

**Region 65 Rancho Cucamonga  
COACH HANDBOOK**



**Everyone Plays • Balanced Teams • Open Registration •**

**Positive Coaching • Good Sportsmanship**

**[www.ace65.org](http://www.ace65.org)**

## **AYSO REGION 65 COACH HANDBOOK**

### **INTRODUCTION**

Welcome to AYSO. Region 65 Rancho Cucamonga. Thank you for donating your time as a coach. This handbook has been developed to answer many of your questions as well as inform you about the basics of AYSO. Please take the time to read it. We feel coaching soccer is rewarding as well as fun. We hope that you will walk away from this year with that same feeling. Thank you again for taking the time to become a vital part of AYSO.

### **PHILOSOPHY**

The main goal of AYSO is to provide a positive, fun, rewarding athletic and social experience for everyone involved. This can be accomplished even without a winning season. We hope you will teach your players soccer skills, help them have fun and learn the value of good sportsmanship. Teach them to enjoy playing soccer as a team, win or lose.

### **AFTER THE DRAW**

Now that you have a list of names what do you do to make them a team? First and the most important forget about ratings. These were personal evaluations made over 6 months ago. You might penalize yourself and players by using this information in sizing up your team. You will be far ahead of the game if you start from scratch and build on your players as they relate to you and each other! Most important: **DO NOT GIVE RATINGS INFORMATION TO ANYONE, NOT EVEN PARENT (S)!**

Please contact your players as soon as possible after you receive your roster. If you don't contact them they will contact us and we already have plenty of calls. You may not drop a player unless you have specific notification from someone connected with the family. If you have been given a wrong telephone number, contact your Divisional Commissioner. Fill out the appropriate form and turn it in to your Divisional Commissioner.

### **TEAM MEETING**

We strongly urge you to hold a Team Meeting with players and parents before you begin practice. Coaches who do have far fewer problems during the season. There are several items you must arrange prior to the beginning of the season. A team meeting is the perfect time to accomplish most of these. We suggest the following guidelines:

1. Discuss the AYSO philosophy and the AYSO Team.
2. Discuss your philosophy, goals, plans, etc.
3. Discuss practice days - time- location. The final decision is yours. However, if options are available we recommend you survey your team to make practices as convenient as possible.
4. Discuss your requirements for notification of players not attending practice or games. Also, your procedure for canceling practices. Remind parents not to leave a child without being sure a designated adult from your team is at the location.
5. Discuss your procedure if a child is not picked up after practice or game. We recommend establishing a specific pick-up location. **YOU MAY NOT LEAVE A CHILD FOR ANY REASON**

6. Ask for volunteers to help you as needed:
  - a. Assistant coach(s)
  - b. Team parent(s) to arrange for game refreshments, telephoning, making team sponsor banner.
  - c. Field representative to help set up field when team has first game of day, help take down nets/goals when team has last game of the day.
7. Distribute Accident Reimbursement Program brochure.
8. Distribute team list (if possible) including parents' names, address, and phone. Be sure to list sponsor. Emphasize the importance of parents reporting any change in address, telephone, etc. Be sure to report these to us during the season.
9. Select team name (consider the sponsor). Name must be approved by the Divisional Commissioner and is accepted on a first to request basis, only 1 name per division. The Divisional Commissioner must approve name of team by mid-August to be included in the Parents' Handbook.
10. Discuss problems the players/parents may have, such as transportation. If problems cannot be solved within the team, we will try and help.
11. Impress upon players/parents that AYSO is a volunteer organization- the Board, Coaches, Referees EVERYONE is donating an unbelievable amount of time doing the best they can. All we ask is patience, understanding, and respect for the effort.

If you have any questions, now and throughout the season, contact your Divisional Commissioner he/she is your representative to the Board.

## **PRACTICES**

Sign up for practice location and days will be held at the coaches' clinics. **AN ADULT WITH THE REGISTRATION FORMS MUST ALWAYS BE IN ATTENDANCE.**

To make practices most productive we recommend you:

1. Establish boundaries and remind players they must protect school and city property.
2. Have planned activities/drills/scrimmages.
3. Have player bring his/her own soccer ball to practice (the region supplies 1 practice and 1 game ball).
4. Have player bring his/her water.

**MOST IMPORTANT: DO NOT LEAVE PLAYERS AFTER PRACTICE!**

## **DISCIPLINE**

Along with teaching soccer skills, you are teaching your players' good sportsmanship and respect for others as a TEAM MEMBER. As a coach you are responsible for the welfare and enjoyment of the entire team. You cannot expect all to be junior Peles, but you can expect respect and cooperation. If you are having a problem, (a child continually missing or disrupting practices) use the following procedure:

1. Contact parents and discuss the situation; if it continues.

2. **Contact Divisional Commissioner** - he/she will contact the parents; if it continues,
3. **Contact Divisional Commissioner** - he/she will contact the Assistant Regional Commissioner.

If you have followed this procedure and the problem continues, you may request to not play the child in the next game by contacting the REGIONAL COMMISSIONER no later than the night before game time. Permission will be given only if the steps above have been followed.

## **GAMES**

We recommend your players arrive 1/2 hour before the scheduled game time. They must be in the region issued uniform. Please be patient and understanding if games are running late. Be sure your game card is properly filled out; all players (ill, no-shows, etc.) are to be listed in jersey numerical order. The game date, time and location should be listed. The game ball should be properly inflated and available for all games. Check with your team mom to be sure refreshments are provided. We recommend plenty of cold water, sliced oranges or diluted Gatorade for half time and juices or diluted Gatorade for after the game. You should also have ice and a plastic bag for bruises, washcloth for clean up and a bag for trash.

Remind your players and spectators to use only positive cheering and to show courtesy for officials and other players. All spectators should remain at least 5 feet back from the sideline and between the 18-yard lines. No one is allowed behind the goal line. Coaches must remain within 10 yards either side of the centerline. If you are past the center circle, you've gone too far!

When substituting, instruct the players leaving the game to go to your side of the field, near the center, and show their jersey numbers to the referee.

No one should enter the field of play without permission from the referee. Do not distract or question the referee until the game is stopped for half time. Referees will appreciate the offer of refreshments at half time and at the end of the game. A Thank You will be appreciated at any time.

## **REFEREES**

REFEREES are human--, as are COACHES! WE ALL make mistakes: coaches, players, parents and referees. NO ONE makes them intentionally! The referees' duty is to enforce the rules of the game and to insure the players' safety. If a call is missed or seen differently than you saw it, don't question the ref's intelligence or his/her heritage. Each participant is doing his/her best, whether it is coaching, playing or refereeing. We need to respect each person's time and energy that goes into playing soccer. Let's be kind to each other and have a FUN AYSO SEASON for everyone.

## **GENERAL INFORMATION**

### **General Membership Meetings**

These are held once a month and are kept very short. It is essential that someone from your team be present - coach, assistant coach, team-parent, ANYONE! This will insure the smooth operation of the Region.

## **EQUIPMENT**

At the end of the season, you will be expected to return the game ball, practice ball, and goalie shirt, which were issued, to your team. None of this equipment is to be altered in

any way. If you should lose or find any of these items, please contact the Commissioner of Equipment as soon as possible.

### **INJURIES**

Be sure to carry your copy of the players' registration form to all team functions. Check them to be certain you have emergency contact telephone numbers and date of last tetanus shot. Be sure parents are informed of any injury, no matter how slight. If a serious injury should occur, don't hesitate to call 911.

Report all injuries, including non-soccer, to the Commissioner of Safety as soon as possible. She/he will determine whether further action is needed. A doctor's release is required before a player resumes play.

No one may participate in a game or practice while wearing a cast or splint - any solid object.

### **LOST/FOUND**

An unbelievable number of jackets, sweaters, etc. will be left at practice and games. These should be turned in to our Commissioner of Fields. She/he is the region contact for lost and found articles.

### **SMOG/RAIN**

At times due to inclement weather, it may be necessary to cancel games or practices using the following policies:

The Regional Commissioner will make decisions for the smooth operation of the Region. It is the parents' responsibility to make decisions regarding and individual player's participation.

It is impossible for us to make contact with all practice sites. Therefore, during critical periods, information on smog levels may be obtained by calling the Air Quality Management Board at 800-242-4666. If a first stage alert is reached, practice should be cancelled or at the maximum, conduct a chalk talk---no physical activity should be done. If there is a second stage alert, all activity must be cancelled and players removed from outdoors.

Games will be cancelled by direct contact from the Regional Commissioner or his/her representative when a first stage alert is in effect. This is inconvenient; however, because of the difficulty in rescheduling games, it must wait until the last possible minute.

On RAIN days, games will be cancelled based on field conditions. Field evaluation will begin at 6:30 am and coaches will be contacted directly if games beginning at or before 12 noon are to be cancelled. The fields will be reevaluated at 11 am and a decision made about games starting after 12 noon.

Games will be played unless you receive official notice from your divisional commissioner or his/her representative. **INSTRUCT YOUR PARENTS TO HAVE PLAYERS AT THE FIELD UNLESS CALLED.** Ask them not to call you or Board members - the information will be relayed as quickly as possible. Games will be rescheduled as soon as possible during the next week, if necessary for standings, (U16 & U19) or for tournament play.

### **SPONSORS**

We are very fortunate in having terrific sponsor support. Without the \$200 per team contribution, the player registration fee would increase \$10-\$15. Please show our appreciation by contacting your sponsor throughout the season by inviting them to games, team activities, pictures, etc. They will receive a plaque with the team picture from the Region; a personal thank you from the team will mean a great deal.

Publicity and recognition via a Team Banner is one of the benefits we offer our sponsors. The design, shape, color, etc. is your option; the only requirement is that the sponsor's name be clearly indicated and that it is available on Picture Day for the team picture, and displayed at all games.

At the end of the season, you might offer the banner to the sponsor as a souvenir.

**YOU MAY NOT, UNDER ANY CIRCUMSTANCES, SOLICIT ANY FURTHER FINANCIAL SUPPORT OR CONTRIBUTIONS FROM THE SPONSORS.**

## **AWARDS**

The Region has always sought to show recognition of its players as follows:

Participation patches or pins to all players

Trophies to all Divisional Champions and runner-ups as established by the Board and approved by the Membership.

Each year we are questioned by parents who are contacted by well-meaning coaches and/or team representatives collecting money to purchase trophies for all team members. Many young players believe that playing soccer means getting a trophy. We believe this undermines the value of receiving an award for achievement. Please help us stop this negative trend. Appreciation of player efforts can be shown in other ways-team shirts, medals, certificates, etc. In addition, the honoring of individual players (player of the week, best offensive, best defensive, etc) is totally against the basic philosophy of our organization.

**TEAM MOMS and/or COACHES:** The collecting of quarters or any other form of money for goals scored is not allowed. The best way to pay for a team party is to divide the cost equally among those players in attendance of the function.