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# Coach Administrator

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# Introduction

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Congratulations on assuming a position that can make a significant contribution to the quality of your local AYSO Region, Area and Section. The duties and responsibilities described in this manual require a variety of talents and skills as well as time to make it all happen.

As a Coach Administrator, your challenge is to ensure that each player is provided the opportunity to play the game in a skillful, safe and sportsmanlike manner. Instruction to the players is provided by the coaches you recruit, train, and support. You set the standard by introducing coaches to the AYSO program and philosophy, while providing them with the knowledge and skill necessary to develop their players.

## **Using This Manual**

This manual is intended as a guide for AYSO Coach Administrators. It can be read from front to back, or can be used as a reference for information that you may need depending on your position and experience.

If you are a brand new Coach Administrator, we recommend that you review all of the following material, particularly the job description for your position.

If you simply need information, please allow the Table of Contents on the following page to point you in the right direction.

If you need information that you do not find in this manual, please feel free to contact the Player Development Department of the AYSO National Office at (800) USA-AYSO.



# History of AYSO

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The American Youth Soccer Organization was founded in Torrance, California, in September 1964, by five men dedicated to youth soccer and to the development of caring and concerned American citizens. Ted McLean, Steve Erdos, Bill Hughes, Ralph Acosta, and AYSO's first president, Hans F. Stierle became the first executives of an organization whose unique Everyone Plays and Balanced Teams philosophy has generated a youth soccer program which has literally swept the country.

Through AYSO, youngsters of varied backgrounds and athletic abilities are given the opportunity to participate in soccer. AYSO is the largest independent youth soccer organization in the country, and it takes pride in providing quality programs for its players and volunteers.

During the first playing season, AYSO soccer was limited to nine- to twelve-year-olds. In 1965 the age limit was increased to 13. In 1974, the AYSO program spread to Hawaii soon followed by Kansas, Michigan, Oregon and Utah. Then in 1975, New York, Pennsylvania, Connecticut, Idaho and Florida established AYSO Regions. And in the late 1970's, AYSO expanded its horizon to include states in the Southeast, such as South Carolina, Tennessee, Alabama and Virginia. Elsewhere in the country, states including Illinois, Nevada, Nebraska and New Mexico were also joining. In the 1980's AYSO sprouted in Iowa, Montana, Ohio, Wisconsin, Kentucky, and Louisiana. Since 1990, AYSO has established programs in 48 states and Washington, D.C., plus an active program in the U.S. Virgin Islands.

The AYSO program of today is different in many respects. Although still concerned with expansion, we continue to develop programs to train our adult volunteers. By emphasizing the importance of training all volunteers, AYSO ensures the Quality as well as the Quantity of our programs. With the help of noted experts, AYSO is working to improve the education of our volunteers in the fields of child development, human behavior and sports psychology.

AYSO works because our volunteers work. And they work because they believe in the AYSO philosophies, mission, and values. Our phenomenal growth underlies AYSO's commitment to a healthy, competitive atmosphere for youth soccer players and concern for the development of caring responsible individuals.



# AYSO Philosophy

## **AYSO Vision**

To provide world-class youth soccer programs that enriches children's lives.

## **AYSO Mission**

To develop and deliver quality youth soccer programs in a fun, family environment based on the AYSO philosophies:

- **Everyone Plays**  
Our goal is for kids to play soccer—so we mandate that every player on every team must play at least half of every game.
- **Balanced Teams**  
Each year we form new teams as evenly balanced as possible—because it is fair and more fun when teams of equal ability play.
- **Open Registration**  
Our program is open to all children between 4 and 19 years of age who want to register and play soccer. Interest and enthusiasm are the only criteria for playing.
- **Positive Coaching**  
Encouragement of player effort provides for greater enjoyment by the players and ultimately leads to better-skilled and better-motivated players.
- **Good Sportsmanship**  
We strive to create a safe, fair, fun and 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.



# AYSO Coaching Structure

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## **You have support!**

The AYSO National Coaching Program is established on the national level based on research and development conducted by the AYSO National Coaching Advisory Commission, the AYSO National Coaching Staff, the Player Development and Coaching Department, and professional and volunteer task forces. These groups take into consideration the current and future needs of the organization, its coaches, its players, and the game.

Accountability for implementing the training portion of the AYSO National Coaching Program flows through the coach line of accountability. In order to maintain the integrity of coach training, the Coach Administrator is accountable to the coaches who expect all the benefits of AYSO training, including having their certifications recorded in the database of the AYSO National Office by verifying the qualifications of instructors for courses they conduct and by promptly returning rosters.

The responsibility for implementation of the program extends through the levels of Coach Administrators:

- Section Coach Administrator
- Area Coach Administrator
- Regional Coach Administrator

There are currently 14 Section Coach Administrators. Each Section Coach Administrator oversees and supports several Area coach administrators.

The Area Coach Administrators support their Section Coach Administrator in Section- and Area-level clinics (e.g., Intermediate and Advanced Coaching courses) and other training activities, and are the primary resource to the Regional Coach Administrators under their jurisdiction in conducting Regional training (e.g., AYSO Safe Haven, U-6, U-8, U-10, and U-12 courses)

If you have a problem, your Area and Section staffs, along with the resources of the AYSO National Office, are there to help.





## **Materials available**

- Listing of registered volunteers and certified coaches
- AYSO National Rules and Regulations
- Section Rules and Regulations (does not apply to some sections)
- AYSO's Safe Haven reference manuals
- U-5 Master Coach Handbook
- U-6, U-8, U-10 and U-12 Coach Manuals, lesson plans and exams
- Intermediate Coach Manual, lesson plan and exam
- Advanced Coach Manual, lesson plan and exam
- Laws of the Game – updated annually
- AYSO Guidance for Referees, Coaches, Other Volunteers and Parents
- Numerous books and DVD's available from the AYSO Store

## Regional Coach Administrator



### Regional Coach Administrator

#### Purpose

The AYSO volunteer position of Regional Coach Administrator is intended to implement, monitor, and maintain the AYSO National Coaching Program including program delivery, staff development, communication and coordination at the Regional level.

#### Specific Duties and Responsibilities

The Regional Coach Administrator is expected to perform their duties consistent with the directions as detailed in the training, certification, and continuing education provided by AYSO for this position including:

1. Support the AYSO Vision, Mission, National Programs and Regional Commissioner in the promotion and implementation of the Regional Coaching Program in both specifics and spirit;
2. Support and ensure the consistent and accurate implementation of the AYSO National Coaching Program within the Region;
3. Appoint, train and support a Regional Coach Trainer;
4. Ensure all coaches within the region annually complete and submit a Volunteer Application Form;
5. Serve as member of the Regional Board of Directors and provide advice and recommendations on matters pertaining to coaching; and
6. Manage routine day to day business of the Regional Coaching Program (Recruiting, Retaining, Training, Team Balancing, Evaluating, Budgeting, etc).

#### Qualifications and Desired Skills

To be considered for the position of Regional Coach Administrator the applicant must:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;
3. Be annually approved and duly appointed as Regional Coach Administrator by the region;
4. Have good management, administrative and communication skills; and
5. Be well familiar with the AYSO National Coaching Program, the AYSO Guidance for Referees and Coaches and the AYSO edition of the FIFA Laws of the Game.

#### Supervision Protocols

While performing as the Regional Coach Administrator, the volunteer is:



1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the Regional Commissioner, and supervised indirectly by the Area Coach Administrator; and
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times, for the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

**Time Commitment**

The time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the Regional Coach Administrator will devote about 8 hours per week per playing season.

**Orientation, Training, Certification, and Continued Education Provided**

To fully prepare for the position, the Regional Coach Administrator is expected to participate in the following training, certification and continuing educational opportunities:

1. Orientation by the Regional Commissioner and Area Coach Administrator;
2. AYSO Safe Haven Coach Certification – 3 hour;
3. Coach Administrator Training – 1 ¼ hours;
4. eAYSO Training – 1 ¼ hours;
5. Board and Staff Introductory Certification (BASIC) – 1 ¼ hours;
6. Regional Board Member Orientation – 3 hours;
7. Annual Coach Update – 1 ¼ hours.

**Activity Locations**

While performing the duties of Regional Coach Administrator, the volunteer is limited to the following locations, unless expressly authorized in writing by the Regional Commissioner to hold or participate in activities in another location.

1. Regularly scheduled and duly approved inside or outside AYSO activities; and
2. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Overview of Regional Coach Administrator Responsibilities

The Regional Coach Administrator's job is one of training and administration. With proper planning and organization, the most effective balance of those two functions can be achieved, ensuring the highest quality of coaching in the Region.

### Planning

A sample planning schedule will follow this section for you to refer to. It is important that your coaching calendar is approved by the Regional Commissioner (RC) and that it ties into the overall Regional calendar (i.e., registration, team formation, referee training, season start/ close, Area/Section meetings). This sign-off by your RC will also help ensure that your goals and objectives (with the supporting activities and budget) are in line with those of the Region.

The role of the RCA in a small Region can be a one-person job, but would be a lonely task. We recommend you recruit at least one assistant to help you. In larger Regions, a staff is absolutely necessary. This can be established by older/younger divisions, boys/girls, location of playing/practice fields, etc. And once you have assistants, use them. Give them specific tasks to perform – it makes everyone feel they are contributing, yet doesn't tax any anyone too much. It is also a good way to train the next RCA.

### Recruiting

Before you can move ahead to train coaches (your primary function), you must begin by recruiting coaches. You will probably want to help in this process, but try to avoid taking on the entire job yourself. Most Regions have division coordinators who have the sometimes difficult job of recruiting parents to coach. If your Region does not, then give the job to one or two assistants. In any case, be involved in this process so you will get to know your new volunteers; how many coaches you have, and how many you still need. This will tell you when you can begin training and what the training needs are.

The following recruitment sequence has worked well in many Regions:

- **Contact all coaches at the end of the season** to determine their interest in coaching next year. If you are coming in before the next season, get a list of coaches from the previous year and use it to make phone calls when you find you need more coaches.
- Follow the same procedure for assistant coaches – many will be ready and willing to move up to take their own teams this year.
- Make sure your pre-registration publicity (local website, Area website, advertising, billboards, flyers/handouts, etc.) indicates the need or opportunity for coaching in the Region, with a specific telephone number or email address to volunteer.



- **Have a coaching table at your open registration** and make sure all parents fill out the volunteer forms. This is your best opportunity to recruit new coaches, answer questions, give clinic information, etc. **Make they understand our registration process.** Having an advertisement of scheduled clinics is very effective.
- Use your coaches list and volunteer forms to send out a flier to all potential coaches. (Include those who have already signed up – they will need reminding – and they might recruit a friend. Important: Follow up with a phone call.)
- Regardless of who is responsible for recruiting coaches in your Region, you can help by providing all the information on the philosophy, support and training AYSO offers. Remember, most people turn down new opportunities (such as coaching) because they are afraid or don't know enough about the program. They want and need to be asked, often several times. Have "fence sitters" attend an organization gathering to meet other coaches. Let your current coaches "sell" AYSO to these newcomers. At least sign them up as assistants – they may develop into next year's coaching candidates.

### **Training and Certification**

- Training coaches how to coach is, for AYSO, a primary task because coaches affect the experience of the players more than any other program in AYSO through their direct involvement with the children. Besides the obvious benefits of learning more, coaches who are credited with participation in a recognized training program are more thoroughly protected as volunteers while performing their duties.
- AYSO coach training provides knowledge needed by all coaches of all sports – team management, safety, expectations for players, parent communication, and delegation – and knowledge of the skills, techniques, and tactics specific to soccer. AYSO has developed its coach program to segment the transmission of knowledge on two planes: the age of the players to be coached and the experience of the coach. Our sport-specific training (by age and skill appropriate to the players) is delivered through the following courses: U-6, U-8, U-10, U-12, Intermediate, Advanced, and National Coaching Courses.
- The task-specific training (by coach experience) is delivered through AYSO's Safe Haven Course.

The AYSO National Board of Directors has mandated that all AYSO coaches must be trained and certified. In AYSO, certification means a completion of the two-part training as listed above: sport-specific and task specific. Satisfaction of the coaching task-specific training is done through taking AYSO's Safe Haven Course. The sport-specific training portion can be met by taking the U-6, U-8, U-10, or U-12 Coaching Course.



For each course where a component toward certification is offered, care must be taken that nationally certified instructors using only nationally developed curriculum are used. The Player Development Department at the AYSO National Office can help administrators identify certified and qualified instructors.

Coach administrators are advised to recruit a Regional Coach Trainer and coach instructor as part of the local coach administrator team to help with the planning and implementation of the local coach-training program.

### **Online Coaching Courses**

AYSO offers online coaching courses for the U-6, U-8 and U-10 age divisions. The U-6 and U-8 courses are considered “stand-alone” courses in that the field portions were included in the online presentation. The online U-10 coaching course is the classroom portion ONLY and coaches need to finish the course with a field session in their local Region. Coach Administrators need to make sure those opportunities are given to online participants.

### **Retention**

Once you have invested the time described to recruit and train your coaches, it would be a shame for them to quit after the first year, requiring you to do the same thing all over again the following year.

What keeps coaches? ***Constant care!***

They have to be having fun and must feel appreciated for all the efforts they are expanding. They must keep growing in their soccer knowledge. The in-session training sessions/ pizza party accomplishes this. Make it worth their while to attend. Have door prizes, quizzes, contests -- keep them involved!

Retaining coaches from year to year is a lot easier if you’ve done a good job on training. The more coaches you retain, the less time you’ll spend recruiting and the more time you can spend training. It is a positive process which builds on its own success.

As pointed out earlier, training doesn’t end with putting on a clinic for your new coaches. Line up your returning coaches early. Keep in touch with them during the off-session. Make sure they are involved in team balancing. The more they feel a part of the process, the more they will be committed and the longer they will stay.

During the season have at least two or three meetings. Make one of them a pizza night. Bring in a speaker; have door prizes (T-shirts, jackets, balls); present awards recognizing years of service, good sportsmanship, and contribution to the Region. Involve assistant coaches in the process—these are your future coaches.

Provide feedback to your coaches. If you hear about problems a coach is having, communicate both the positive and negative with the goal of making that coach a better role model for AYSO. Some Regions have contracts, which all coaches must sign before the season, that specify the code of conduct required. Others have



evaluation forms, which can be filled out by parents, referees or Region administrators to identify both negative and positive actions.

The bottom-line is to make your coaches feel important and appreciated. This comes from constant care and recognition for their efforts.

### **Administration**

It is true that “the job’s not done until the paperwork is in.” Make sure your coaches get registered with the AYSO National Office. That happens via the volunteer registration form. Don’t let a coach step on the field with the team before you have this completed and it’s processed by your Region. This ensures that they will be covered by the Soccer Accident Insurance and that they will receive the Hey Coach e-newsletter. Also, ***make sure that when your coaches attend the AYSO coaching courses that the rosters are either processed locally or submitted to the AYSO National Office (Player Development Department) by the course instructor.*** This is of utmost importance, as it will ensure that volunteers that are putting in their personal time will receive the credit and recognition that they deserve. A record of course graduates must be completed to know who is eligible for further training. Also, it is becoming increasingly important that accurate records be kept regarding coach certifications as more cities and school districts are requiring all coaches using their facilities to be certified.

Administration involves constructing and managing a coaching budget. This is done when the Region’s budget is put together. Make sure you include funds for pizza nights, awards, clinics, books or tapes for your Region’s library. Provide feedback to your RC regularly on the status of your budget.

Be an active member of your Regional board. Represent your coaches on all issues within the Region. There are few decisions that won’t have an impact on your coaching program. Make sure you attend all Area or Section meetings so that you can bring back the latest information to help make your Region’s coaching program be the best it can be.

**Sample Regional Coach Administrator Planning Schedule**

<b>Time</b>	<b>Task</b>
9 months before the season begins	Recruit your Regional coaching staff and train Regional teachers.
5 months before the season begins	Plan clinic dates and locations.
4-5 months before the season begins	Coordinate with Regional board – local news releases.
3-5 months before the season begins	Registration. Recruit at registration sites and from parent volunteer forms. Telephone follow-ups.
3-4 months before the season begins	Section instructor courses, qualify Regional coaches.
2-3 months before the season begins	All coaches recruited. Team assignments.
2 months before the season begins	Hold U-6, U-8, U-10, and U-12 Coach Courses. Pre-season organization meetings.
Season begins	Season starts, player development.
During season	Mid-season coaches review.
End of season	Start over! Review season. Give out thank you letters or awards. Make written reports to RC. Begin recruiting for next season.

**Other RCA Related Information:****Appointed by:**

By the Regional Commissioner, who will then solicit input from the Section Coach Administrator and Area Coach Administrator.

**Budget:**

To be determined by the Regional Commissioner, Regional Coach Administrator, and Regional Board. Budget should cover all necessary expenses to fulfill the above duties.





**Reports to:**

Regional Commissioner, with a direct line of accountability to the Area Coach Administrator.

**Supervises:**

- Regional coaching staff—instructors and trainers, division coordinators
- Certified coaches within Region

**Resources:**

- Area Coach Administrators
- Area Coach Trainers
- Section Coach Administrators
- Section Coach Trainers
- National Coaching Advisory Commission
- AYSO National Office Staff:
  - The Player Development Department
  - IT Department (eAYSO Support)



## Area Coach Administrator



### Area Coach Administrator



#### Purpose

The AYSO volunteer position of Area Coach Administrator is intended to oversee the training and administration of the National Coaching Program to all Regions within the Area. The Area Coach Administrator should ensure that the regional coaching staff is adequate. Where deficiencies in qualified trainers exist at the region level, the area staff should assist in conducting the needed coach and coach instructor training.

#### Specific Duties and Responsibilities

The Area Coach Administrator is expected to:

1. Provide leadership and be an active role model exemplifying the AYSO culture, philosophies and National Coaching Program;
2. Conduct orientation for new regional administrators;
3. Provide on-going training and support to regional administrators;
4. Maintain a current list of Regional Coach Administrators and submit a copy annually to the Area Director and Section Coach Administrator;
5. Maintain frequent communication with Regional Coach Administrators in order to establish the coaching needs, goals and objectives of the Area;
6. Prepare an annual coach training schedule and submit to the Area Director and the Section Coach Administrator. Assure that an Intermediate Coach course and Coach Instructor course is offered annually within the Area;
7. Prepare an annual budget and submit to the Area Director and the Section Coach Administrator;
8. Appoint and train an Area Coach Trainer and coordinate their activities within the Area;
9. Work closely with the Area Director and Area Referee Administrator;
10. Advise the Area Director on all coaching matters;
11. Report to the Section Coach Administrator and the AYSO National Coach;
12. Ensure that rosters for all coaching courses held within the Area are entered in eAYSO and submitted with sixty (60) days after the completion of the course;
13. Lead Coach Administrator training at the annual Section Conferences; and
14. Identify and train a successor.

#### Qualifications and Desired Skills

To be considered for the position of Area Coach Administrator, the applicant must:

1. Have experience as a Regional Coach Administrator;
2. Have administrative abilities in program planning and implementation and be detailed oriented;
3. Have knowledge of the Area needs;
4. Have knowledge and unswerving commitment to the AYSO philosophies;
5. Have knowledge of AYSO guidelines for coaches as established by the AYSO National Coaching Program;
6. Be a properly certified and trained AYSO coach.

**Supervision Protocols**

While performing as the Area Coach Administrator, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the Area Director, and supervised indirectly by the Section Coach Administrator;
3. To maintain the recommended adult to child supervision ratio of 1: 8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities; and
4. Once the head coach has assumed charge of the children on his or her team, he or she remains responsible until a duly designated adult has taken charge of each child after practice or a game or the child leaves the immediate vicinity of the practice or game as prearranged by the parent to walk home or to a friend's or relative's house. No child shall be left unsupervised after a game or practice. Parents who are unreasonably late or consistently tardy should be reported to the Child Protection Advocate for action. Each coach may establish a standing policy of where children may be picked up by late parents

**Time Commitment**

The anticipated time commitment for Area Coach Administrator is a full year. Time commitment will vary depending on Area size and length of playing season(s). The Area Coach Administrator will devote at least \_\_\_ hours per week per playing season.

**Orientation, Training, Certification, and Continued Education Provided**

To prepare a volunteer for the position of Area Coach Administrator, AYSO will offer the following educational opportunities which volunteers are expected to take full advantage of and participate in, as appropriate:

1. Orientation by the Section Coach Administrator;
2. Area staff training offered at Section Conferences;
3. Introductory Management Training;
4. Advanced Management Training; and
5. Various workshops at the annual Section Conferences, particularly Coach Administrator training.

**Activity Locations**

While performing the duties of Area Coach Administrator, the volunteer is limited to the following locations, unless expressly authorized in writing by the Area Director to hold activities in another location.

1. Area board meetings;
2. Annual Section Conferences;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.

**Sample Area Coach Administrator Planning Schedule**

<b>TIME</b>	<b>TASK</b>
End of the season	Thank you letters to Area staff. Verify returning Area staff members.
Annually	Recruit your Area coaching staff.
Before the season	Plan clinic dates and locations.
As requested by A.D.	Coordinate with Area Board – local news releases.
Annually	Verify Region registration sites and dates for Area calendar.
Before the season	Verify U-6, U-8, U-10, U-12 and Intermediate coach course dates.
Annually as appropriate	Designate Area Staff assignments.
Before the season	Hold Intermediate Coach Course. Pre-season organization meetings.
Season begins	Support Regional coaching development.
During season	Continue support of Regional coaching programs.
End of season	Review support rendered to Regions.

**Other ACA Related Information****Appointed by:**

By the Area Director, who will then solicit input from the Section Coach Administrator and Regional Coach Administrators.

**Budget:**

To be determined by the Area Director, Area Coach Administrator and Area Board. Budget should cover all necessary expenses to fulfill the above duties.

**Reports to:**

Area Director, with a direct line of accountability to the Section Coach Administrator.



**Supervises:**

- Area coaching staff—instructors and trainers
- Regional Coach Administrators - instructors and trainers

**Resources:**

- Regional Coach Administrators and certified coaches within the area.
- Area Director
- Section Coach Administrator
- Section Coach Trainer.
- Materials available from AYSO Supply Center and AYSO Store
- AYSO National Office Staff:
  - The Player Development Department
  - IT Department (eAYSO Support)

## Section Coach Administrator



### Section Coach Administrator



#### Purpose

The AYSO volunteer position of Section Coach Administrator is intended to oversee the training and administration of the National Coaching Program to all Regions and Areas within the Section. The Section Coach Administrator should ensure that the Area coaching staff is adequate. Where deficiencies in qualified trainers exist in the Region or Area levels, the Section staff should assist in conducting the needed coach and coach instructor training.

#### Specific Duties and Responsibilities

The Section Coach Administrator is expected to:

1. Provide leadership and be an active role model exemplifying the AYSO culture, philosophies and National Coaching Program;
2. Conduct orientation for new Area Coach Administrators;
3. Provide on-going training and support to Area and Region Coach Administrators;
4. Maintain a current list of Area and Region Coach Administrators and Trainers;
5. Maintain frequent communication with Area Coach Administrators in order to establish the coaching needs, goals and objectives of all the Regions and Areas within the Section;
6. Prepare an annual coach training schedule and submit to the Section Director and the National Coach Advisory Commission representative. Assure that an Advanced Coach course and Advance Coach Instructor course is offered annually within the Section;
7. Prepare an annual budget and submit to the Section Director;
8. Appoint and train a Section Coach Trainer and coordinate their activities within the Section;
9. Work closely with the Section Coach Trainer, Section Director and Section Referee Administrator;
10. Advise the Section Director on all coaching matters;
11. Report to the AYSO National Coach and the National Coach Advisory Commission;
12. Ensure that rosters for all coaching courses held within the section are entered in eAYSO and submitted with sixty (60) days after the completion of the course;
13. Lead Coach Administrator training at the annual Section Conferences; and
14. Identify and train a successor.

#### Qualifications and Desired Skills

To be considered for the position of Section Coach Administrator, the applicant must:

1. Have prior experience as a Region and Area Coach Administrator;
2. Have administrative abilities in program planning and implementation and be detailed oriented;
3. Have knowledge of the section needs;
4. Have knowledge and unswerving commitment to the AYSO philosophies;
5. Have knowledge of AYSO guidelines for coaches as established by the AYSO National Coaching Program;
6. Be a properly certified and trained AYSO coach.

**Supervision Protocols**

While performing as the Section Coach Administrator, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the Section Director, and supervised indirectly by the National Coach Advisory Commission;
3. To maintain the recommended adult to child supervision ratio of 1: 8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities; and
4. Once the head coach has assumed charge of the children on his or her team, he or she remains responsible until a duly designated adult has taken charge of each child after practice or a game or the child leaves the immediate vicinity of the practice or game as prearranged by the parent to walk home or to a friend's or relative's house. No child shall be left unsupervised after a game or practice. Parents who are unreasonably late or consistently tardy should be reported to the Child Protection Advocate for action. Each coach may establish a standing policy of where children may be picked up by late parents.

**Time Commitment**

The anticipated time commitment for a Section Coach Administrator is a full year. Time commitment will vary depending on Section size and length of playing season(s). The Section Coach Administrator will devote at least \_\_\_\_ hours per week per playing season.

**Orientation, Training, Certification, and Continued Education Provided**

To prepare a volunteer for the position of Section Coach Administrator, AYSO will offer the following educational opportunities which volunteers are expected to take full advantage of and participate in, as appropriate:

1. Orientation by the Section Director;
2. Introductory Management Training;
3. Advanced Management Training; and
4. Various workshops at the annual Section Conferences.

**Activity Locations**

While performing the duties of Section Coach Administrator, the volunteer is limited to the following locations, unless expressly authorized in writing by the Section Director to hold activities in another location.

1. Section board meetings;
2. Annual Section Conferences;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.

**Sample Section Coach Administrator Planning Schedule**

<b>TIME</b>	<b>TASK</b>
10-11 months before season	Identify next year's goals and objectives. Survey existing Area staff and identify support for the next year. Create a Section coaching budget.
9 months before season	Provide an annual review of the previous year's coaching program to the Section Director and the AYSO National Coach. Plan for the section conference.
8 months before the season	Send mailings to Area Staff on Section Conference and upcoming training.
4-7 months before the season	Train Regional Coach Administrators at Section Conference. Plan with Area Coach Administrators for Intermediate and Advanced Coach Courses. Advertise the courses offered in your section. Conduct a Coach Instructor Course to ensure qualified staff for certification courses.
3 months before the season	Conduct Intermediate and Advanced Courses.
1 month before the season	Player courses: specialized clinics, player skill session, etc.
During the season	Fulfill section duties as related to play-offs, tournaments, etc. if applicable.
2-4 months after the season begins	Prepare statistical analysis of previous year.





## **Other SCA Related Information**

### **Appointed by:**

Section Director

### **Budget:**

Funds can be made available through budgetary input to your Section Director.

### **Reports to:**

Section Director, with a direct line of accountability to the National Coaching Advisory Commission Chairperson.

### **Supervises:**

- Section coaching staff -instructors and trainers
- Area and Regional coach administrators - instructors and trainers

### **Resources:**

- Section Director
- Materials available from AYSO Supply Center and AYSO Store
- National Coaching Advisory Commission Chairperson
  
- AYSO National Staff:
  - The Player Development Department
  - IT Department (eAYSO Support)



# Overview of AYSO Coaching Courses

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The purpose of this section is to familiarize the new coach administrator with the coach training and certification courses offered by AYSO. Power point presentations, lesson plans and exams for all of these courses are available on the AYSO website, [www.ayso.org/instructors](http://www.ayso.org/instructors). This process will be explained further in the Step by Step -- Holding an AYSO Course section later in this manual.

## Annual Coach Meeting – Regional

---

This is a great opportunity to set the tone for the entire season. All coaches need to attend.

Topics to be covered are:

- Sportsmanship
- AYSO philosophy
- Soccer Accident Insurance (SAI) procedures
- Specific Regional rules and guidelines

You might bring in an outside speaker for a small presentation. The RC will want to welcome the coaches. The Regional Referee Administrator may want to talk about the Referee Program. Have your Child Volunteer Protection Advocate (CVPA) make a short presentation on key guidelines and updates on our Safe Haven program. Make sure you allow for an informal question and answer period --- everyone is likely to have something to share that will be of interest to others. Some Regions pass out uniforms and/or game schedules at this meeting as an incentive to get all the coaches to attend.

*\*The lesson plan for the Annual Coaches Meeting appears later in this manual.*

***Note: A smaller orientation meeting for new coaches is also recommended to address the first year problems and logistics unique to them.***

## Safe Haven Certification

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The goal of this course is to prepare coaches, assistant coaches, and parent volunteers to work with children and teach them the skills and values that are associated with the effective and appropriate coaching of athletes. The National Board of Directors reaffirmed the requirement that “All coaches and referees be certified.” In AYSO this means Safe Haven certification plus appropriate coach or referee specific training. There is more information on Safe Haven later in this manual.



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## U-6, U-8, U-10 Coaching Courses

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This trio of courses has been developed for Regions running U-6, U-8, and/or U-10 programs. (To qualify as a U-6, U-8 or U-10 program, designated age groups are playing short-sided games under the AYSO's guidelines). New coaches will benefit from the thorough presentation of the basic soccer skills as presented in this series. **Each course should be presented individually for each age division, do not lump these courses together.** Manuals, certificates, patches and pins are available for each.

Online U-6 and U-8 Coaching Courses are considered “stand-alone” courses and are fully completed online, no field session is required. However, the U-10 Coach **MUST** take the field session provided by the Region to be certified as a U-10 Coach.

*No prerequisites for these courses, nor are they prerequisites for taking any other AYSO coaching course.*

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## U-12 Coach Course

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This five-hour course is for new coaches. In addition to the philosophy and theory topics, the majority of time is spent on the field showing the new coaches how to teach basic skills, conduct a practice session and prepare for games.

*No prerequisites. This course is a prerequisite for attending the Intermediate Coach Course.*

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## Intermediate Coach Course

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This 15 hour course is designed for coaches who have one to three years of coaching experience.

The course takes a weekend to put on and is a bit more of an undertaking. While many Regions can support their own Intermediate course, most combine efforts with other Regions to conduct an area – wide clinic.

*This course must be approved by and coordinated with the area coach administrator.*

**Prerequisite:U-12 Coaching Course.** *The Intermediate Course is a prerequisite for attending the Advanced Coach Course.*

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## Advanced Coach Course

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This 18 hour course is designed for coaches with three to five years of coaching experience. It builds upon the individual skills taught in the U-12 Coaching Course and the group play taught in the Intermediate Coaching Course. It focuses on the coaching techniques of observation and evaluation, tactical decision making, and



dealing with the more experienced player. It covers how to utilize small group play to create match pressure situations in order to work on advanced topics such as combination passing, functional training and set plays.

This clinic will be conducted by the section coach administrator, his or her staff, or a national coaching instructor. You play a very important role by identifying coaches within your Region/Area who should attend and by publicizing the clinic well in advance to insure maximum participation.

***Prerequisite: Intermediate Coaching Course.***

## **National Coach Course**

---

This training course provides training in advanced levels of play to include Player Evaluations, Laws of the Game, Tactical Development, Adding Numbers, Match Analysis, Anatomy/Physiology and a better understanding of what constitutes economical training. This course is for those advanced coaches that wish to achieve the pinnacle of training through AYSO. The course completes the circle of information and knowledge that has been learned and built up from the youth courses.

***Prerequisite: Advanced Coaching Course. This course is a prerequisite for attending the National Coaching Course.***

## **Coach Instructor Training**

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Introduction to Instruction – this training is designed to teach potential instructors their role as instructors and general aspects of presenting AYSO courses using AYSO directed teaching plans.

***Prerequisite: There are no prerequisites for the Introduction to Instruction course.***

### **Coach Instructor**

This training is designed to teach instructor candidates how to conduct introductory coach training courses at the U-6, U-8, U-10 and U-12 levels using AYSO directed teaching plans.

***Prerequisite: Introduction to Instruction and must have completed the U-12 Coach Course***

### **Advanced Coach Instructor**

This training is designed to prepare coach instructors to teach the Intermediate and Advanced Coach courses using AYSO directed teaching plans, and to meet the educational requirements for becoming an Advanced Coach Instructor

***Prerequisite: Must be a Coach Instructor and also completed the Advanced Coach Course.***

*The requirements for instructing and authorizing the courses above can be found in the AYSO Course Catalog located on [www.ayso.org](http://www.ayso.org).*



# Holding AYSO Coaching Clinics

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This section discusses the: who, what, when, where and why of holding a coaching course.

## Checklist for conducting any type of clinic

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### Establish a Need

- Purpose: to train and qualify coaches for the benefit of youth teams within a Region.
- Determine the number of people needing or wanting the course.
- Determine suitable dates and accommodate participants' schedules.
- Determine level of clinic needed.
- Sponsorship
  - Can be obtained through the Region or Area, or through an independent outside source.
  - Reduce cost for attendees; encourage more participation.
  - A minimal individual fee charged to participants encourages participation in the course.

### Clinic organization

- Administration: Delegation of Responsibilities
  - Publicity director
  - Registrar
  - Equipment manager
  - Facilities coordinator
  - Locate additional qualified, certified instructors on an "as needed" basis
- Participants bring:
  - Lunch (brown bag, etc., or may be provided by Region)
  - Paper and pencil
  - Ball (personally identified)
  - Suitable clothing (soccer shoes, track suit)
  - Water, sunscreen, towel, etc.
- Materials
  - Field aid – nets, cones, stakes, grids
  - Films and slides



- Books – i.e., age specific AYSO training manuals
- Handouts – Coach Development Program, Short-sided Games Guidelines, Soccer Accident Insurance Brochure, evaluation forms, first-aid, etc.
- First aid kit and a medical person if possible (paramedic, nurse, or doctor)
- Sunscreen
- Extras – course T- shirts, liquid refreshments, snacks, additional balls, etc.
  
- Equipment
  - Projector
  - Extension Cord
  - Flip Chart
  - Easel
  - Markers
  - Screen
  
- Budget
  - Facilities
  - Staff
  - Literature
  - Accommodations for visiting instructors
  - Guest speakers
  - Advertising
  - Equipment
  - Regions may charge a nominal fee for clinics. A fee has been found to be an excellent reminder of the date. Clinics must be self-funded.
  
- Publicity
  - Publicize in advance using posters, brochures, e-mail, websites and communication among Regional and/or area and/or sectional personnel.
  - Emphasize that the clinic's goal is to teach how to coach, not to become soccer players.
  - Participation in heavy exercise is voluntary but encouraged and dependent upon the physical condition of participants.
  
- Site acquisition
  - Utilize a central location if possible.
  - Acquire necessary permits.
  - Consider inclement weather (field location adjacent to an available gym is always useful)
  - Orientation (seating capacity)
  - Location of refreshment facilities



## **Clinic implementation**

- Eight to ten participants per staff member (ideal)
- Players to demonstrate and assist
  - Experts for lecture and panel -qualified coach instructors certified at the appropriate level
  - Local doctor or sports psychologist
  - Assistance from neighboring Regions
  - Referee for Laws of the Game and panel discussions
  - Evaluation and review (important)
    - Pass out and collect evaluation forms at the conclusion of the course. Ask for constructive criticism to improve future clinics and ideas of special interest within the Region.
    - Congratulate those individuals completing the course. Remind them to promote the AYSO philosophies and encourage that they be promoted and upheld to the fullest extent.
    - Review the evaluation forms. These forms enable participants to express an independent, impartial point of view. The staff needs to be included in the review.
    - Course instructor or qualified designee needs to either process the roster locally or submit to the AYSO National Office – Player Development Department. Roster must be processed or submitted within the 60-day time frame, as prescribed by the National Board of Directors.

Now that you know how to implement a clinic, the next section will explain how to register the course in eAYSO with the National Office and ensure that the volunteers that attend the training receive credit for the course.

\*As the coach administrator, it is your responsibility to make sure your instructors know and understand the proper procedures for registering courses and making sure that the attendees receive credit.

***\*\*The following page should be photocopied and given to any instructors conducting courses within your Region/Area/Section.***

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## Holding an AYSO Course

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### Step 1:

Request a course through eAYSO or obtain a Course Request Form through [www.ayso.org](http://www.ayso.org) under Resources/Supply Center or by calling the AYSO Supply Center @ (800) 872-7992.

### Step 2:

Fill out the Course Request Form. You will need to have the following information:

- Section, Area, &Region
- Course Name
- Name of the Certified Instructor
- Course Date
- Estimated Number of Participants
- Materials Needed (manuals, certificates, patches, pins, etc.)
- Course Authorization
- Make sure to include contact information so we are able to contact you with any questions!

### Step 3:

Mail or fax in the Course Request Form at least 30 DAYS prior to the first date of the course to:

AYSO Supply Center  
19750 So. Vermont Ave, Suite 200, Torrance, CA 90502  
Supply Center: (800) 872-7992 FAX # (310) 525-1155  
[SupplyCenter@ayso.org](mailto:SupplyCenter@ayso.org)

### Step 4:

Conduct course and have all attendees fill out roster legibly. **Note: many volunteers end up not getting credit for courses taken simply due to illegible names on roster sheets.**

### Step 5:

The preferred method is to have the roster processed at the local level in eAYSO or you can make a copy of the roster and email or fax roster to the:

**Player Development Department  
AYSO National Office  
19750 S. Vermont Ave, Suite 200  
Torrance, CA 90502  
Fax (310) 525-1155**





***\*If the roster is not submitted or processed, attendees will not receive credit for the course!***

***\*If you do not hold the course, please either cancel the roster in eAYSO or write cancelled on it and email or fax to the National Office, Player Development Dept.***

If you have any questions regarding this process please contact:

AYSO National Office  
Player Development Department  
800-872-2976

Thank you for your cooperation and thank you for taking the time to provide quality coaching courses to our AYSO volunteers

***\* For Our Volunteers' Protection, Every Course MUST be registered in eAYSO***



# eAYSO for Instructors

## **AYSO Course Registrations**

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It is very important for all AYSO courses to be registered in eAYSO in advance of the course being held. Registering a course is a critical step in the process of holding a class and allows potential attendees to find out about the course and register to attend.

It is equally important for the instructor to manage the course roster – i.e. ensure that the proper attendees are on the roster, track course completions, drops and most importantly, RETURN or CANCEL rosters.

**\*\*\* All Course Rosters must be Returned or Cancelled within 60 Days after the completion of the course otherwise the Instructor's privileges will be suspended. Rosters must be returned with proper indications for course completions in order for attendees to receive the appropriate certifications.**

## Request a Course in eAYSO

Instructors and Course Authorizer/Verifiers can use the following the step-by-step process to **Request a Course** or register a course in eAYSO:

1. Go to [www.eayso.org](http://www.eayso.org) and **Login to eAYSO with an e-mail Address and password.**

**eAYSO American Youth Soccer Organization** Español

1.0.1

**Welcome**

This is AYSO's online registration tool, **eAYSO**. Click on the appropriate button below to proceed.

This is the first time I've used the eAYSO program

I've used eAYSO before and

- I have an Email & Password to login
- OR
- I forgot my Password
- OR
- I forgot my Email

McAfee SECURE TESTED DAILY 15-MAY Copyright 2009, AYSO - All Rights Reserved Privacy Policy

2. Select the **Course Request** option from the Region/Area/Section > Instructor menu:

**eAYSO American Youth Soccer Organization** Home Español Help Sign out

**MyeAYSO** Region Area Section NSTC Signup Lookup Reports Preferences

**Region** Player Volunteer Setup Teams Treasurer Instructor **Course Request** Rosters Admin Game Ref Scheduling CVPA

**Welcome**

1.0 (December 06, 2009) [Click here to download the application](#)

Adults wanting to volunteer

- [Apply](#) as a new adult volunteer
- [Apply](#) as a continuing adult volunteer

Youths wanting to volunteer

- [Apply](#) as a new youth volunteer
- [Apply](#) as a continuing youth volunteer

Those who have already volunteered

- [Update](#) volunteer information
- [Print](#) form

The Course Request Form should display. If it does not, or if a Restricted Page is displayed – there is a problem with your permissions in eAYSO. Contact your Regional Commissioner (Area Director or Section Director) to correct this problem.

3. Complete the Course Information section by performing steps 4 through 9.
4. If the course is being held at the Region level just **enter the Region number** in the Region # block, the Section and Area will automatically update on the request even though they do not display on the screen.
5. If the course is at the Section or Area Level **select the appropriate Section** from the pull down menu (the screen will refresh to change the pull down menu to list only those Areas in the Section selected), **then select the appropriate Area** from the pull down menu

6. **Select the appropriate course** from the pull down menu (these are displayed in alphabetical order).
7. **Enter the start date** for the course by typing in the date or using the calendar feature.
8. **Select the state** from the pull down menu (the screen will refresh to setup the city menu).
9. **Select the appropriate city** from the pull down menu.
10. Complete the Lead Instructor Section by performing steps 11 through 18
11. Assign the lead instructor. If you have questions about instructor requirements, or course requirements, you can click on View Certification Matrix at the bottom of the Course Information Section.

Lead instructor	
First Name	Last Name
Phone	E-mail
<input type="button" value="Clear"/> <input type="button" value="Assign lead instructor"/>	

12. **Click on Assign Lead Instructor.**

eAYSO		American Youth Soccer Organization				Home			
MyeAYSO		Region	Area	Section	NSTC	Signup	Lookup	Reports	Preferences
<b>Assign Lead Instructor</b>									
Region #	<input type="text" value="All"/>	AYSO ID	<input type="text"/>	AYSO phone	<input type="text"/>				
First Name	<input type="text"/>	Last Name	<input type="text"/>	Home phone	<input type="text"/>				
State	<input type="text" value="--"/>	City	<input type="text"/>	Zip	<input type="text"/>				
<input type="button" value="Back"/> <input type="button" value="Clear all"/> <input type="button" value="Search for a volunteer"/>									

13. You will see the Assign Lead Instructor search window.
14. From the Assign Lead Instructor search window **enter the search criteria** for the lead instructor and **click on Search for a volunteer.**

15. A list of volunteers who meet the search criteria will display below the search window. You can continue to narrow the search by adding to the search criteria and clicking on Search for a volunteer if you need to.
16. From the list of volunteers that meet the search criteria **select the appropriate lead instructor by clicking on the radio button next to the lead instructor's name.**
17. **Click on Assign lead instructor**
18. The Lead Instructor information will display in the Lead Instructor section. If this information is correct, proceed. If the information is incorrect, click on the Clear button and repeat the process to assign the correct Lead Instructor.
19. Complete the Course Contact section by performing steps 20 through 28
20. If the Course Contact is the same as the Lead Instructor, **click on Same as Lead Instructor** and proceed to step 28 to complete the Course Contact section.
21. If the course contact is the not the same as the Lead Instructor, **click on Assign Course Contact.**

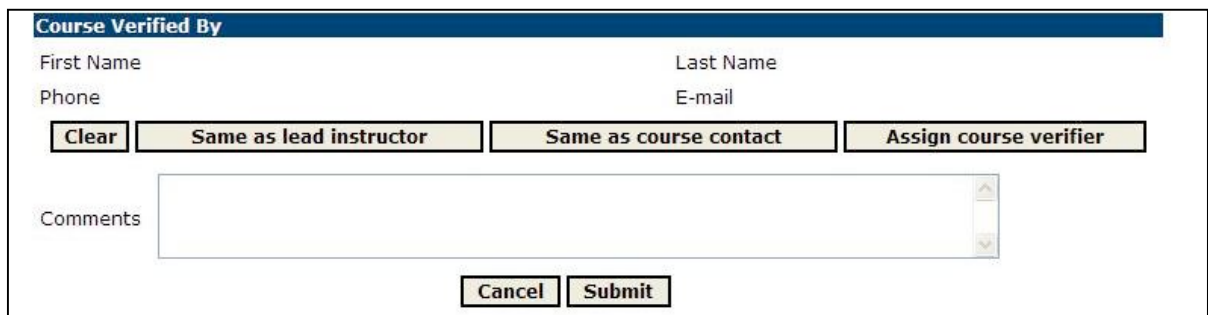
Course Contact		
First Name	Last Name	
Phone	E-mail	
<input type="button" value="Clear"/>	<input type="button" value="Same as lead instructor"/>	<input type="button" value="Assign course contact"/>

Course Verified By			
First Name	Last Name		
Phone	E-mail		
<input type="button" value="Clear"/>	<input type="button" value="Same as lead instructor"/>	<input type="button" value="Same as course contact"/>	<input type="button" value="Assign course verifier"/>

22. You will see the Assign Course Contact search window.
23. From the Assign Course Contact search window **enter the search criteria for the Course Contact** and **click on Search for a volunteer.**
24. A list of volunteers who meet the search criteria will display below the search window. You can continue to narrow the search by adding to the search criteria and clicking on Search for a volunteer as you need.
25. From the list of volunteers that meet the search criteria **select the appropriate Course Contact by clicking on the radio button next to the contact's name.**
26. **Click on Assign Course Contact.**
27. The Course Contact information will display in the Course Contact section. If this information is correct, proceed. If the information is incorrect, click on the Clear button and repeat the process to assign the correct Course Contact.
28. Complete the Course Verifier section.

- a. Perform step 30 if the course is verified by the same person as the lead instructor.
  - b. Perform step 31 if the course is verified by the same person as the course contact
  - c. Perform steps 32 through 37 if the course is verified by someone other than the Lead Instructor or the Course Contact
29. If the Course Verifier is the same as the Lead Instructor, **click on Same as Lead Instructor** and proceed to step 38 to complete the Course Verifier section
30. If the Course Verifier is the same as the course contact, **click on Same as Course Contact** and proceed to step 38 to complete the Course Verifier section
31. If the course verifier is different than the lead instructor or the course contact, click on **Assign Course Verifier**.
32. You will see the Assign Course Verifier search window.
33. From the Assign Course Verifier search window **enter the search criteria for the Course Verifier** and **click on Search for a volunteer**.
34. A list of volunteers who meet the search criteria will display below the search window. You can continue to narrow the search by adding to the search criteria and clicking on Search for a volunteer as you need.
35. From the list of volunteers that meet the search criteria, **select the appropriate Course Verifier by clicking on the radio button next to the verifier's name**.
36. Click on **Assign Course Verifier**.
37. The Course Verifier information will display in the Course Verifier section. If this information is correct, proceed. If the information is incorrect, click on the Clear button and repeat the process to assign the correct Course Verifier.



**Course Verified By**

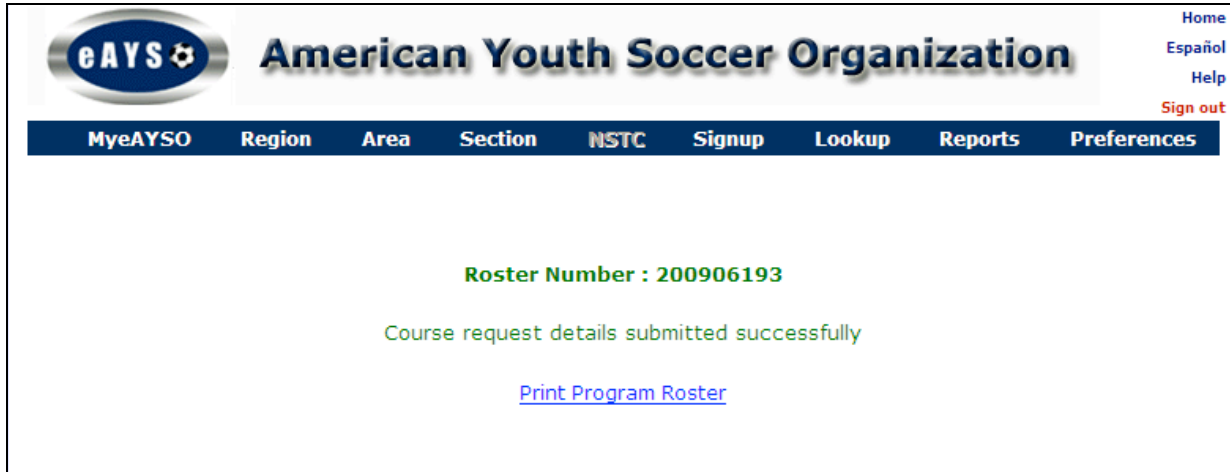
First Name Last Name  
Phone E-mail

Comments

38. **Enter any comments** associated with this course in the comments block. Any information entered here will be displayed to students viewing course listings. It can be used to include any instructions to students including directions to the class.



39. Click on **Submit** to submit the course request
40. You will see a screen display that shows the course roster number and states  
Course Request Data Submitted Successfully



The screenshot shows the eAYSO American Youth Soccer Organization website. At the top left is the eAYSO logo. To its right is the text "American Youth Soccer Organization". In the top right corner, there are links for "Home", "Español", "Help", and "Sign out". Below this is a dark blue navigation bar with white text for "MyeAYSO", "Region", "Area", "Section", "NSTC", "Signup", "Lookup", "Reports", and "Preferences". The main content area is white and displays "Roster Number : 200906193" in green. Below that, it says "Course request details submitted successfully" in green. At the bottom, there is a blue link that says "Print Program Roster".

41. The Course Lead Instructor, Course Contact & the Course Authorizer will receive an e-mail showing the course registration and the roster number.
42. You can print a copy of the course roster by clicking on Print Program Roster.



The screenshot shows the eAYSO American Youth Soccer Organization website. At the top left is the eAYSO logo. To its right is the text "American Youth Soccer Organization". In the top right corner, there are links for "Home", "Español", "Help", and "Sign out". Below this is a dark blue navigation bar with white text for "MyeAYSO", "Region", "Area", "Section", "NSTC", "Signup", "Lookup", "Reports", and "Preferences". The main content area is white and displays an error message: "Our database shows that the **Lead Instructor Certification Information** and **Course Authorizer Information** does not meet the requirements for this course." Below this, it says "Please contact the Programs Department at the NSTC if this is in error." There are two lines of contact information: "rosteradmin@avso.org" and "Or 800-872-2976". At the bottom, there is a blue link that says "Return to Course request".

43. IF THE LEAD INSTRUCTOR IS NOT QUALIFIED TO TEACH THE COURSE – the following will occur





- a. The screen display will state “Our database shows that the Lead Instructor Certification Information does not meet the requirements for this course. Please contact the Programs Department at the National Office if this is in error.”
- b. The course will not be registered.
- c. Courses are only approved if the Lead Instructor has the proper instructor certifications.

**44. IF THE LEAD INSTRUCTOR IS QUALIFIED BUT THE AUTHORIZER IS NOT QUALIFIED TO AUTHORIZE THE COURSE – the following will occur:**

- a. You will see a screen display that shows the course roster number and states Course Request Data Submitted Successfully
- b. The screen display will state “Our database shows that the Course Authorizer Information needs to be updated. Please contact the AYSO Programs Department at the National Office.
- c. The roster will be placed in a Pending Status.
- d. The Course Authorizer Information must be resolved prior to conducting the course.

**45. If you have any questions about completing the Course Request Form contact the AYSO Programs Department at the National Office (800) 872-2976**

You can now manage the course roster.

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## **Managing a Course Roster in eAYSO**

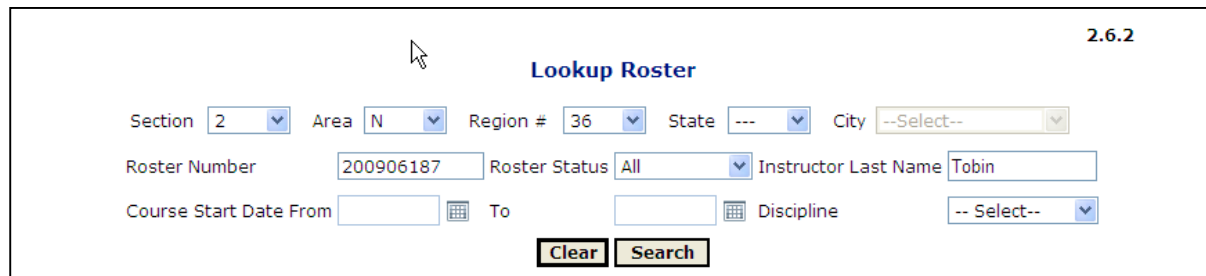
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The following procedure will guide you through the step-by-step process for managing a course roster in eAYSO.

1. **If not already logged in to eAYSO. Login to eAYSO with an Email address and password.**
2. Select the **Rosters** option from the Region/Area/Section > Instructor menu:



The Training Rosters Lookup screen will display



3. To locate the roster you want to manage you can the search to locate a roster by using the search criteria.
4. **Click on Search.**
5. You will see the rosters that matched the search criteria you requested
6. For the roster you want to manage **click on the radio button next to the roster.**
7. **Click on Manage Roster**



2.6.2

### Lookup Roster

Section  Area  Region #  State  City

Roster Number  Roster Status  Instructor Last Name

Course Start Date From  To  Discipline

	Roster #	S/A/R	Training date	Course name	Status	Instructor name	City	State
<input checked="" type="radio"/>	<a href="#">200906187</a>	2/N/0036	11/30/09	Basic Referee Course -WITH SAFE HAVEN	Approved	Tobin, Thomas	San Mateo	CA
<input type="radio"/>	<a href="#">200905663</a>	2/N/0036	10/02/09	U-12 Coach	Approved	Drechsler, Charles	San Mateo	CA
<input type="radio"/>	<a href="#">200905662</a>	2/N/0036	09/25/09	U-10 Coach	Returned	Drechsler, Charles	San Mateo	CA
<input type="radio"/>	<a href="#">200905661</a>	2/N/0036	09/25/09	U-8 Coach	Returned	Drechsler, Charles	San Mateo	CA
<input type="radio"/>	<a href="#">200905660</a>	2/N/0036	09/18/09	U-6 Coach	Returned	Drechsler, Charles	San Mateo	CA
<input type="radio"/>	<a href="#">200904434</a>	2/N/0036	09/09/09	U-8 Official -WITHOUT SAFE HAVEN	Returned	Worthge, Scott	San Mateo	CA
<input type="radio"/>	<a href="#">200904436</a>	2/N/0036	09/08/09	Assistant Referee - WITHOUT SAFE HAVEN	Returned	Worthge, Scott	San Mateo	CA
<input type="radio"/>	<a href="#">200904433</a>	2/N/0036	09/02/09	U-8 Official -WITHOUT SAFE HAVEN	Returned	Worthge, Scott	San Mateo	CA
<input type="radio"/>	<a href="#">200903538</a>	2/N/0036	09/02/09	U-8 Official -WITHOUT SAFE HAVEN	Cancelled	Worthge, Scott	San Mateo	CA
<input type="radio"/>	<a href="#">200904435</a>	2/N/0036	09/01/09	Assistant Referee - WITHOUT SAFE HAVEN	Returned	Worthge, Scott	San Mateo	CA

1 2 3 4 5 6 7 8 9 10 Next

- You will see the View/Edit Training Rosters screen and the information for the roster you selected will be displayed.

American Youth Soccer Organization

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### View/Edit training rosters

Program Roster Information			
Course name	Basic Referee Course -WITH SAFE HAVEN	Roster Number	200906187
Course number	6150	S/A/R	2/N/0036
Training Date	11/30/09	Date requested	11/03/09
Lead instructor	Tobin, Thomas	Lead instructor phone	3105487976
Contact person	Tobin, Thomas	Contact person phone	3105487976
Contact person E-mail	tobins2@earthlink.net		
Last updated By	Potter, Rand	Last updated date	11/03/09

Attendees name	Course module	Remove																												
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**To add an attendee to the roster complete the following steps**

1. **Click on Add Roster Attendee**
2. You will see the Program Roster Attendees screen

1.2.6.1

### Add Attendee

Program Roster Information

Roster Number	<b>200906187</b>	Course #	<b>6150</b>	Course Instructor Name	<b>Tobin, Thomas</b>
Course Loc City	<b>San Mateo</b>	Start Date	<b>11/30/09</b>	End Date	

Search Volunteer

First Name  Last Name  Region #

AKA/Nick Name  Home phone  AYSO ID

City  State

✓	Member name	AYSO ID	City	State	Zip
<input checked="" type="radio"/>	Koshy, Oommen	54009629	Hawthorne	CA	90250

3. From the Program Roster Attendees search window **enter the search criteria** – for the course attendee and **click on Search for a volunteer**
4. A list of volunteers who meet the search criteria will display below the search window. You can continue to narrow the search by adding to the search criteria and clicking on Search for a volunteer if you need to. If the volunteer information does not display ensure that you have entered the appropriate search criteria. For example, a volunteer may go by “Bob” but their record in eAYSO is listed as “Robert.”If you are certain you have searched and the volunteer can’t be found proceed to: *To add an attendee that does not have a volunteer record in eAYSO*
5. From the list of volunteers that meet the search criteria **select the appropriate course attendee by clicking on the radio button next to the volunteer’s name.**
6. **Click on Add Attendee to Program Roster**
7. The volunteer will now display in the list of Program Roster Attendees.
8. **Repeat the process in steps 1 through 7 above to add additional attendees.**

**To add an attendee that does not have a volunteer record in eAYSO**

1. If the volunteer does not display after using the search feature on the Program Roster Attendees screen you can still add them to the roster by completing the following steps.

**Program Roster Information**

Roster Number	<b>200906187</b>	Course #	<b>6150</b>	Course Instructor Name	<b>Tobin, Thomas</b>
Course Loc City	<b>San Mateo</b>	Start Date	<b>11/30/09</b>	End Date	

**Search Volunteer**

First Name  Last Name  Region #

AKA/Nick Name  Home phone  AYSO ID

City  State  Zip

**No data found!**

2. Click on Add New Volunteer

3. The Add New Volunteer screen will display

Complete the information on the Add New Volunteer form. NOTE: All red asterisked fields are mandatory and must be filled in.

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5.6.1.2.1

### Add new volunteer

Region: 36 \*  
Legal first name: Loveta \*  
Legal last name: Playsoccer \*  
AKA/Nick Name:   
DOB: --- -- ---  
Street address: 123 Kick Ln \*  
City: San Mateo \*  
State: CA \*  
ZIP: 94403 \*  
Home phone: 650 555 1212 \*  
Cell phone:   
Gender:  Male  Female \*  
Email:

Red - Mandatory Fields

4. After completing the Add New Volunteer form, **click on Submit**.
5. The new volunteer will display on the Program Roster Attendees.

## Roster Management

1. To print a course roster **click on Print Program Roster**. A PDF document will display.

## Removing a volunteer from a roster

1. If a volunteer did not complete the course or if a volunteer was not present at the course or canceled prior to the course you want to remove them from the roster. We will assume that the individual you created the new record for (Your First Name) Volunteer did not attend the course.
2. **Click on the Remove Box for the volunteer**
3. **Click on Remove at the bottom of the list of attendees** – you will see that the volunteer has been removed from the roster

### Completing and Returning a Roster

1. After completing the course you will do the following for each volunteer who successfully completed the course.
2. **Click** on the **Completed** box by their name on list of attendees to indicate that they successfully completed the course.
3. **Click** on **Return Roster** at the bottom of the list of attendees to submit the course roster.

**View/Edit training rosters**

Program Roster Information			
Course name	<b>Basic Referee Course -WITH SAFE HAVEN</b>	Roster Number	<b>200906187</b>
Course number	<b>6150</b>	S/A/R	<b>2/N/0036</b>
Training Date	<b>11/30/09</b>	Date requested	<b>11/03/09</b>
Lead instructor	<b>Tobin, Thomas</b>	Lead instructor phone	<b>3105487976</b>
Contact person	<b>Tobin, Thomas</b>	Contact person phone	<b>3105487976</b>
Contact person E-mail	<b>tobins2@earthlink.net</b>		
Last updated By	<b>Potter, Rand</b>	Last updated date	<b>11/04/09</b>

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4. The following actions will occur:
  - a. The status of the course roster will change from Approved to Returned.
  - b. All attendees who were identified as completing the course will have their volunteer records updated to reflect completion.



# AYSO Safe Haven

## Protection and Certification for Coaches

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The AYSO Safe Haven Program is designed to address the growing need for a child and volunteer protection. Safe Haven is an educational program that includes three components: child protection, volunteer protection, and volunteer certification. Starting with coach certification and going through a rigorous accreditation with the National Council for Accreditation of Coaching Education (NCACE) and the National Association for Sports and Physical Education (NASPE), the AYSO Coaching Program will be able to provide nationally recognized educational programs. Coupled with the AYSO recommended protection policies, this provides a broad shell of protection to all the members of the AYSO community. Three levels of safeguards will be in place.

- NASPE Standards Accreditation—Adherence to the National Association for Sports and Physical Education’s national coaching standards and completion of its accreditation (NCACE) process will provide AYSO with recognition across the board of its coach certification programs.
- AYSO Volunteer Certification—The in-house certification program will provide every volunteer with the highest level of protection at the lowest possible cost. Every AYSO child must be treated with understanding, compassion, and respect.
- Child Protection Policies—These policies offer guidance and protocol.
  - Child Volunteer Protection Advocate
  - Volunteer Application and Screening.
  - Mandatory Training.
  - Regulated Supervisor, to protect both children and adults through simple policies.
  - Code of Cultural Conduct, defining how to work and act in the AYSO environment.

AYSO Safe Haven fosters an environment where players and volunteers can come to play and work together without fear, where fun is paramount and the welfare of the individual participant is a high priority.

In response to child protection laws and our own sense of duty, there are four elements in the Safe Haven Intervention Cycle for child protection:

- Promote Education and Awareness
- Create Policies
- Screen Volunteers





- Train volunteers

Additionally there are eight elements in the Safe Haven Prevention cycle for child protection. These proactive steps provide an environment conducive to positive, healthy child development.

- Foster Meaningful Relationships
- Make Kids Full Participants
- Promote Ethical Behavior
- Model and Teach Conflict Resolution
- Encourage Kids to Speak Out
- Cultivate Kids' Self-Images
- Implant Excellence in Individual Achievement
- Keep things FUN

The Volunteer Protection Act of 1997 provides a great deal of safety for the volunteer who has properly prepared for volunteer work. In order to receive full protection under the law, AYSO volunteers must:

- Be trained and certified
- Be performing duties as laid out in their job description.
- Act within the full scope of AYSO's Policies, Procedures and Guidelines.

The level of training will be relative to the level of risk associated with each job. To make this certification program effective for both the players and the volunteers, the training includes:

- AYSO certified instructors
- Child-Centered Curriculum
- Developmentally-Based Sports Activities
- Complete Instructional Plans
- Complete Learning Spectrum for children and adults
  - Education, Testing, and Confirmation through the Instruction Program
  - Experience through participation in a focused environment
  - Observation by trained evaluators for performance enhancement
  - Opportunity through guided participation.

With the Safe Haven Program, AYSO takes the lead in nonprofit child and volunteer protection.

AYSO intends to be the first to the future by creating the new standard in child and volunteer protection today. After all, ***“When we create an AYSO Safe Haven—Then no Child or Volunteer Will Be at Risk.”***

If you have any questions regarding the Safe Haven Program, call 800-872-2976 ext. 7995.



# Annual Coach Update

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## **What Every Coach Should Know About AYSO**

The AYSO National Coaching Advisory Commission recommends a 1 to 2 hour session be run annually before each season in order to explain the administrative side of the coach's job to him/her. It should be run by the Regional Coach Administrator for all of the coaches within the Region.

*\* The material below is a guide for this session and is designed to be presented as written. Throughout the guide, notes to the presenter (not intended to be read verbatim) will appear in italics (like this paragraph).*

## **OPENING STATEMENT**

As a coach in AYSO it is important that you understand the AYSO structure.

AYSO is a volunteer organization. The basic operating unit of the organization is a Region.

The Region is run by a Regional Commissioner and the local board which is responsible for the day-to-day operations of the local program.

A group of Regions comprises an Area, administrated by an Area Director, and his or her coaching, refereeing, and administrative volunteers.

Areas connected geographically comprise a section, which is administrated by a Section Director and his or her coaching, refereeing, and administrative volunteers. There are currently 14 sections. The Regional Commissioner, Area Director, and Section Director are executive members who vote for the National President, Board of Directors, and any changes to the National By-Laws or Rules and Regulations.

Additionally, the National Coaching Advisory Commission and National Referee Advisory Commission are committed to the development and implementation of quality programs for the Regions.

Representatives from the section staff are responsible for the development and implementation of the AYSO programs.

The only paid members of AYSO are the Executive Directors and a small staff at the National Office. The National Office staff provides the administrative and member services needs for all of AYSO.

## **TRANSITIONAL STATEMENT**

**There are currently approximately 575,000 children playing AYSO soccer due largely in part to the AYSO Philosophies which are:**



- **Everyone Plays:** Every child plays at least half of every game (three quarters of every game if the number of players on the team roster permits).
- **Balanced Teams:** Teams are formed each year (no carry-over from last year's team other than the coaches child), and are assembled so that all teams have essentially the same chance to succeed. When games are one sided, players from neither team are satisfied, and little is gained by either team in skill or enjoyment
- **Open Registration:** AYSO does not restrict membership on the basis of talent, race, religion, nationality, or creed.
- **Positive Coaching:** Soccer is FUN for players, coaches, and parents. HELP MAKE IT SO!
- **Good Sportsmanship:** We want to create a positive environment based on mutual respect, rather than a win-at-all cost attitude. All programs must be 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.

AYSO has always encouraged good sportsmanship in its programs and recommends that its individual Regions promote sportsmanship and ETHICS at all times.

Sportsmanship generally refers to how we play the game. In AYSO we want our good citizenship to go beyond the game – we want the values we communicate on and around the field to be the values that will best serve our players off the field as well.

There's a saying in AYSO: "Youth before Soccer." It refers to the fact that in the name "American Youth Soccer Organization," the word "youth" appears before the word "soccer."

Coaches play a vital role in encouraging good sportsmanship by the example they set. Practice may belong to the coach, but the game belongs to the players. We need to let our players play their game, not conform to an adult idea of what the game should be. Coaches should also take the opportunity to address parents at pre-season meeting, and should use that time to stress proper behavior.

Remember that everything we do around our players communicates a message, even if we are not aware of it. As coaches, we need to continually ask ourselves, "What's best for the kids?" and act accordingly.



## **TRANSITIONAL STATEMENT**

**Coaches, referees, parents, players and other volunteers are members of the “AYSO Team.” The team expects certain things from each member.**

We expect a friendly attitude and cooperation from all team members in our program. As with a soccer team, different positions call for different responsibilities.

AYSO coaches are part of the team and have responsibilities to the program.

Here are some things we consider good behavior for coaches.

Coaches must:

- Support “Everyone Plays”, “Positive Coaching”, “Good Sportsmanship” and “Player Development” in the AYSO philosophy.
- Be reasonable in your demands on young players (time, energy, enthusiasm, performance).
- Stress adherence to the Laws of the Game.
- Encourage your team to respect referees, opponents, and opposing coaches.
- Keep yourself informed about soccer and youth sports (get training).
- Set a good example especially in respecting others.
- Enlist the support of your players’ parents in promoting proper attitudes and values.
- Promote player safety.

## **TRANSITIONAL STATEMENT**

**AYSO will give you as much help as you need. You only have to ask. If we don’t know what you need, we cannot help you. A few basic tips on AYSO coaching information resources:**

Your best source of information is your Regional Coach Administrator or Regional Coach Trainer.

*Identify or introduce your Regional Coach Trainer. (If you have divisional coordinators, introduce them as well, and distribute phone numbers and email addresses. Also distribute information about, or discuss, any local library of books, tapes, etc., that the Region has. Discuss or distribute information about procedures for using these materials. We want AYSO materials to be used by, not just recommended, to the new coach.)*



Much work has gone into the development of AYSO materials and those are the materials we want used by our coaches.

Books, tapes, and other materials are available for purchase through the AYSO Supply Center and the AYSO Store.

*Distribute the list of materials that can be obtained through the Region, and review the procedure for ordering or requesting materials.*

AYSO has required age-specific training for coaches. AYSO offers several clinics geared to different levels of coaching experience and ages of players.

*Explain to the coaches what the schedule of required (mandatory) training is and, depending on the age group they will be coaching, the level of training required for each of them. Such as: U-6 and U-8 were mandatory in 2010 and 2011. All U-10 coaches must be U-10 trained by August 1, 2012. The U-12 age division becomes mandatory in 2013, etc.*

*Make sure everyone understands that no one under the age of 18 can be a Head Coach or Assistant Coach, for liability reasons, but that youth volunteers can certainly help the Region in many other ways.*

Most Regions should host the AYSO Safe Haven, U-6, U-8, U-10 and U-12 Coaching Courses, at least once this year (**Give dates**).

*Also explain that the Safe Haven, U-6, U-8 and U-10 coaching courses are available online and give them the information on how to access those courses. Make sure you let them know that the U-10 online course is classroom only and that they still need to take a field session to be U-10 trained.*

So, if you're looking for coach training and information, attend the clinics offered to you. Realize that the clinics are designed to be attended in sequence.

The U-12 Coaching Course is a prerequisite to the Intermediate Coach Course, which is a prerequisite to the Advanced Course. For more information about the training available, talk to your Regional Coach Administrator.

Mention that you'll be handing out a calendar that includes the scheduled courses in your Region and Area. One final source of information about soccer is the game itself. Watch games on TV. Soccer games are available for viewing on television at least once a week in most areas of the country. You can learn a lot about soccer by watching the world-class players in these games.

## **TRANSITIONAL STATEMENT**

**There are National Rules and Regulations that govern the way AYSO is run. However, at times, these national rules and regulations may need to be supplemented at the Regional level.**



*Present your Regional rules and regulations, reviewing differences, and answering any questions. Watch your time here – new coaches may try to turn this section of the meeting into a short referee course. Refer them to the coach and referee courses and appropriate Regional staff (Regional Coach Administrator or Regional Referee Administrator) for follow-up.*

## **TRANSITIONAL STATEMENT**

**As a new coach you are probably wondering, “How do I get started?”**

Team Management is your key to success. Before the start of the season each coach should have a meeting with the parents and players of the team. At this meeting the coach should:

- Advise parents when and where practices will be held. If the practice schedule is flexible, include parents in the decision process (or players themselves, in older divisions).
- Provide parents/players with a team roster and game schedule (including any special events, e.g., picture day, and play-offs).
- Advise parents of what is expected of the parent, player, and what they can expect from the coach.(See Codes of Conduct, below.)
- Distribute uniforms, if available.
- Discuss equipment needs (ball, shinguards, rubber-soled cleats).Advise parents that shinguards are mandatory at both practice and games.
- Discuss local rules and regulations.
- Identify your team parent(s), who will be responsible for phoning the team as necessary, collecting fees, paperwork, etc.
- Identify an assistant coach, and enlist the assistance of other parents for practices. Remember, no one under the age of 18 can ever be left alone in charge of the team either during games or practices.
- Go over the Parents Code of Conduct:
  - Don't force your children to play.
  - Let them play! (Children are involved in youth sports for their enjoyment, not yours.)
  - Teach your child to play by the rules.
  - Help your child work toward skill improvement and sportsmanship.(Your child will then be a winner in every game).



- Don't ridicule or yell at your child. Support efforts to remove verbal and physical abuse from youth sports.
- Set a good example. Applaud good plays by both teams on the field.
- Recognize the contribution of volunteer coaches, referees, and officials, and give them their due respect.

## **TRANSITIONAL STATEMENT**

### **You and your players will need some basic equipment. Consider these items:**

Every player should have his or her own soccer ball.

You must have your players' medical release forms, and an accident report form or two (available from your Safety Director or Regional Commissioner).

Cones, first-aid kit, game or practice plan, water, ice, personal items (lip balm, sunscreen), extra soccer balls are all useful to have.

*Take this opportunity to discuss the organization, storage, etc., of Regional equipment. If you have a Field Director, introduce and let him/her explain the Field Director's role. Also, give coaches an opportunity to ask questions about equipment. Discuss any special requirements your Region has regarding equipment that coaches may need to bring to practices or games.*

## **TRANSITIONAL STATEMENT**

### **Accidents are part of the game and they will happen. As a coach in AYSO you should know about AYSO Soccer Accident Insurance.**

The purpose of Soccer Accident Insurance (SAI) is to assist participants who suffer financial loss due to medical costs of injuries that occur while playing AYSO soccer. It supplements regular major medical insurance policies (by paying a portion of the deductible and/or the co-insurance amount direct to the provider).

A separate brochure describes the SAI in detail. Copies may be obtained through your Regional Commissioner or Safety Director. Here are the main features of the plan as of the time of this writing. Please consult the SAI brochure or call the National Office for additional details.

*Hand out brochure and discuss it with your coaches.*

### **Who is covered**

All AYSO registered players, coaches, referees, and volunteers are covered for accidental bodily 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 the vehicle is operated by a licensed adult driver.

### **How to file a claim**

Obtain an AYSO “Soccer Accident Insurance” (SAI) Claim form from the coach, your Regional safety director, or Regional commissioner.

Complete the portion of the claim form marked “To be completed by claimant,” and Statement of insurance.

“Eligibility verification”: Secure signatures from two authorized representatives of AYSO.

It is the responsibility of the claimant to make a copy for his own records and to mail the claim within 90 days of the date of injury.

Send your claim form with all relevant documents to the address on the brochure.

### **Conclusion**

Keep in mind there are time limitations for submitting claims. Refer your parents to the SAI brochure for details.

Cooperation in keeping medical reimbursement requests to a minimum will allow registration fees to remain as low as possible, giving every child an opportunity to play.

## **TRANSITIONAL STATEMENT**

**In case you need some help, and you will, let me give you a few important phone numbers.**

Here’s a sample list of whose phone numbers you may want to distribute. Discuss the duties and responsibilities associated with each of the positions.

- Regional Commissioner
- Regional Coach Administrator
- Regional Coach Trainer
- Regional Referee Administrator
- Safety Director
- Registrar
- Divisional Coach or Coordinator
- Uniform Coordinator
- Equipment/Field Coordinator
- Game Scheduler
- AYSO National Office





## **TRANSITIONAL STATEMENT**

**You may be wondering when all this fun is going to start. What I will be passing out is the calendar of events for our Region.**

The Regional calendar: The Region has established a calendar of events for the year and/or season. As a coach, you should be aware of the Regional calendar and the various events that affect you and your team.

The calendar should include: coaches' meeting, course dates, uniform distribution, team parents' meeting, team selection, first day of practice, first game, photo day, fund-raising period, board meetings, and any other dates that are significant to your Region.

You need to be aware of these dates (people will ask you about them). Plan to attend those that are appropriate for you, and see that the people helping you attend as well. It's important that you use the Regional calendar – it's one of the key resources available to you as a coach.

*Distribute the Regional calendar.*

### **The Coach's Calendar**

As a coach you should establish your own calendar of events. In some cases you may just note applicable dates from the Regional calendar, but others will be specific to your team. Use your calendar to help accomplish your goals/objectives (for example, after team selection, you might note that you will try to contact all your players by a certain date).

Some items that you might want to include are first team meeting (date and time), first team practice, date and time for team pictures, time and location for all your games, date and time of coach courses you will attend, tournaments, tryouts, etc.

*You might distribute a blank or partially completed calendar, and have the coach's fill in some events. Depending on the format, it may be possible to combine this with the Regional calendar. Discuss any other events they should schedule.*

Bottom line: get yourself organized as quickly as possible. A calendar will go a long way to helping you reach that goal.

## **TRANSITIONAL STATEMENT**

**In an ideal world, there would be no need for procedures to deal with the discipline of volunteers.**

Unfortunately, problems do arise, and when they do it's important that proper attitudes as well as procedures are maintained.

The following guidelines have been developed to protect AYSO as an organization, as well as to preserve the rights of individual participants.



## **Suspension**

If a player, parent, or volunteer is suspected of serious misconduct, it may be necessary to consider suspension of that individual's participation.

Individuals can be suspended by the Regional Commissioner or Regional Board if there is imminent danger to the program, or a crime has been committed.

A suspension may be called for, for example, in a case of suspected child abuse, suspected theft, violation of basic AYSO principles (such as "everyone plays" or "open registration"), attempting to move a program out of AYSO, or engaging in conduct that disrupts AYSO activities.

The suspended individual must be notified in writing by either letter, fax, or telegram) even if first notified by phone. The suspension takes effect when the individual receives the notification.

A letter must also be immediately sent to the Area Director and all parties involved, detailing the action taken, the grounds for that action, and requesting a removal procedure on or before the next meeting of the Regional Board.

## **Removal**

Removal of a player, parent, or volunteer may be called for if there has been a violation of AYSO policies, principles, or philosophy, or in case of conduct disruptive to AYSO activities or programs.

Suspension is not required as a precondition to removal.

The Regional Commissioner or Regional Board can decline to consider a request for removal if there are no reasonable grounds to pursue the matter. If they choose, a show-cause order may be issued to the person, giving him/her at least ten days to explain why he/she should not be removed, and providing an opportunity for a hearing. Or, they may choose to simply hold a hearing, ask for written statements, etc. For more details, consult your Regional Commissioner or ask to read the "Due Process" section of his/her manual.

## **Conclusion**

The important thing is to realize that there are established procedures for this kind of problem. In general, the minimum solution and the most local solution are best.

If a problem can be solved voluntarily (for example, a voluntary resignation rather than a removal or suspension) the outcome is likely to be better for everyone involved.



