

**AYSO REGION 712
SOUTHBAY**

**COACH
INFORMATION PACKET**

2009 SEASON

TABLE OF CONTENTS

Page

1. Board Member List
2. Coaches Responsibilities
3. Assistant Coach Responsibilities
4. Team Parent Responsibilities
5. Referee Responsibilities
6. Do' and Dont's
7. Coaches and Parents Reminders
8. Most Frequently Asked Questions
9. Refund Request Form
10. Practice Notice
11. Important Dates
12. Game Card Example (visit
ayso712southbay.org)
13. Team Roster
14. Coaches Agreement

BOARD MEMBER LIST

REGIONAL COMMISSIONER	Marco Beltran	423-2976
ASST. COMMISSIONER	John H. Borja	423-1616
TREASURER	Kermit Payne	423-2976
REGISTAR	MARCO BELTRAN	423-2976
SECETARY	Open	
COACH ADMINSTRATOR	JOHN BORJA	423-1616
COACH DIRECTOR OF INSTRUCTION	OPEN	
REFEREE ADMINSTRATOR	DAN PAREDES	423-6434
REFEREE DIRECTOR OF INSTRUCTION	OPEN	
REFEREE SCHEDULER	OPEN	
CHILD & VOLUNTEER PROTECTION ADVOCATE	JOHN BORJA	423-1616
SAFETY DIRECTOR	OPEN	
SCHEDULER	Open	
STATISTICIAN	OPEN	
FIELD COORDINATOR	OPEN	
FIELD SET UP	OPEN	
FIELD CLEAN UP	OPEN	
FUND RAISING COORDINATOR	OPEN	
PICTURE COORDINATOR	Mary Natividad	
SPONSORSHIP COORDINATOR	Open	
PUBLICITY COORDINATOR	Open	
MATRIX REPRESENTATIVES	Marco Beltran	
DIVISION REPRESENTATIVES		
BOYS		
U16, U19	Marco Beltran	423-2976
U14	Javier Natividad	423-6898
U12	Raul Diaz	301-8993
U10	Kermit Payne	429-4937
U8	Patty Pimentel	
U6	Jesus Jimenez	246-6155
U5	John Borja	423-1616
GIRLS		
U16, U19	Marco Beltran	423-2976
U14	Dan Paredes	992-9109
U12	Dan Paredes	992-9109
U10	Hector Ordonez	
U8	Lilly Ordonez	434-7282
U6	Lilly Ordonez	434-7282
U5	John Borja	423-1616

Coach

Purpose

The AYSO volunteer position of coach is intended to develop in players a positive image of themselves, their teammates, coaches, game officials, and opponents and provide a good role model for players. Additionally, the coach will develop in his/her players the appropriate soccer skills as recommended in the AYSO coaching manuals.

Specific Duties and Responsibilities

The Coach is expected to:

1. Attend team organization night with the assistant coach before the season begins;
2. Attend the age appropriate coaching course for training(required as of 8/1/09) on how to coach or as a refresher on AYSO philosophy.
3. Attend uniform/equipment distribution night prior to a season to receive team uniforms, equipment, and a playing schedule.
4. Run one to two practices per week, develop team line-ups for games, and attend regular and tournament games;
5. Promote the AYSO philosophy;
6. Support the regional commissioner;
7. Cooperate with the regional coach administrator on all coaching matters;
8. Support the age group division coordinator;
9. Distribute practice and game schedules to parents;
10. Conduct a parent meeting;
11. Teach age appropriate skills;
12. Refrain from the use of insulting, embarrassing, foul or abusive language;
13. Provide player evaluations to the age division coordinators at the end of the season;
14. Carry out other team tasks as necessary; and
15. Have Fun!

Qualifications and Desired Skills

To be considered for the position of coach, the applicant should;

1. Completed a new volunteer form(each year)
2. Be certified in Safe Haven
3. Be certified for the appropriate level of coaching(required as of 8/01/09)

Assistant Coach

Purpose

The AYSO volunteer position of assistant coach is intended to help the head coach with all coaching responsibilities.

Specific Duties and Responsibilities

The assistant coach is expected to:

1. Attend team organization night with the head coach before the season begins;
2. Attend the age appropriate coaching course for training on how to coach or as a refresher on AYSO philosophy.
3. Represent the head coach at the uniform/equipment distribution night prior to a season to receive team uniforms, equipment, and a playing schedule if head coach is unable to attend.
4. Help run one to two practices per week, develop team line-ups for games, and attend regular and tournament games;
5. Provide player evaluations to the age division coordinators at the end of the season;
6. Refrain from the use of insulting, embarrassing, foul or abusive language;
7. Carry out other team tasks as necessary; and
8. Have Fun!

Qualifications and Desired Skills

1. To be considered for the position of coach, the applicant should;
2. Be reliable;
3. Have an interest in helping children;
4. Have good character;
5. Be interested in promoting the benefits of youth sports, especially soccer;
6. Attend training classes in coaching before the season begins; and
7. Completed a new volunteer form (each year)
8. Be Safe Haven certified
9. Be certified in the appropriate level of coaching (required as of 8/01/09)

Supervision Protocols

While performing duties as the assistant coach, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;

Team Parent

Purpose

The AYSO volunteer position of team parent is intended to carry out duties as directed by the team parent coordinator.

Specific Duties and Responsibilities

The team parent is expected to:

1. Distribute information to the coaches, players, and families of AYSO players; and
2. Assist team parent coordinator with the distribution of team and individual photos fundraising materials, and awards or certificates to the players.

Qualifications and Desired Skills

To be considered for the position of team parent, the applicant should;

1. Be reliable;
2. Be a good communicator;
3. Be organized; and
4. Be dependable.
5. Completed a new volunteer form(each year)
6. Certified in Coach Safe Haven(visit aysotraining.org)

Supervision Protocols

While performing duties as the team parent, the volunteer :

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
3. To maintain the recommended 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

Referee

Purpose

The AYSO volunteer position of referee is intended to control soccer matches played between teams of youth players in the age groups from U-5 to U-19 according to the AYSO National Rules and Regulations, the FIFA Laws of the game and the prevailing guidelines provided at AYSO training courses. The referee is expected to cooperate with coaches and other officials to develop a positive self-image in the players and to provide a good role model for all AYSO participants. Remember the image of the triangle. Each side supports the center. The parents, coaches, and referees represent each of the sides. In the center is the child.

Specific Duties and Responsibilities

The referee is expected to:

1. Attend regional referee meetings before and during the season as required;
2. Attend specific referee training courses to develop refereeing skills;
3. Attend referee refresher courses as necessary to maintain AYSO rules and FIFA law knowledge and become familiar with any changes in prevailing guidelines;
4. Officiate matches to which he/she is assigned according to the AYSO rules and FIFA Laws and prevailing guidelines.
5. Keep a record of each match he/she officiates and make special reports as necessary;
6. Support the AYSO philosophies;
7. Support the regional commissioner and staff;
8. Cooperate with the regional referee administrator and referee staff on pertaining to refereeing;
9. Smoking, drinking of alcoholic beverages and the use of insulting, embarrassing, foul, abusive, or profane language **IS STRICKLY PROHIBITED.**
10. Carry out any other refereeing tasks as necessary; and
11. Our referees support the concept of a fun, fair, and safe match.

Qualifications and Desired Skills

To be considered for the position of team parent, the applicant should;

7. Be reliable;
8. Have an interest in helping children;
9. Completed a new volunteer form (each year)
10. Be certified in Ref Safe Haven

DO'S and Don'ts

DO

1. Make your first practice a parent meeting.
 - a. Set practice dates and times
 - b. Go over equipment. Shin guards are **required** at all practices **AND GAMES.**
 - c. Solicit an assistant coach, Team Parent and Referee
2. Team parent can help you with administrative tasks such as;
 - a. Making a schedule for half –time snacks
 - b. Coordination of picture day for the team
3. Always keep the player registration forms with you...Practices and Games. Never allow a child to practice without a registration form.
4. Remember to show your players that anyone can have fun playing soccer.
5. Be a positive example for your players and parents.
6. Encourage parents to behave in a positive manner and encourage their children without offending opponents, their parents or the referee.

DON'T

1. **NEVER** pull your team off the field. This is an example of very poor sportsmanship and will have a major impact on your player's feeling about fair play, sportsmanship and competition and may subject you to a Regional Board Inquiry.
2. Allow a player to play or practice who has been injured recently without a Physican's medical release.
3. Make team rules you're not willing to enforce.

Coaches and Parent's Reminders

1. Coaches, parents, and other spectators are not allowed on the playing field unless authorized by the referee. The referee has the authority to issue a red card to offending party and/or terminate the game. The offending team will lose be forfeit.
2. The referee has the final authority in all game decisions. There are no protests.
3. **No alcohol, smoking, other drugs or pets** are allowed on our fields nor in practice. We will lose the opportunity to use the school or San Diego Park facilities if not enforced, besides it being against the law.
4. All coaches, parents, spectators should be in designated areas as designated in schedules. Home team sits on East or South side and Visitor on West and North side. **DO NOT** have coaches, parents, spectators on opponents sidelines or behind the goals.
5. All players must play at least 2 quarters, except in U5, U6 and U8 divisions where 3 quarters of play is required. If there is a problem with a player, first discuss it with the parents. If it is not resolved. Contact your division representative.
6. If you have the first game of the day, it is your responsibility to set up a goal. ** If there is a delay, the game will be shortened and end on time for the next game.
7. Please remind your parents to pick up trash on your sideline after your game.
8. Remember the AYSO philosophy of positive coaching. Always encourage the players and never be disrespectful to the opponents, their parents or the referee.
9. Remember we are a **volunteer** organization. Please encourage your parents to do their fair share.

WE STILL NEED HELP IN THE FOLLOWING:

- I. **Referees:** With experience great, but will train if willing to learn
- II. **Field SET-UP:** Begins every Saturday at 6:30 a.m.
- III. **Field Clean-UP:** Throughout the day, every Saturday, ends around 6:00 p.m. (Earlier with more help)

Frequently Asked Questions

How do I receive a refund?

A request to refund a player registration fee must be made in writing. Fill out the refund request Form.

Send email to: website@ayso712southbay.org or mail to:

AYSO 712

757 Emory St.

P.O. Box 500

Imperial Beach Ca 91932

We will deduct a \$15 administrative fee, due to insurance requirements. **NO REFUNDS** are allowed once a player has attended any practices, games or once the uniforms have been distributed.

How does someone register a player once practices have begun?

Contact the Division Representative, then make an appointment with the Registrar, Commissioner, or Assistant Commissioner. Call: 619-423-2976(AYSO) and leave a message and slowly and clearly say your telephone number , the date of your call, and your name and someone will return your call as promptly as possible.

Can a coach request a player?

A coach can only request his/her own child playing in the division that the coach is coaching.

Can a player request a coach?

Yes. In divisions U5, U6 requests are usually granted since we do not keep score or standings. Since we attempt to balance teams in divisions U8-U19, there is **no guarantee** that a request will be honored. Your division representative, the assistant commissioner and the regional commissioner have the final decision on player placement.

Can a player transfer teams?

If there is a problem where a child is initially placed and parent is not satisfied they are to contact the Division Representative. Any transfer of players will need the authorization of the Regional Commissioner and will only be authorized with the Division Representative's recommendation. This also applies to players wanting to play in an older age bracket.

What if it rains or is too hot during a regular season game?

The Regional Commissioner has the final word on when games are to be cancelled due to rain or extreme heat. Call any division representative to find out if games have been cancelled. **Cancelled games in the regular season are not made up.**

The uniform didn't fit?

Generally, uniforms arrive according to Regional age divisions. The uniforms have a size range from small to medium to large. Coaches are instructed to assign uniforms by size and **NOT** by jersey numbers. However, if a set of uniforms still do not include the size range of your child, you may order, at your expense, another uniform or a part of the uniform.

Refund Request Form

Season _____

Player Information

Player Name <i>(Please Print)</i>		Date of Birth
Street Address	City, State, Zip Code	Phone Number

Reason for Refund: <i>(Attach letter or email if available)</i>

Refund Information

Name	Signature	
Street Address	City, State, Zip Code	Phone Number

To be completed by AYSO

Type of Fee	Amount	
Registration Fee		<input type="checkbox"/> Cash <input type="checkbox"/> Check <i>(Cleared)</i> Yes No
AYSO National Fee		
Uniform Fee		<input type="checkbox"/> Not Issued <input type="checkbox"/> Not Used <input type="checkbox"/> Used
Total Refund:		

Name of Coach	Team Name	Division
Registrar – <i>(Initials)</i>	Updated Data Base <input type="checkbox"/>	
Treasurer – <i>(Initials)</i>	Issued Check <input type="checkbox"/>	Check #: Date:

AYSO REGION 712

Practice Fields and Gametime Fields

Due to the Budget crises at City Hall San Diego, as of July 1, 2009 all athletic teams using Park facilities will be assessed \$20 each per season. To avoid an immediate Park Permit assessment or denial please contact our field coordinator John H. Borja. High Schools have a cost and permit process and elementary schools, for now, have a no-cost permit process. All locations require a liability insurance certificate. Coach Borja has access to this as well. To contact Coach Borja please call 619-423-1616 or 619-423-2976 or johnb@ayso712southbay.org and leave a message.

***The fields at Southwest High School are limited. First priority goes to Southwest High School athletic team activities, i.e., football, baseball, etc.**

Teams that are currently authorized to practice there are U11B,U12B, U15B, and U16B Matrix teams.

***Starting August 4 and 6, 2009 the Southeast Corner of Borja Field will be used to train U5 Coaches from 5:30 to 6:30 covering 20yds. X 20 yds. for four (4) weeks.**

***Game Fields are located at Southwest High School and Nestor Community Park adjacent to Southwest High. AYSO is not permitted on the baseball field or the stadium field.**

THE ONLY VEHICLES ALLOWED ON SOUTHWEST HIGH SCHOOL FIELDS FROM AYSO BELONG TO COACH BELTRAN AND COACH BORJA.

THE ONLY VEHICLE ALLOWED ON SAN DIEGO PARK AND RECREATION FIELDS, BELONGS TO COACH BORJA.

***All 712 Board Members have a duty to report illegal activity to the Police and to identify violators of speed limits in parking lots.**

THE NEXT PAGE WILL LIST AVAILABLE PARKS, UNTIL DECEMBER 2009

Practice Schedule Plan *AYSO Region 712

Who practices?

Our **Matrix** club-competitive teams practice all year. You can see them at South Bay Rec, Southwest High, and Mar Vista High. They primarily practice on Tuesdays and Thursdays. They have permits.

Our competitive to our very young **Recreational** teams may practice at number of parks, ***by permit***, in our Regional zone. Our RZ(Regional zone) covers San Ysidro, Nestor, Imperial Beach, and Otay Mesa.

***Please contact Coach Borja before deciding to practice at any local parks. He has information that may have bearing on your practice schedule.**

The following parks have been permitted and available on a very limited basis starting August 1, 2009:

Montgomery-Waller Rec Center fields

Silver Wing Rec Center fields

Nestor Community Park

South Bay Rec Center fields

Larsen Field and Lighted Fenced Area

Vista Terrace Park

La Mirada Park

Parks that allow soccer practice but are used exclusively on a non-permit first-come-first-serve basis are:

Howard Lane Park

Sunnyslope

Berry

Veteran's Park(Imperial Beach)

Boy's and Girls Club field(Imperial Beach)* Check with their staff for any special events.

Ocean View Hills Community Park

Coral Gate Community Park

Parks that will be difficult to permit:

Palm Ridge Park(Highly impacted by previously permitted sports organizations)

ANY PERMITS ISSUED AFTER JULY 1, AT SDP&R WILL INCUR A CHARGE. **Please be aware that your team may incur a charge.**

School yards must be permitted and insured. ***Please check with Coach Borja.***

Contact: Coach Borja @ johnb@ayso712southbay.org or 619-423-1616

Important Dates to Remember

August 1	Teams may begin to practice
August 8 <u>OR</u> 22	Regional Referee Trainings at SWHi from 8a.m. to 2p.m. (2) Separate Opportunities
August 4,11,18,2	U5 Coach Training-Borja Field-5:30- 6:30p.m.
August 6,13,20.27	U5 Coach Training-Borja Field-5:30- 6:30p.m.
August 2	Opening Day Ceremonies and mini games.
September 12	Season begins U5 thru U19
September 20	Team Photo Day
October 31, November 7, 14, 21 December 5	Registration for Winter/Spring Season Registration for Winter/Spring Season Registration for Winter/Spring Season
November 7	Season ends for U10
November 14	Season ends for Divisions U5,U6,U8
November 14	Start of Division 10 Championship series
December 5	U10 Championship Finals U12 Area Play
January 2	Begin Winter/Spring Practices
February 20	First Winter/Spring Games
May 8	(tentative) end to lausura (Winter/Spring Games)
May 1	Fall Registrations Begin

Coaching Agreement

2009-2010

In consideration for being allowed to be a volunteer coach or assistant coach for Region 712 soccer team, I hereby certify that I will adhere to the rules and policies of the Region. These rules and policies are incorporated in the region by-laws, which are available for review and include, but not limited to the following:

1. I will follow the AYSO “positive coaching philosophy”. I understand that AYSO is for the children. Emphasis is placed on good sportsmanship and maximum enjoyment for the children.
2. I will be courteous to all AYSO officials, including referees, even if I disagree with their decision.
3. I will read and sign the KIDS ZONE PLEDGE.
4. All able-bodied players will play at least 2 quarters in each game, 3 quarters in U5,U6, U8.
5. The “gentleman’s agreement’ when teams are short of players must be followed in non-competitive divisions (U5,U6,U8). This means I will play an equal number of players as my opponent. However, as players arrive they may enter the game with the referee’s permission.
U5 and U6 may share players.
6. I will follow the “no slaughter” rule. This means that I will take appropriate action during the game to ensure that my team will have a maximum goal differential of five goals at any time during any game. I will remember that the purpose of the game is for all players to have fun.
7. I understand that failure to follow any of the above rules and policies, authorizes the Region to immediately terminate my coaching assignment. I understand that Region 712 can, at its option, take less severe action, and I agree to abide by its decision.

Coach’s Name

Coach’s Signature

Division

Boys/Girls

Date