and U19 divisions have an open substitution policy and will follow AYSO National Rules and Regulations regarding player substitution policies throughout the season.

### **When Do Substitutions Occur**

#### ***Players may be substituted (U6, U8, U10, U12, and U14):***

- Approximately midway through the first half when the referee stops play.
- At halftime.
- Approximately midway through the second half when the referee stops play.
- Injury.
- At the beginning of any overtime period.

Coaches are reminded that substitution breaks are not intended to be coaching sessions or strategy sessions. Substitution breaks should be no more than 1 minute in duration. Coaches should have their substitutes ready when the referee calls for the break. A team that delays the restart of play because substitutes are not ready will be warned by the referee. If the team continues to delay the restart, the captain of the team, at the discretion of the referee, can be cautioned for delaying the restart of play.

#### ***Substitution for Injury:***

- If a player is injured, the coach may provide a substitute player, in which case the injured player may not return until the beginning of the next quarter. Only the player who is injured is credited with a quarters play regardless of the actual time played.
- The coach may choose to play short thereby allowing the injured player to return during the quarter in which s/he was injured. The player may not enter the field until s/he is recognized and given permission by the referee.

In all cases, players substituting must report to the referee.

#### ***U16 and U19 division free substitution rules for inter-region play:***

Substitution will be allowed at any stoppage in play with the referee's permission.

### **Changing the Goalkeeper**

The coach has the right to change his/her goalkeeper at anytime during the match. Any of the other players on the field may change places with the goalkeeper, provided that:

- The referee is informed before the change is made.
- The change is made during a stoppage in play.

Note (with the exception of U16 and U19) that only a player on the field of play can change places with the goalkeeper (unless it is a normal substitution break). This is not a substitution because the goalkeeper is not being replaced by a player from the bench area.

### **PLAYER ID CARDS U14, U16, U19 DIVISIONS**

- All players and coaches in the U14 and higher divisions must have a current AYSO ID card. **ID cards MUST be signed by the Region Commissioner AND laminated.**
- Referees must check each player and coach ID card during check in.
- **No Card – No Play – No Excuses.** A player without an ID card must remain on the sideline with his/her jersey removed (or covered). The player may not participate in the game.
- Coaches without an ID card cannot coach! If the team does not have a coach or assistant coach with an ID card, then the team cannot play and the match must be suspended.

### **LINEUP CARDS**

As referees, we have many duties and responsibilities while we are on the pitch. Controlling the game to be sure it is being played in a safe and fair manner within the Laws of the Game is our most important function, but filling out the paperwork correctly is also one of our responsibilities. One of the most important pieces of paperwork under your direct control is the lineup card. The lineup card serves as the official record of the game, yet many referees do not check the card for accuracy or complete their portion of the card correctly. To assure that you receive proper credit for the games that you ref, please be sure that you complete all information on the back of the lineup card (see example below).

- **PRINT** your name.
- **PRINT** the team number that you are refereeing for.
- **PRINT** the Division your team is in, indicating B (boys) or G (girls).
- List any cautions (yellow card) and/or send-offs (red card) that may have occurred in the game. *Any cautions or send-offs MUST be reported to the Referee Administrator.*
- List any other comments that you deem necessary. For example, any Spectator or Coach incidents. *These also MUST be reported to the referee administrator.*
- All Incident Reports should go to: Loren Maddy, Region 55 Referee Administrator at referee@ayso55.org

After the lineup cards are complete, place them in the "Game Cards" hanging folder in each Mailbox at each field. They are collected at the end of each game day by the Division Coordinators.

The coach should present you with a completed lineup card at the start of the game. Be sure the entire top portion is completed including the coach's name and the assistant coach's name (which should match their AYSO ID cards). This is important because if the coach is dismissed from the field, the team cannot continue to play without a named assistant coach.

Players should be listed numerically, last name first, first name last. Do not accept lineup cards from a coach with only first names. Why? If a player is cautioned or sent-off, you will need to know who that player was for your game report. All players on the team roster should be listed on the lineup card - even if they are unable to play. Simply print to the right of the player's name a reason why they are unable to play; absent, injured, etc. You should also note the captains of the team. Most referees do this by simply placing a "C" next to the player's name.

Because of AYSO and Region 55's play time rules, referees need to keep a record of the quarters a player does not play. The AYSO lineup card makes this task easy! Just mark an "X" in the "QTRS Not Played" column next to the player's name. In Region 55, we have a 3/4 play policy, so no one player should have more than a single "X" marked in the quarter columns next to their name. (It should be noted that this applies to U6-U14 divisions only. U16-U19 divisions use a free substitution policy and playing time is not recorded by the referee team). If a coach attempts to substitute a player who already has an "X" marked in the QTRS Not Played column, you need to bring this to the coach's attention so that it can be corrected. If a coach purposely substitutes a player for more than a single quarter (excluding injury, illness or other excusable reasons), you need to report this to the referee and coach administrators and note this on the back of the lineup card under "Preliminary Incident Report."

It is also extremely important, especially in the younger divisions, that you mark any goals a player has scored next to their name. The goals scored column is divided into first and second halves. Region 55 uses this information to help balance teams at the beginning of the fall season.

The back of the lineup card, while not nearly as complex as the front half, still requires specific information for the referee and assistant referees to complete. The card is usually divided into two sections; the upper portion for the game report and the lower portion for any incidents that need to be reported. Be sure the date, time and location (including field number) of the match are correct. The half time score and final score should be noted in the area provided and the winning team should be clearly stated. The referee and both assistant referees should clearly print their name in the spaces provided. If team ref points are being accumulated, you should note the team (number and division) that you are earning ref points for immediately to the right of your name.

The lower portion provides a separate space for the referee to list any misconduct or other actions that the referee has taken during the course of the game, including any coach or spectator dismissals, or any serious injuries that may have occurred. This "preliminary incident report" section should be kept short and to the point. The referee must also complete a "Match Report" and file it with the proper authority for any incidents reported here. The referee and assistant referees also need to print their names in this area of the card.

## EXAMPLE GAME CARD:

PLEASE PRINT LEGIBLY. Please be sure to use team numbers and not just team names.

**COACH FILLS OUT**

**numerical order**

**cross out missing players & write reason**

**REFeree FILLS OUT GOALS SCORED & QUARTERS PLAYED.**

**Ref's - we must know who scored the goals so please fill it in**

**Ref's - show who sat out and what quarter. Also, who played goal keeper.**

**OFFICIAL LINEUP CARD**

REGION 55 AGE GROUP U8G TEAM # 2 DATE 9/8/07

TEAM NAME Pink Ponies OPPOSING TEAM U8G-4

COACH'S NAME Doherty, Deb ASST. COACH'S NAME Hamm, Mia

All team players must be listed in order by jersey #. If absent, indicate reason.

No.	PRINT PLAYERS NAME	Goals Scored	"Qtrs." Not Played			
			1	2	3	4
2	Wilkinson, Sarah		/			
3	Broder, Ceana					
4	Gehris, Kelly			/		
5	Cashman, Maddie	Sick				
6	Escobar, Jessica					
7	Gehris, Brooke				/	
8	Vanasse, Cara		G	G	G	G
9	Young, Missy					/

Age Group	Each Half, not to exceed	Duration of the Game, not to exceed	Ball Size
U-19	45 Minutes	90 Minutes	Size 5
U-16	40 Minutes	80 Minutes	
U-14	35 Minutes	70 Minutes	
U-12	30 Minutes	60 Minutes	Size 4
U-10	25 Minutes	50 Minutes	
U-8	20 Minutes	40 Minutes	Size 3
U-6	20 Minutes (10 min recommended)	40 Minutes (20 min recommended)	

### Back of Card:

Please be sure to clearly and completely fill out the back of each game card. Note the date, time, location (field name and number), conditions, home team number and colors, visiting team number and colors, the halftime score, which team number the score was in favor of, the final score and the winning team number. Be sure to note any misconduct is applicable.

Also, be sure to put your name and the team number and division for which you are refereeing. If you do not put this your team will not get credit for you refereeing that game. Be sure the Assistant Refs information is there as well so that they get credit.

Disciplinary action taken:	Caution for USB player #4 team 6
<hr/>	
Additional comments:	<hr/>
<hr/>	
Referee's Signature:	G. Mulcahy Team 1 U12G
Assistant Referee's Signature:	R. Sedivy Team 3 U14B
Assistant Referee's Signature:	T. Kiler Team 9 U10B

**REFEREES!**  
PRINT your name, team  
number and division



# Coaches

## COACH ADMINISTRATORS

**Paul Kirby** – [coach@ayso55.org](mailto:coach@ayso55.org)

**Jason Kakimoto** – [asstcoach@ayso55.org](mailto:asstcoach@ayso55.org)

Thank you for volunteering to coach. Feel free to contact us with questions, concerns or suggestions. The best way to reach us is by email.

***ZERO TOLERANCE*** - Any Coach who argues with a Referee, or allows a spectator to, will be sanctioned or released from the position as Coach. If you need help with a parent regarding this please contact us.

## REQUIREMENTS FOR COACHING

All coaches must take age appropriate training for the division you are coaching and must have completed Safe Haven. Once you've completed Safe Haven, it does not need to be repeated.

Age Level	Coach/Assistant Coach	All Star Coach	EXTRA Coach
U-6	U-6	N/A	N/A
U-8	U-8	N/A	N/A
U-10	U-10	U-12	Intermediate
U-12	U-12	Intermediate	Advanced
U-14	Intermediate	Advanced	Advanced
U-16	Advanced	N/A	N/A
U-19	Advanced	N/A	N/A

Coaches with the higher certification are more likely to be selected as All Star coaches than lesser certified coaches.

## COLLEGE VIEW LIGHTED FIELD SCHEDULE

In order to practice at College View in the evening when it starts to get dark earlier you must be scheduled for a slot. College View is our only lighted field and is only available for U10 and up. Please email your requested days (maximum 2) and times (maximum 1 hour) for practices to [schedules@ayso55.org](mailto:schedules@ayso55.org). Be sure to include your coach last name and team division (including gender). The College View Light Schedule will be posted on our website, [www.ayso55.org](http://www.ayso55.org).

## PRACTICES

Your practice area should be of limited size because you should be training short sided games (this is how kids learn the game best - use very few cones, limited lines & lots of activity). Keep them engaged and involved - 90% of your time with them they should be moving - not standing around.

We have limited field space and this is also a courtesy to other coaches. We will be checking out various fields throughout August and will ask you to reduce your training area if you have a huge space setup. You should setup your training so you use the same area for multiple activities and not setup 3 or 4 activities over a large space. If you need any help on how to efficiently set up or run a training session, let us know and we will help.

### Field Space

Division	Recommended Size	Division	Recommended Size
U-6	10 x 20	U-12	25 x 40
U-8	15 x 25	U-14	30 x 50
U-10	20 x 30	U-16	35 x 60

### Training Session Guidelines

Division	Recommended Minutes	Maximum Minutes	Max per week in August	Max per week after opening game
U-6	30-45	50	2	1
U-8	40-50	60	2	1
U-10	50-60	70	2	2
U-12	60-70	75	3	2
U-14	70-80	90	3	2

### PLAYER ID CARDS FOR U14, U16 AND U19

- All players and coaches in divisions U14 and higher must have an AYSO ID card. ID cards MUST be signed by the Region Commissioner AND laminated.
- No Card – No Play – No Exceptions. A player without an ID card must remain on the sideline. The player may not participate in the game.
- Coaches without an ID card cannot coach. If the team does not have a coach or asst coach with an ID card, then the match must be suspended.
- Cards will be provided to all U14, U16 & U19 coaches via their coordinator. The coach must apply the photograph of each player to their card.

**EXAMPLE GAME CARD:**

PLEASE PRINT LEGIBLY. Please be sure to use team numbers and not just team names.

**COACH FILLS OUT**

**numerical order**

**Cross out missing players & write reason**

**REFeree FILLS OUT GOALS SCORED & QUARTERS PLAYED.**

**Refs - we must know who scored the goals so please fill it in**

**Refs - show who sat out and what quarter. Also, who played goal keeper.**

**OFFICIAL LINEUP CARD**

REGION 55 AGE GROUP U8G TEAM # 2 DATE 9/8/07

TEAM NAME Pink Ponies OPPOSING TEAM U8G-4

COACH'S NAME Doherty, Deb ASST. COACH'S NAME Hamm, Mia

All team players must be listed in order by Jersey #. If absent, indicate reason.

No.	PRINT PLAYERS NAME	Goals Scored	"Qtrs." Not Played			
			1	2	3	4
2	Wilkinson, Sarah		/			
3	Brader, Ceara			/		
4	Gehris, Kelly				/	
5	Cashman, Maddie					
6	Escobar, Jessica					
7	Gehris, Brooke				/	
8	Vanasse, Cara		G	G	G	G
9	Young, Missy					/

## DIVISION INFORMATION

Division	Each Half	Duration of Game	Ball Size
U19	45 min	90 min	5
U16	40 min	80 min	5
U14	35 min	70 min	5
U12	30 min	60 min	4
U10	25 min	50 min	4
U08	20 min	40 min	3
U06	15 min	30 min	3

## SUBSTITUTION POLICY – $\frac{3}{4}$ PLAY RULE

*This policy applies to U6, U8, U10, U12 and U14 divisions*

In Region 55, a child who has been assigned to a team and is not under disciplinary suspension (red card) or injured (sick) has the right to play three-quarters ( $\frac{3}{4}$ ) of each game, team size permitting, during the season. If s/he arrives after the start of the game, s/he is eligible to play one-half ( $\frac{1}{2}$ ) of the time remaining in the game.

Referees are instructed to keep a record of player substitutions on the game line-up cards. If a discrepancy of the above policy is discovered during the game, the referee or one of his/her assistants will inform the coach of the discrepancy and will request the coach to correct it. If a coach fails to correct a substitution discrepancy after being informed of the problem by the referee or an assistant referee, the issue will be reviewed by the Discipline Review Committee. **Referees are instructed to make a note of the discrepancy on the game line-up card and inform the Referee Administrator or Assistant Referee Administrator as soon as possible.**

**Any coach found to be willfully abusing this policy will be subject to a disciplinary hearing, possible suspension and forfeiture of the game in question.**

U16 and U19 divisions have an open substitution policy and will follow AYSO National Rules and Regulations regarding player substitution policies throughout the season.

## GAME POINT SYSTEM - FOR U10 AND U12

In Region 55, this season, the following game point system will apply in order to determine standings and playoffs.

- 7 points for a win
- 1 point for each goal up to 3 maximum
- No points for a shutout
- 3 points for a tie
- Scoring over 5 point differential will result in 1 point deduction per goal over the differential
- Coach/Spectator ejections will result in 3 point deduction
- Red cards will result in 3 point deduction
- Maximum of 10 points per game

**Please notice that this point system will mean that you can be scored on by the opposing team and still get all of your points if you win and score 3 goals. Also, you do not need to score more than 3 goals in any game. You will not get additional points for them. Any team with a goal differential of more than 5 goals will receive a 1 point deduction per goal. Run up scores will not be tolerated this season.**

Our guideline to judge run up scores is a 5 goal differential (ex: 5-0) 3-0 would be a preferable maximum, but 5-0 is within the differential. 6-0 is not within the differential. A good rule of thumb is to start to pull your team back once you are ahead by 2 goals, no later. If you need advice on how to control your team from running up scores please contact the Coach Administrators at [coach@ayso55.org](mailto:coach@ayso55.org) or [asstcoach@ayso55.org](mailto:asstcoach@ayso55.org).

U6 & U8 do not officially keep score and therefore do not acquire points. But, the scores are noted on the line-up cards and coaches running up scores in U6 & U8 will also be contacted. Make sure that the children on both sides of the field enjoy the game.

U14, U16 and U19 divisions will play under the Area point system which is explained on the Area Schedule Website. There will be a link to this site from our website once the schedules are posted.

## PLAYER EVALUATIONS

Evaluations allow us to balance the teams the following season. We must receive evaluations for all players U-8 and up. Please honor your commitment as a coach by evaluating your players and **completing your evaluations by the Tuesday following the 6<sup>th</sup> week of games.** Teams missing evaluations WILL NOT receive their trophies/medals and those players will have to come to a separate ratings session in the spring in order to be placed on a team the following season. Please do not make your players have to do that.

If possible please send your ratings in a simple excel file (see example below). If you can't do them in excel please just follow the format below in your email. Last name first, first name last, rating, coach last name, team number and division. This will help to streamline the inputting of over 1,500 ratings into our eayso system. Be sure to include the division and coach name in your email title.

Example:

Player Last Name	Player First Name	Score	Coach Last Name	Team #	Division
Smith	Joe	7	Doherty	1	U12B
Williams	Ray	8	Doherty	1	U12B
Miller	Frank	6	Doherty	1	U12B
Clayton	Sam	2	Doherty	1	U12B

- Balanced Teams make a better experience for everyone involved.
- You will assign a rating to each player on your roster (U-8 and up), which will be used to balance the teams the following season.
- Ratings should consider the following skills: Tactical, Technical, Defending and Attacking (see further explanations below).
- Each player on your roster should have an overall number rating.
- More than one player can have the same rating if those players are equal.

### **Rating Scale**

U-8 Ratings from a low of 1 to a high of 8.

U-10 Ratings from a low of 1 to a high of 10

U-12 Ratings from a low of 1 to a high of 12

U-14 Ratings from a low of 1 to a high of 14

## **EXPLANATIONS OF THE RATING CRITERIA**

### **Tactical**

Has an awareness of what is happening or what might happen on the field of play; is able to communicate verbally and non-verbally with teammates; has a willingness to assume responsibility for taking charge on the field; and has the soccer skills required to develop tactical play. Is very aware of what constitutes organization and shape of play; is able to play both on and off the ball; consistently provides support for the attack and defense and creates options with appropriate runs.

### **Technical**

When dribbling, is expert at turning, has great touch, is able to shield defender, maintains excellent field vision while incorporating feints/fakes to unbalance an opponent, and consistently uses change of speed to beat an opponent. When passing, passes are accurate, of correct pace, well timed, deceptive, and successful in advancing the ball or maintaining possession. When controlling, uses all controlling surfaces while maintaining eye contact with the ball, moves into the line of flight of the ball, has excellent balance, cushions on contact with ball, and consistently prepares the ball for the next move.

**Defending**

Has great defending control and balance; is able to establish appropriate marking distance; maintains a goal-side, ball-side position; is able to prevent an attacker from turning; and has exceptional tackling skills.

**Attacking**

Is able to constantly maintain possession of the ball under pressure; is able to create individual and team space; is able to turn on a defender; has the ability to take on a defender; recognizes and takes the direct route to goal; is able to anticipate when to shoot; and has great preparation, decisiveness and timing when shooting. Is able to maintain possession of the ball most of the time under pressure; is able to create individual space and at times team space.

**Goalkeeper (if applicable)**

Is always in the ready position; is constantly adjusting his or her position as the angle of the ball changes; is able to take the initiative away from the attacker; has the ability to read and assess the line; is focused at all times; uses communication that is instructive in nature and clear and loud enough to carry to teammates; has excellent physical and technical skills to deal with demands of the goalkeeper position; is proficient at initiating the attack; consistently makes the save; and has excellent command of distribution techniques.

# **Team Parents**

## **TEAM PARENT COORDINATOR**

**Debby Brown** – [teamparent@ayso55.org](mailto:teamparent@ayso55.org)

The team parent has a very active role in helping with the team. You serve as a vital communication link between the coaches, parents, and the players. By helping the coach with all the extra details, you help the team to function well and leave the coach free to instruct the players.

Being the team parent is not meant to be a burden. A positive, happy team parent helps the team have a great season. You should delegate whenever possible, people like to be included. Many times, parents are just waiting to be asked to help. Just as the players must work together as a team to be successful, the parents will find more satisfaction if they too become involved and work together for the Team's benefit.

We thank you in advance for creating the best possible experience for your players, their parents, and your coaches. Please feel free to contact us with any questions or issues that may arise throughout the season.

## **OVERVIEW OF TEAM PARENT ACTIVITIES**

### Prior to Regular Season:

- Attend Team Parent Meeting.
- Prepare roster
- Complete online volunteer information sheet – link address:  
(<https://docs.google.com/a/ayso55.org/spreadsheet/viewform?formkey=dDRJTVVqVkJQ4T3pJMHE5LVF4eGpJTXc6MA#gid=0>)
- Prepare snack schedule
- Organize acquisition of banner, hair bows, etc.
- Help with uniforms

### During Regular Season:

- Plan team parties
- Help with team Pictures

### End of Regular Season:

- Plan team Party
- Buy Coach gifts
- Pick up trophies or medals

### Post-Season/All-Stars:

- Prepare roster
- Help with team pictures
- Plan team parties
- Buy Coach gifts



## **PRIOR TO REGULAR SEASON**

### *MEET WITH AND TALK WITH YOUR COACH*

Learn what your Coach's expectations are of you and of other team Volunteers. If you have participated in soccer before and your Coach is new, perhaps you can give them insight (or reverse if you are new). Discuss team parties, Volunteer duties, etc. so you are both on the same page. A good partnership can really make a team "go."

### **TIPS FROM EXPERIENCED TEAM PARENTS**

- LABEL hand-outs with the name of each player before you hand them out. This way, when someone isn't at practice, you know exactly who didn't get the info. Also, try to give information to the adults as children are often not reliable about getting information to parents.
- Make sure the player's last name and phone number is written on their ball and water bottle. This makes it much easier for lost items to be returned!
- The "ultimate" Team Parent is prepared at all times with the team roster, extra copies of the game schedule, important AYSO or Region dates or info, and a cell phone.

### **MONEY**

There are a couple of ways to approach funding the team. Some Team Parents like to collect a flat fee at the beginning of the season to cover the entire season's expected expenses. Just be sure everyone agrees on the plan. And be sure to keep the parents apprised of the season's expenses and how you spent their money and they won't question anything come the end of the season.

You need to be sensitive to the financial situations of all your families. Just because you or a couple of families want "the works," doesn't make it fit in everybody's budget.

### **PREPARE ROSTER & TEAM INFO SHEET**

The roster serves as a useful tool for the Team. It should include Player names, phone numbers, and Parent's first names. Addresses, birthdays, etc. should be listed only if all the parents want that information public.

*Hint: It helps parents with children in multiple sports/levels, if the Team roster is printed on "Team color" paper.*

The Team Info sheet should include practice & game schedules. List where and when they are. You can also include a map. Maps to all locations are on our website at [www.ayso55.org](http://www.ayso55.org)

Also, give your parents the Region phone number (714-585-3161) and website address ([www.ayso55.org](http://www.ayso55.org)). This will enable Parents to answer their own questions, allow an unhappy Parent to vent outside the Team and not bring the spirit of the Team down and keep you out of the middle of their issues.

## **PREPARE SNACK SCHEDULE**

Each Player should provide snack at least once during the season. Be sure to check for food allergies or sensitivities first. One of the easiest ways to prepare this schedule is to “assign” the families alphabetically and if the date doesn’t work for them, to trade amongst themselves. Sometimes there aren’t enough Players to cover all the games, so some families will have to provide a snack more than once. Your team also needs to decide whether or not to provide for siblings. Snacks should be healthy, though that is not always the case. You, as Team Parent, will need to set the tone for snack expectations.

Some Coaches don’t expect to be in the snack cycle. Check with them to see what they want before you assign them. Sometimes, it’s very important to their Player to be “snack leader” just like everybody else. Also check for birthdays. Many Players want to bring snack near their birthday to celebrate with the Team.

*Hint: It is very nice and appreciated if you bring the Referee a bottle of water or sport drink for half-time. Offering a snack after the game is appreciated as well.*

*Hint: Ice from the cooler comes in handy for minor injuries. You may want to have a Ziploc bag of ice available.*

And lastly....**TRASH!** We are guests on the school district fields and we want to maintain that privilege by keeping the fields clean. Don’t be shy, YOU are the Team Parent—a cheerful “here’s the trash bag” usually works.

You can assign these “hints” as “duties” when you publish your snack schedule. Just list it as “when you are snack leader, please also bring water for the Ref, a ziploc bag of ice, and a trash bag.”

## **BANNERS & FLAGS**

*Hint: Find a Banner volunteer who will bring the banner to/from games and picture day. They could also be in charge of acquiring it as well.*

Banners and flags display the team name and are brought to every game and to picture Day. **Banners are traditional, but are not required.** The cost of the team banner/flag is usually split evenly among the Team’s players.

The banner/flag can be purchased or handmade and can be any size. The most common types of purchased banners are an “airbrushed on felt” (\$80-\$100 range) and “silk-screened on vinyl” (\$50-\$70 range).

### **How to make a Banner**

The traditional, finished banner is 6 feet wide and around 4 to 5 feet high. It should have a top sleeve and 2 side sleeves of 1 to 2” for holding it onto the Banner Stand. Banners can be made inexpensively by using a twin flat sheet which is cut down to size. Most hand-made banners are made with felt. Decorations and lettering can be drawn, painted, or fabric that is glued on.

Gluing is best done with a hot glue gun. Letters and other decorations can be created using stencils and/or fabric paint (3D, glitter, or puff) or fabric markers. Be sure to allow enough time, typically 24 hours for the paint to dry. Banner Kits are available through Banners USA and Unicorn Sports.

### **How to Display Banners**

Banners are typically displayed on poles (usually PVC piping) supported by two short pieces of steel re-bar hammered into the ground. Display poles are made from one 20' section of 3/4-inch PVC tubing. Have them cut it at the hardware store to (2) 7-foot sections and (1) 6-foot section. Also buy (2) 3/4" Slip "L's" (L-shaped pieces of PVC without internal threads). Do not glue these "L's" on as you will be putting them on & taking them off each time you assemble the banner.

You will also need (2) 3-4 foot pieces of rebar that fits inside your PVC pipe. You will hammer this into the grass first and it will support your banner that has been assembled on the PVC pipes. You could also try going to a soccer store and getting stakes for corner flags.

And, easier yet....Banners USA sells pole kits for around \$15.

### **BUSINESS SERVING REGION 55**

Unicorn Sports Center  
6488 Edinger Avenue, HB  
(714) 847-1112

### **HOW TO MAKE SOCCER HAIR SCRUNCHIES**

Supplies Needed:

- Elastic pony tail holders
  - No metal on them
  - Medium thickness (available at Target, Sav-on, etc.)
- Ribbon, Lace, Fabric
  - 3-4 different colors, textures & styles works best (ie: ribbon, fabric)
  - 1/2" width is ideal; smaller widths you'll need more pieces

To determine how much to buy: Take 1 yard per girl of each style of Ribbon, Lace, and Fabric – if using smaller than 1/2" width, you'll need more than 1 yard per player.

To Make Hair Scrunchie:

Longer Style: Cut each "1 yd" length piece in half to create (2) 18" pieces of each color, texture, and style of ribbon.

Shorter, fuller style: Cut each "1 yd" length piece in thirds to create (3) 12" pieces of each color, texture, and style of ribbon.

Tie each piece of ribbon or fabric on the pony holder, alternating in color, texture, and style.

## **DURING THE SEASON**

### **TEAM PARTIES**

Team Parties are optional. Usually, Teams will have 2 to 3 Team parties during the season, though you can have as many as you like! They can be pizza parties, BBQs, or anything else you can think of.

Be sure to make a reservation for your Team 2-3 weeks ahead of time & check your coupons (if applicable) for expiration dates and what exactly is provided. Pizza certificates feed the Players; the Player's family buys their own meals.

Also, keep in mind that the pizza parlors plan for approximately 1-1/2 hours for Team parties. Be considerate by concluding the festivities in a timely manner.

**Suggestion:** Having a Team party near the beginning of the season helps the parents of Team Players get to know each other.

### **TEAM PARTY IDEAS** - ideas/tips from experienced Team Parents:

If your pizza party is after a game or practice, order your pizza before you leave the practice/game field. This way, the pizza is already cooking and arrives to your table quickly. This helps maintain control of your group and the parents aren't forking out as many quarters!!!

Having a team party early in the season helps the parents and players get to know each other.

You must be aggressive at some establishments when using "Team Specials." Sometimes only the Manager is aware of the deal and the employee at the register has no idea what you're talking about. Have your flyer or coupon with you to back up what you're saying.

For younger teams, pizza/potlucks at a park are a great idea. The kids have things to entertain them and the parents aren't constantly putting out quarters. Just be sure to have everyone bring blankets, sand toys, etc.

When out and about, ask at different establishments what they could do for a team party.

### **TEAM PICTURES**

Picture Day Forms will be made available. These need to be filled out by each Player and brought to picture Day. Find a Team Picture Day Volunteer for your team to gather your Players for pictures.

## **END OF THE SEASON**

### **PLAN TEAM PARTY**

The End-of-Season Team Party is held just after the season has ended to distribute trophies, yearbooks, medals, etc. Check with your Coach to determine when/where this party could be. Some suggestions include pizza parlors, picnics, or a potluck.

### **COORDINATE COACH, REFEREE, TEAM VOLUNTEER GIFTS**

The Team Parent traditionally coordinates a small gift for the Coach, Assistant Coaches, Referees, and any other Team Volunteers. This is done by collecting a donation from each family on the team. The gift is a way of thanking the Volunteers for the many hours spent working with the children. Some suggestions include gift certificates for a local restaurant or sporting goods store, a photo album with hand-written notes from the players, or coaching supplies.

Most parents will be familiar with this custom. You can determine the amount and collect from each parent on the team excluding the coach. Just be sure to collect enough money to also get small gifts for the Asst. Coach and Referee.

### **BANNERS, END OF SEASON**

At the end of the season, the banner can be raffled off to a player or cut apart and the players can take their "name" home. Some banners are designed to be cut-apart which makes it easier at season-end. For example, a team called the "Blue Butterflies" might have butterflies with each player's name on a butterfly. This can then be cut apart at the end of the season with players taking home a butterfly with their name on it.

### **TROPHIES AND MEDALS**

Trophies and Medals are provided by the Region depending on your Division. Check the "Trophy and Medals" info in your Team's mail in October. It is typically the Team Parents job to pick these up.

Please note that trophies/medals will not be distributed to U8 and up teams who have not turned in player evaluations.

# **Trophies & Medals**

Participation medals or trophies (depending on division) are provided for all Players. The distribution of these items will be from Coordinator to Coaches (or Team Parents) to Players. Check your Team's mailbox or contact your Coordinator near the end of the season for the most up-to-date information.

**Please note that neither medals nor trophies will be distributed to teams who have not turned in their player evaluations!** Player evaluation requirements are explained in the coach section of this handbook.

## **After the Fall Season**

### **EQUIPMENT BANK**

Region 55 has an equipment bank where soccer items can be discretely forwarded to families in our community that could use our help. We are able to accept donations year-round, but it would be most convenient for collection purposes to collect them at the end of the fall soccer season. There will be equipment bank collection boxes located in or near the Equipment container at each of the fields on game days. If you are aware of a Player in need, please call (or have the family call) the Region Hotline, 714-585-3161.

### **FALL CHAMPIONS (U10 and above only)**

The first place teams in the U10 & up Fall Soccer divisions move on to compete against other Regions in December.

### **ALL STARS (U10 and above only)**

Selection is made based on tryouts by a panel of coaches. Games are played typically in January/ February. There is no additional cost for All Stars.

### **SPRING SOCCER**

Spring Select & Spring Rec are competitive teams for U10 & up only. Check [www.ayso55.org](http://www.ayso55.org) in late January for more information. Registration is done by through coaches or via mail.

### **SOCCER CAMPS**

Region 55 coordinates/facilitates 2-3 Soccer Camps each year. Typically there is one during Spring Break and 1-2 in the summer months. Check [www.ayso55.org](http://www.ayso55.org) for more information.