2014

COACH HANDBOOK

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**San Marcos AYSO Region 127**

**PO Box 333**

**San Marcos, CA 92079**

**www.sanmarcosayso.org**

2014 AYSO Regional Board Members and Staff

The Regional Board Members and Staff are regional volunteers who believe in AYSO and have agreed to take a more active role in this program. The goal is to have all regional obligations broken into portions small enough so that the load on each volunteer is not overwhelming. Below is the 2012 list of Regional Board Members that have committed to the success of the San Marcos AYSO program this year.

|  |  |
| --- | --- |
| **Commissioner** |  |
|  Joanne Shannon | commissioner@sanmarcosayso.org |
|  **Asst. Commissioner/ Referee Instructor**  | asstcommissioner@sanmarcosayso.org |
| Paul Van Es | refinstructor@sanmarcosayso.org |
| **Regional Coaching Administrator** |  |
| Vasillis Dalacus | coachingadmin@sanmarcosayso.org |
| **Regional Coach Director**Mike Williams  | coachdirector@sanmarcosayso.org |
| **Referee Administrator** |  |
| Jason Whitmore | refereedirector@sanmarcosayso.org |
| **Registrar** |  |
| Jennie Gutierrez | registrar@sanmarcosayso.org |
| **CVPA**Michelle Morgan | cvpa@sanmarcosayso.org |
| **Treasurer** |  |
| OPEN | treasurer@sanmarcosayso.org |
| **Director of Purchasing** | purchasing@sanmarcosayso.org |
| Norman Massie |  |
| **Webmaster**  |  |
| Mike Williams | webmaster@sanmarcosayso.org |
| **Director of Safety** |  |
| Jason Gibbons | safetydirector@sanmarcosayso.org |
| **Team Parent Coordinator** |  |
| Carrie Massie | teamparentcoordinator@sanmarcosayso.org |
| **Director of Matrix** |  |
|  Bob Crain | matrixdirector@sanmarcosayso.org |
| **Director of V.I.P.** |  |
| **OPEN** | vipdirector@sanmarcosayso.org |
| **Director Of Records** |  |
| **OPEN** | recordsdirector@sanmarcosayso.or |
| **Director of Fields and Equipment** |  |
| Jason Gibbons | fielddirector@sanmarcosayso.org |
| **Safety Director**  |  |
| Jason Gibbons | safetydirector@sanmarcosayso.org |
| **Concessions Director** |  |
| Nichole Shelby | concessions@sanmarcosayso.org |
| **Spanish Outreach Coordinator/**  | espanolinfo@sanmarcosayso.org |
| Rosa Garcia |  |
| **Youth Referee Administrator/Ref Mentor** |  |
| OPEN | youthrefadmin@sanmarcosayso.org |
| **Sponsorship**Rosa Garcia | sponsorship@sanmarcosayso.org |
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***Coaches Mission Statement***

This year Region 127 aspires to be an outstanding educational-athletic organization that provides a high quality experience, in which every athlete:

* Is coached using the principles of the AYSO
* Has fun playing the game
* Feels like an important part of the team regardless of performance
* Learns “life lessons” that have value beyond the soccer field
* Learns skills, tactics and strategies of the game and improves as a player

We recognize coaches must directly make this possible, so we provide all the coaches with the tools to succeed as AYSO coaches. We are committed to creating a culture in which coaches, parents, fans, referees and athletes work together to achieve our mission.

***AYSO Mission Statement***

AYSO is a nationwide non-profit organization that develops and delivers quality youth soccer programs in a fun, family environment based on AYSO's Six Philosophies:

* Everyone Plays (at least half of every game, 3 quarters in San Marcos)
* Balanced Teams (no stacked teams)
* Positive Coaching (building confidence)
* Open Registration (no tryouts, no cuts)
* Good Sportsmanship (winning and losing gracefully)
* Player Development (improving soccer skills)

These philosophies are accomplished by providing the following essential services:

1. Quality education programs (coaching, instruction, management, and officiating).
2. Quality administrative and operational systems with a support network.
3. Integrated volunteer network, supported by a national staff.
4. Program research and development
5. Strong financial position

***Registration Forms***

You must have all your players’ registration forms at practices, games and all other AYSO events. Make two copies of the forms and give one copy to your assistant coach and one to your team parent.

***Adding Players***

Never recruit a player for your team. It will only lead to disappointment. There is a waiting list in most divisions. Players on the waiting list are first. If you are contacted by a player who wants to play, refer them to the Regional Registrar.

**Never allow players not on your roster to practice with your team!**

***Player Drops***

If you have a player who is dropping from the program, that player must notify the regional registrar. You will not receive a replacement until we confirm the player has dropped.

***2013 Regional Calendar***

Here are some important dates to remember. Check the website for updates and meeting descriptions.

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| **Date** | **Time** | **Event** | **Location** |
| August 9th |  | Practice fields open | See Website or Table Below for Fields Available |
| August 11th | 6pm-8pm | Team Parent Meeting/ Uniform Handout | Walnut Grove Sports Barn |
| August 16th | 8am-4pm | U10 Scrimmage / Referee Training | Walnut Grove Park South |
| August 23rd | ALL DAY | Matrix, VIP, and Jamboree Picture Day | Site TBD |
| August 23rd | ALL DAY | Week 1 GAMES | Fields TBD |
| Aug 30th – Sept 1st |  | Labor Day Weekend - NO GAMES |  |
| Sept 6th | ALL DAY | Week 2 GAMES | Fields TBD |
| Sept 13th | 8am-4pm | Picture Day - NO GAMES | Site TBD |
| Sept 20th | ALL DAY | Week 3 GAMES | Fields TBD |
| Sept 27th | ALL DAY | Week 4 GAMES | Fields TBD |
| Oct 4th | ALL DAY | Week 5 GAMES | Fields TBD |
| Oct 11th | ALL DAY | Week 6 GAMES | Fields TBD |
| Oct 18th | ALL DAY | Week 7 GAMES | Fields TBD |
| Oct 25th | ALL DAY | Week 8 GAMES | Fields TBD |
| Nov 1st | ALL DAY | Week 9 GAMES | Fields TBD |
| Nov 8th | ALL DAY | Week 10 GAMES | Fields TBD |
| Nov 11th – Nov 15th | Times TBD | REGIONAL TOURNAMENT | Fields TBD |

***Coach Clinics – Training – Orientation***

Orientation, Training, Certification, and continued Education is provided to prepare a volunteer for the position of coach.

San Marcos AYSO offers the following educational opportunities:

1. Training for entry-level coaches, age specific coaching clinics , intermediate coach , and advanced coach classes
2. AYSO Safe Haven and Coach Certification

This year, San Marcos AYSO will be hosting several clinics for you to get your coaching certificate. Remember, if you are coaching in the upper divisions (U10 and up), you **must** have the correct certificate to participate in Area and Sectional play-offs and tournaments. It is also strongly recommended for participation in the Regional play-offs and tournaments.

Many of the coaching certifications are available on line at www.ayso.org/training

**Note:** U14 & U16 coaches require intermediate certification. U19 coaches require advanced certification. U19 coaches contact the Coaching Director for the Advanced Coaching Class times/dates.

* If this is your first time coaching in a particular division, or if it has been a while since you have attended a coaching clinic, you need to stay for your specific coach training.
* If you are interested in being considered for **all-star coach**, you must attend your specific coach training (u10 & up).
* Bring a lawn chair, notepad, sun block, hat and appropriate shoes for field training.
* Note that both the Advanced Clinic and the Intermediate Clinic are three days and you MUST attend all three days to get the certification.

**Lunch will be provided at all clinics!**

***Practices***

***Never allow players not on your roster to practice with your team!***

DO NOT hold practice until after school hours (5:00 pm). DO NOT practice in the goal area of a marked game field. Only practice cross-widths across marked game fields. DO NOT practice on wet fields or when it is raining. All fields are shared; please divide the field space as more teams arrive. If you run into a problem, contact the Coaching Director.

***Never leave a player unattended at the field, EVER!!!***

**Practice Locations**

You are the coach and you decide when and where to practice. Be reasonable on times and locations. The more players you have at practices the better.

You should carry a field use permit with you at your practices. You can download a permit for each school on the forms page at [www.sanmarcosayso.org](http://www.sanmarcosayso.org)

**Keys to the school sites:** More information will follow regarding access to school sites. You will receive details from your divisional manager before practices begin.

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| \*\* Note: All parks close at dusk. “Dusk” is determined by the park ranger/caretaker. Please be considerate and start ending your practice 15 minutes before dusk. The park ranger will start closing the park when s/he determines that dusk has arrived – please be cooperative and leave the park in a timely manner. |

***PRACTICE LOCATIONS***

*Field permits will be posted on our website as soon as they become available from the schools and/or the City of San Marcos. Also note that the days that a specific field is available may change based on sharing proposals handled through the City of San Marcos' Youth Sports Council. Details on usage are not available at this time. Contact your City Council representative for more information.*

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| --- | --- |
| **PARK / SCHOOL NAME** | **DAYS AND TIMES** |
| Alvin Dunn Elementary | Tuesday and Thursday 5:00 - Sunset |
| Jolie Ann Elementary | Tuesday and Thursday 5:00 - Sunset |
| Knob Hill Elementary | Tuesday and Thursday 5:00 - Sunset |
| Paloma Elementary | Tuesday and Thursday 5:00 - Sunset |
| Richland Elementary | Tuesday and Thursday 5:00 - Sunset |
| Twin Oaks Elementary | Tuesday and Thursday 5:00 - Sunset |
| Las Posas Park Upper | Monday, Wednesday and Friday 4:00 - Sunset |
| Las Posas Park Stadium | Monday, Wednesday and Friday 4:00 – 9:00 |
| Walnut Grove North | Tuesday and Thursday 4:00 - Sunset |
| Walnut Grove South | Monday and Wednesday 4:00 – Sunset |
| Hollandia Park Multi-Purpose Fields | Monday, Wednesday, Thursday, Friday 4:00 – Sunset |
| Palomar College Minkoff Field | Tuesday 5:30pm – 9pm |

If you should encounter another team that is not an AYSO team on one of our fields, you can politely ask them to make room for your team. If they do not move, ask for their club name, coach’s name, and age group. Do not confront them anymore. Inform your divisional manager about the group; they will inform the City and/or School District about the incident.

Please leave the fields in a neat condition. Please pick up any empty water bottles, soda cans, snack wrappers, etc. and put them in the trash. The schools and school district are kind enough to make these fields available for our use, so let’s leave them neat and clean.

**We do not have permission to use:**

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| **Mission Sports Park – Do NOT use.** |
| Any private parks in San Marcos – you must obtain a permit to use these fields and approval from the Regional Commissioner and Safety Director must be obtained before use. |
| Any parks outside of San Marcos – you must obtain a permit to use these fields and approval from the Regional Commissioner and Safety Director must be obtained before use. |

***Coaches, Players and Spectator Conduct***

Players, coaches, referees, spectators and all other participants must maintain the highest standards of conduct and good sportsmanship at all times. Offensive, insulting or abusive language is forbidden and is cause for ejection by the Referee or Field Coordinator. The use of alcohol, tobacco products or illegal drugs in the vicinity of the playing field during practices or games is strictly forbidden.

The following are rules for sideline etiquette for players, coaches and spectators during games and practices:

* Always be positive towards Coaches, Players, Referees and Spectators.
* The opposing teams (coaches, player and spectators) cannot be on the same side of the field. A Home and Visitor side will be determined at each field.
* All coaches and substitutes shall stay at least 1 yard away from the Sidelines (touchlines).
* The coach must remain within 10 yards in each direction from the halfway line of the field on a full sized field without coaching areas marked. The coach must remain inside the designated coaching area where they are marked. The coach may enter the field of play but only after being requested by the referee.
* Never vocalize dissent in front of the players or during a game.
* Never approach a youth referee to offer criticism or discuss their game. Contact the Referee Administrator at refereedirector@sanmarcosayso.org if you have any concerns.
* Pets are not allowed on the playing fields at AYSO events where children are present. Please instruct your parents to leave dogs and other pets at home; this is an AYSO National policy designed for the safety of the players and pets.

Spectators at games must remain behind the spectator control line if it exists, behind the marked coaching area where they are marked, or an imaginary line three yards from the sideline and between the penalty areas. Their vocal efforts should be limited to positive compliments to the participants. Under no circumstances should they attempt to coach or address remarks derogatory to players, coaches or referees.

Discipline shall be up to the referee at each game. **The referee shall have the power and authority to caution and send off players and coaches (as well as spectators, in the case of outside interference) from the playing area, or terminate the match if necessary,** if their conduct violates the Laws of the Game, the Regional guidelines or otherwise interferes with the course of play. No immediate appeal of disciplinary action taken by a referee shall be allowed.

**Player Red Cards**

If players receive a red card, they must leave the field of play. Additionally, the player who received the red card is automatically suspended from the next game, including playoffs. The player must be present for game, in uniform, in which he/she is suspended. The Disciplinary Review Committee will review the incident reports and contact the coach if further disciplinary action is deemed necessary.

**Player Yellow Cards**

A player who receives a yellow card may be substituted immediately after receiving the card. If the coach feels the player cannot return to the game and safely play, the coach may bench the player during the remainder of the game.

**Coaches, Spectator(s) or Parent(s) Ejections**

If you lose control and begin verbally assaulting the referee or any other individual you will be ejected and automatically suspended for the next game, Period!!! If a coach is ejected from a game, a registered volunteer must take over the team. If the ejected person returns for the next game, the match will be terminated and the individual will be automatically suspended for the next game.

**No appeals for coaches, spectator(s) or parent(s) ejected from a game.** The Disciplinary Review Committee will review each incident report and contact you, the coach, if further disciplinary action is deemed necessary.

**Game Day**

***Field Set Up & Tear Down***

Each Saturday morning the home and visiting teams of the first game of the day are responsible for setting up the goals, nets and corner flags on the field that they are scheduled to play on. You should have at least 2 volunteers from your team to help the field crew bring out the goals from their storage area. The field crew will then place the goals in the proximity of their goal area on their field. The corner flags and equipment bags, which contain nets and goalpost spikes, will also be placed on each field. It is the team’s responsibility to place the net on the goal, set the goalpost spikes and set up the corner flags. At the end of the last game of the day, the home and visiting teams are responsible for collecting the corner flags, taking the nets off of the goal, and putting them back in the bag. The field crew will take the goals, bags and corner flags from the field to the storage area. You should have at least 2 volunteers from your team help the field crew place the goals in the storage area. Your volunteers will be contacted by the field and equipment manager.

Coaches are responsible for the game balls. U10 – u19, the home team should provide 3 suitable game balls. Visiting teams should bring game balls just in case. U06 – u08, each team should provide at least one game ball.

***Players Equipment at the Game***

Issued AYSO uniform, shoes or cleats and shin guards – no exceptions!

***Additional markings on uniforms ARE NOT PERMITTED!!!***

*This includes player names, sponsor logos, or any symbols.*

***The Game***

Before the start of the game, the referee staff will inspect all players and inform them of any last minute changes or alert them to any problem areas on the field. The game is broken into two equal halves with a 5 – 10 minute break in between. The length of the break is at the discretion of the referee. If it is a hot day the break may be lengthened. At approximately half way through each half the referee will stop the game to allow quarter substitutions; this is only for substitutions THE CLOCK WILL CONTINUE TO RUN. This is not a break and no player should leave the field with the exception of those leaving the game. At any time during the game players can come to the sideline to have a coach/parent hand them a water bottle. They are not to leave the field without the referee’s permission.

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| --- | --- | --- | --- | --- |
| Division | ***U6*** | ***U8*** | ***U10*** | ***U12*** |
| Players on the team | 9 Min / 10Max | 7 Min / 8 Max | 9 min / 10 max | 11 Min / 12 Max |
| Field | Dual 20 x 30 | 25 x 45 | 40 x 75 | 45 x 90 |
| Players on the field  | (2) 3 v 3 | 5 v 5 | 7 v 7 | 9 v 9 |
| Game Time (minutes) | 35 min technical 25 minute game  | 2 – 20 minHalves |  2 – 25 minHalves | 2 – 30 minHalves |
| Ball Size | 3 | 3 | 4 | 4 |
| Keepers | No | No | Yes | Yes |
| Ref Type | Coach | Coach | Regional Ref | Regional Ref |
|  |  |  |  |  |
| Division | ***U14*** | ***U16*** | ***U19*** | ***U16/U19 ALT*** |
| Players on the team | 13 Min / 14 Max | 13 Min / 16Max | 13 Min / 16 Max |  6 Min / 10 Max |
| Field | 55 x 100 | 60 x 110 | 60 x 110 | 60 x 110 |
| Players on the field  | 11 v 11 | 8 v 8 | 11 v 11 | 6 v 6 |
| Game Times | 2 – 30 minHalves | 2 - 40 MinHalves | 2 - 45 MinHalves | 2 - 30 MinHalves |
| Ball Type | 5 | 5 | 5 | 5 |
| Keepers | Yes | Yes | Yes | Yes |
| Ref Type | Regional Ref | Intermediate Ref | Intermediate Ref | Intermediate Ref |

At the end of the game, the players on each team shall line up and shake hands with the players of the opposing team, and thank the referees.

**Game Cards**

Have your game card filled out (U10 & up), listing the players in *numerical order* using their full names. Prepare a position line-up sheet with your substitutions. At your team meeting, advise the parents to contact you in the event they will not be at a game. This will save many headaches. Keep in mind that San Marcos AYSO guidelines require that all players must play ¾ of the game.

The image on the left demonstrates how to fill out the front side of the game card.

The image on the right demonstrates how the referee will fill out the back of the game card during the game. Note that both coaches must sign both game cards when the game is complete.



**Cancelled Games & Rain Outs**

Should a game(s) be cancelled for any reason, the Regional Commissioner will make every effort to reschedule the game(s) if possible. San Marcos AYSO works closely with the City of San Marcos to keep their parks in good shape. Playing on a soaked field can do significant damage and be very costly to repair. If the City is able to give the region ample notice of field closure due to rain, the standard process for notifying teams of a rain out is:

* Regional Commissioner contacts Divisional Managers
* Divisional Managers notify coaches
* The website is updated

If it rains on the night before a game, or if it has been raining for more than two days prior, it is likely the field will be closed. If we do not receive notice of a field closure before Friday night, the city will notify the Commissioner by 6:00 am on Saturday morning. The website will then be updated and an email will be sent to all coaches. You can also Text 92069 to the phone number 84483 to receive alerts from the City of San Marcos.

***INSURANCE COVERAGE***

*AYSO*, Inc. carries a Soccer Accident Insurance Policy. The policy covers each REGISTERED player, coach, referee, or volunteer for an injury incurred while participating in scheduled practices, games, and events. This policy is an EXCESS COVERAGE POLICY. It pays only for medical bills NOT PAID by other existing individual, group, or governmental agency medical insurance. There is no premium charge to the parents for this coverage; however there is a deductible. The insurance coverage is voided if there are any pets by the fields.

INJURY CLAIM

If a player or registered volunteer sustains an injury at or during a soccer game or practice, which requires medical attention, the following steps must be taken:

1. Notify our Regional Safety Director IMMEDIATELY. The Regional Safety Director can assist the parent(s) in filing out all necessary Soccer Accident Insurance claims forms. The Regional Safety Director can be reached by leaving a message at 877-233-2976 or you can e-mail them at: safetydirector@sanmarcosayso.org.
2. Parents will need to first file a claim with their personal or employer's insurance company.

If a player is injured never attempt to move them. Keep the player comfortable and let the injured player decide to either walk off the field or return to play at your (or the coach’s) discretion. If the player has a serious injury and cannot leave the field, DO NOT CARRY THEM OFF THE FIELD, **THE GAME CAN WAIT UNTIL THE CHILD IS CARED FOR**. It is at the parent’s discretion to move them or call for an ambulance. If the parents are not at the game, try to reach them or a family member. If you are unsuccessful and this is a serious injury, call for an ambulance.

***REFEREE POINTS***

 Each team will be expected to have an average of 4 ref points per week for a total of 40 points on a season. Center referees receive 4points for center and 2 point for an assistant referee; club linesmen receive one ref point. No points are given to a team based on volunteer work done by a person who has not filled out a volunteer form. There are additional ways to receive ref points including attending a ref class, contact Jason Whitmore for more information.

***Playoffs***

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| **Regional Tournament**Playoff points are as follows a win is 6 points, goals scored up to 3 are one point each for a total of 3 pts and a shut out is 1 point.So there is a total of 10 points. All ties will split the 6 pts plus your goals scored. If a team forfeits then it’s a 1-0 win to the remaining team. YOUR TEAM WILL START OFF -3 IF YOU DO NOT TURN IN YOUR EVALUATION. The winner will go on to play in the area playoffs in which you will need ID cards. Make sure you gather a picture from each player on your team to create the ID card. Joanne has the card stock and will need to sign them before they are laminated. Location of tournament will be TBA; We will have a meeting with the coaches to discuss further.**All Stars**REGIONAL On the day of the regional playoffs each coach from the division will show up with the amount of players allowed per team that was determined by the Coaching staff. Coach and referee kids are automatic to the all-stars, and then the coach will choose from the rest of their team based on the evaluation score given by that coach.There are no practicesEach player will receive a free t-shirt Show up and playAREAA member from the coaching staff along with the area all-star coach will pick the areaTeam from the regional all-star players.There is a fee and you will practice with the team leading up to the area tournament.Make sure you gather a picture from each player on your team to create the ID card. Joanne has the card stock and will need to sign them before they are laminated.If you are the Area Coach you should have a kid that is an area type player If you win you may travel to other states and counties for sectional and national games. |