

2010

AYSO Region 13 Team Manager Training

AYSO Region 13
711 W. Woodbury Rd.
Altadena, CA 91001
www.ayso13.org

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Team Manager Information Sheet

AYSO Region 13

2010 Season



Being a team manager for your child's team can be a fun and rewarding experience. Staying organized and soliciting help from other parents is the key to a successful season. The following are the important tasks/ responsibilities that will need to be completed during the season:

Team Manager Tasks:



1. **Team Roster/ Information Sheet-** It's very helpful for each family to have the contact information of every child on the team. This way, families can contact each other for things such as carpooling, game time reminders, etc. Rosters often include names, addresses, phone numbers (cell and home), and email addresses. Make sure that each family gives their OK to the information that will be published, and then provide them with a copy for use during the season.



2. **Player Registration Forms-** Make two copies of each form and make sure that each family signs (in ink) each copy of the player registration form (for coach, assistant coach, team manager). Your coach will give you the registration forms.



3. **Communication-** It's important to regularly communicate with the coach in order to relay important information to the families. Try to be available at games and practices so parents can get their questions answered and to encourage their involvement. Email is a great way to relay information, provide snack reminders, and game times. There are however those that do not use email. This can be handled through a quick phone call or by mailing a quick note or copy of your email.



4. **Kids Zone-** A program to eliminate negative sideline behavior by producing a positive impact on everyone involved in youth soccer. The Team Manager supports the program's goal by having each family sign the Kids Zone Parent Pledge and providing them with Kids Zone buttons to be worn at games.



5. **Email Alert-** Make sure to sign up for the AYSO region 13 Email Alerts to keep yourself updated on region information. Encourage the families on your team to sign up as well. (www.ayso13.org)



6. **Parent Handbook-** Make sure that every family receives a copy of the Parent Handbook. Parent Handbooks should be ready by the first game day or soon after at the coach's tent. Be sure to check for the Region 13 email alert, which will let you know when they are ready to pick up.

Volunteer Positions for Parents on Your Team:



1. **Snack Schedule**- Create a snack schedule, which gives each family a turn at bringing the team snack for halftime and at the end of the game. Halftime snacks include fruits such as quartered oranges or other juicy fruits. End of game snacks include juices or water and crackers, granola bars, or other healthy snacks. Be sure to find out if any of the children have food allergies as the season starts.



2. **Companion Coordinator**- Ensures that the coach and players are never left alone during practices. Escorts/ arranges for escorts to the restroom or other location and is there during practices for teams with a coach that is the opposite gender. ***One easy way the team can share this responsibility is to have whoever is assigned to provide snacks that week become the companion at the team practice on the same week.



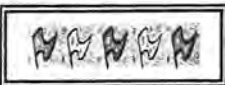
3. **Field Inspection and Beautification**- Coordinates the team parents to inspect their playing field for trash and sharp objects prior to the game for player safety. Also reminds everyone to pick up trash after the game and is responsible for making sure the area is trash free before leaving the field. This responsibility can also be shared by having parents do it the same day as they bring snack.



4. **Team Sponsor**- Each team must have a sponsor to participate in season play. Sponsorship is \$350.00 per team and provides needed supplies and equipment for the region. Sponsors can often be found on the team from a parent who owns a business, or from a community business or organization. The team can even sponsor itself!



5. **Picture Day Representative**- Picture day is an important season event. It is helpful to communicate the time and location of picture day and hand out all the information regarding cost two weeks prior to the date. They also help on picture day to line kids up and escort them into the picture taking area. Pictures are mailed to each family's home.



6. **Banner/ Stand Creator**- Coordinates the creation of the team banner and stand. Collects funds for the banner from the parents of the players. The banner can be purchased or created by the team members and/or their families. Make sure to get started right away so it is ready for Picture Day/ Opening Ceremonies in September.



7. **Goal/Field Set Up and Close Down**- Retrieve and set up the goals on the field when you are the first game of the day. Take down and store the goals in the proper location if you are the last game of the day.



8. **End of Season Party**- It's a tradition to have an end-of-season party. This is the time to present awards to players, gifts to coaches and referees, and celebrate a fun season. Make arrangements at locations such as a pizza parlor or family home and solicit volunteers to bring food, cake, paper goods, and gifts.



AYSO **safe haven**



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 a good communicator;
2. Be organized; and
3. Be dependable.

Supervision Protocols

While performing as the team parent, 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
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 anticipated time commitment for a team parent is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

Jan:	hrs.	Feb:	hrs.	Mar:	hrs.	Apr:	hrs.	May:	hrs.	Jun:	hrs.
Jul:	hrs.	Aug:	2 hrs.	Sep:	4 hrs.	Oct:	4 hrs.	Nov:	4 hrs.	Dec:	2 hrs.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of team parent, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the team parent coordinator;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

Activity Locations

While performing the duties of team parent, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. The 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.

AYSO REGION 13 TEAM VOLUNTEER JOB DESCRIPTIONS

Head Coach – The position of coach is intended to develop 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 and clinics (Training required).

Assistant Coach – helps the head coach with all coaching responsibilities (Training required).

Referee – controls soccer matches played between teams of youth players in the age groups of U6 to U19 according to the AYSO National Rules & Regulations, the FIFA Laws of the Games and the prevailing guidelines provided at AYSO training courses (Training required).

Team Manager – Distributes information to the coaches, players and families of players. Provides information to the Region as requested on behalf of the team (Training required).

Banner & Stand Creator – Coordinates the creation of the team banner and stand. Collects funds for the banner from the parents of the players. Banner may be purchased or created by the team members and or team families.

Team Refreshment Coordinator – Creates the schedule for the snack at half time and at the end of the game. All families on the team are expected to participate.

Picture Day Representative – Responsible for providing information regarding the picture day event to the players' families, informing the team of picture time assignment and location, insuring all team members have completed the proper paperwork and are ready for the picture at the designated time. Picks up pictures at coaches tent when ready and distributes to the team.

Field Inspection & Beautification Coordinator – Coordinates the team parents to inspect their playing field for trash and sharp objects prior to the game for player safety. Also reminds everyone to pick up any trash after the game and is responsible for making sure area is trash free before leaving the field area.

Practice Coach/Companion Coordinator – This person ensures that a player is never left alone or left alone with an adult other than his or her own child. This person also escorts players to the restroom or other location (i.e. drinking fountain).

Team Sponsor – Provides the additional financial resources that allow Region 13 to operate, provide uniforms and maintain playing/practice fields.

Goal/Field Set Up & Closing Representative – The first teams of the game day are responsible for retrieving and setting up the goals on the field. The last teams of the game day are responsible for taking down and storing the goals in the proper location. This position checks the game schedule to determine if they have the first/last game of the day and then assigns persons to the appropriate duty.

AYSO Region 13 Team Volunteer Form

Division: Team No. _____

Coach:

Team Name:

Assistant Coach:

Team Sponsor:

Referee 1:

Field Inspection:

Referee 2:

Team Party Planner:

Alt. Referee:

Companion Coordinator:

Team Manager:

Picture Day Representative:

Banner/Stand Creator:

Field Set Up:

Kid Zone Coordinator:

Snack Schedule:

Please send this form by to Maria Chirivella at machirivel@gmail.com by Oct. 2,
or return form to administrative tent or send to:
711 W. Woodbury Rd., Unit E, Altadena, CA 91001



AYSO—Region 13 Team Sponsorship Form

Each year, we ask each team to find a sponsor to give at least \$ 350.00 to help Region 13 provide a quality soccer program on quality fields. We do this because the Region incurs substantial expenses beyond what we collect from registration fees. These expenses, beyond the obvious ones for player uniforms, player pictures, include field maintenance and improvements that consist of fertilizer, and upkeep of the fields we use. They also include the capital improvements that we have made at our local schools and city parks. There is also considerable costs associated with providing coach and referee training and equipment. National as well as Area 1C player fees are paid annually. All of these costs are more than what we collect from our fees and the team sponsorship help us bridge that deficit. Please help our region grow, to keep your children playing.

The sponsor will be acknowledged with a plaque. Submit this form with your sponsor's contribution by October 1st to assure that the plaque will be available for you to deliver to the sponsor by season's end.

Team No: _____ Team Name: _____

Head Coach: _____

Email: _____

Team Manager: _____

Email: _____

Sponsor Name (to appear on plaque): _____

Email: _____

Sponsor Street Address: _____

City, State and Zip: _____

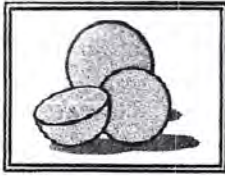
Amount: \$ _____ Check # _____ (Made out to AYSO Region 13)

Mail Form and Contribution to:
AYSO Region 13- Team Sponsor Program
711 W. Woodbury Rd. Unit E Altadena, CA 91001

Questions? Please contact Marco Quezada - pastrc@aysol3.org

Sponsor Contributions are Tax Deductible

AYSO is a non-profit 501 (c)(3) corporation – Tax ID 95-6205398



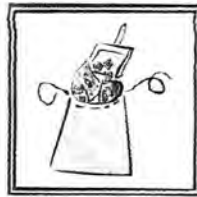
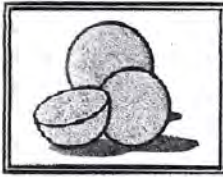
Snack, Field Inspection, and Bathroom Companion Schedule
(U6/U7/U8 only)

Please sign up for one game week below. During that game week, your family will be responsible for:

1. providing a halftime and end of game snack
2. inspecting the field for trash and sharp objects before and after the game
3. providing the coach's "Practice Companion" (same sex as the players) during that week's practice

Any changes to this schedule must be made in advance.

Date	Game Time	Game Location	Family
9/11			
9/18			
9/25			
10/2			
10/9			
10/16			
10/23			
10/30			
11/6			
11/13			
11/20			



Snack, Field Inspection, and Bathroom Companion Schedule

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10/2			
10/9			
10/16			
10/23			
10/30			
11/6			
11/13			
11/20			
12/4			Playoffs
12/11			Playoffs



Sample Handout to Give to Parents -- Optional

Greetings:

Welcome to another fun-filled soccer season for your child and your family. One way to ensure that this is a great year is to make sure everyone understands what AYSO is all about.

AYSO is an organization that is run by volunteers. This includes your child's coaches, referees, team manager, snack coordinator and so on. It is critical that everyone pitch in one way or another in order for it to be a positive, fun, safe, and organized experience for all.

The purpose of the AYSO soccer experience is for the children to have fun, build their self-esteem, exercise, and to build friendships. We all need to keep this in mind at the games. Inappropriate yelling or hurtful words to any coach, referee or child is unacceptable. Let the coaches do the coaching – just cheer for the kids. If parents begin coaching, it gets overwhelming and causes confusion for the players.

Please remember to do the following:

- ◆ Players: Bring your ball and a bottle of water to practices and games.
- ◆ Players: Wear soccer shoes and shin guards to all practices and games.
- ◆ Players: Always go to the bathroom prior to arrival.
- ◆ Parents: Make sure your child has plenty of water to drink prior to event.
- ◆ Parents: Make sure your child does not wear any jewelry or hair clips. The referee will make the players take them off! This is not a good time for your child to get ears pierced. If your child is planning to have one or both ears pierced in the near future, just remember that play-offs can run into the middle of December.
- ◆ Parents: Always arrive 30 or 45 minutes prior to a game so the girls have a chance to warm-up and have a safe game. Some coaches want the players there 30 minutes prior and some want them there earlier than that.

- ◆ **Parents:** Please notify the team coach or team manager if/when you drop-off and pick-up your child. We want to make sure your child is safe at all times. Especially for the younger ones, please walk your player to the field – don't let them off at the curb at any of our locations.
- ◆ **Parents:** You must pick up your child **on time** for both practices and games. Per AYSO rules, children who are not picked up after 15 minutes following a game or practice will be turned over to local police. We don't want this to happen, so please be on time!

Important dates:

First game: September 11th - time to be announced

Opening Day Ceremonies: Saturday, September 25th - 8:30, Rose Bowl

Picture Day: Saturday, October 9th, Brookside Park - time to be announced.

At the end of the season we will want to have a team party, where the coach will hand out the trophies and we can express our appreciation for the coaches and referees. Details about the party will be forthcoming. I will be taking up a collection for a gift for our coach and assistant coach to be presented at that party.

Donations of outgrown soccer shoes, shin guards, shorts and jerseys can be made at the coaches' tent at anytime during the season. You can give equipment donations to the team manager to be dropped off if you wish.

Please see the parent's handbook for game times and locations. You will be notified of any changes. You can also check the website at www.ayso13.org, which will give you information on all AYSO events/etc.

If you have questions, please feel free to give me call at (###) ###-### or email me at myname@emailprovider.org

Thank you,

Your name
Team Manager



You are invited to our 38th annual

AYSO REGION 13

(Altadena Pasadena La Canada)

OPENING CEREMONIES

Saturday September 25th

at

JACKIE ROBINSON BASEBALL FIELD

(Jackie Robinson Baseball Field is adjacent to Brookside Park and near the Kidspace Museum. It is just south of Area H and ¼ mile south of the Rose Bowl and ¼ mile North of the Aquatics Center.)

**Park in Lot I, ¼ Mile south of the Rose Bowl
near the Kidspace Museum**

8:00 AM Teams enter and line up

8:30 AM Ceremony begins

**9:35 AM Commissioner Kareem Badaruddin
concludes ceremony**

**Referees march into Jackie Robinson Baseball Field first, followed by all
teams starting with Under 5 (youngest to oldest), then
board members and executive committee.**

**Coaches, Referees and all Players
wear your uniforms
and bring team banners**

If you can help at the ceremony, please arrive at 7:00 a.m., breakfast will be provided.

Questions - Call Bill Ukropina at (626) 509-1000 or cell (626) 233-0383.

Kids Zone

In recent years, the national media has focused on the negative, even violent, behavior of players, coaches and parents involved in youth sports. In a proactive effort to counteract this trend of violence, AYSO has a program called Kids Zone.

History of Kids Zone:

Kids Zone was the "brainchild" of then Region 234 Commissioner Steve Hamann in 2000. Steve sensed during his field "walkarounds" that the environment was changing. There was more tension, more shouting (definitely more attitude) and less fun than the region's parents and volunteers had come to expect.

A man of action, Steve came up with a plan that he believed would remind parents that their behavior at games is crucial to setting a good example. His plan included three-inch Kids Zone buttons distributed to parents and coaches and field signs to remind visitors of appropriate conduct. In Region 234 it quickly became obvious to parents that it was up to them to ensure good sideline behavior or suffer the consequences.

Steve approached staff members at the AYSO National Support & Training Center to help him get his plan under way. The National Board of Directors and NSTC staff members provided partial funding and support to implement the plan and that, as we say, was the beginning. The plan was for Region 234 to pilot the program that fall and then make the project ready for national implementation the following year. Steve and Region 234 did an exemplary job and provided the BOD and NSTC staff with reports, ideas and help to launch the new program.

Since its inception, we have added a Kids Zone Parent Pledge and other assorted materials and paraphernalia. Currently the Kids Zone program is being used in nearly 50 percent of our AYSO regions. Kids Zone does help in controlling negative sideline behavior, but it is not a magic potion, it takes continual reinforcement and commitment to the ideals of good sportsmanship and the AYSO philosophies.

Our Program:

As part of AYSO's education agenda, Kids Zone is a dynamic program targeted to eliminate negative sideline behavior. It is aimed toward producing a thoroughly positive impact on everyone involved in youth soccer. To execute this program, four basic elements are involved:

1. The Button. This is a pin-on button bearing the program's logo. This will be worn by program supporters at games, and will serve as a reminder of the importance of positive sideline behavior.

2. The Sign. A large sideline poster, which lists positive behavior standards, designed to be posted at the entrance of participating fields. Parents and spectators who will abide by these standards are welcome -- all others are not.

3. The Pledge. We will request AYSO parents to sign a pledge that holds them to the Kids Zone standards.



Kids Zone Parent Pledge

Please read, initial each item, sign at the end, and return to the coach or the appropriate AYSO volunteer.

1. I pledge to be on time or early when bringing my child to his/her practices and games. I understand that it may be uncomfortable for my child to be late to a game or practice and that he/she is subject to physical risk if not provided with adequate time to warm up. I understand that I am encouraged to stay during practices and games, but if I do not, I will be there when he/she is finished. Being punctual shows respect for the coach, who has other time commitments, and it tells my child that he/she is my top priority. _____
2. I understand that the top three reasons kids play sports are to have fun, make new friends and learn new skills. I understand that the game is for the kids, and I will encourage my child to have fun and keep sport in its proper perspective. I understand that athletes do their best when they are emotionally healthy, so I will be positive and supportive. _____
3. I will redefine what it is to be a "Winner" in my conversations with my child. Winners are people who make the maximum effort, continue to learn and improve, and do not let mistakes, or fear of making mistakes, discourage them. I understand that mistakes are an inevitable part of any game and that people learn from their mistakes. I understand that all children are born with different abilities and that the true measure of success is not how my child compares to others, but how he/she is doing in comparison to his/her best self. _____
4. I will "Honor the Game." I understand the importance of setting a good example of sportsmanship for my child. I will show respect for all involved in the game including coaches, players, opponents, opposing fans, and referees. I understand that officials, coaches, and players make mistakes. If the referee makes a call I do not agree with, I will refrain from questioning, insulting or making personal attacks against him or her. _____
5. I understand that games can be exciting for my child as he/she deals with the fast-paced action of the game, responds to opponents, referees, teammates, and listens to coaches. I will not yell out instructions. During the game, I will make only sportsmanlike comments that encourage my child and other players on both teams. _____
6. I will not make negative comments about the game, coaches, referees or teammates in my child's presence. This sets a bad example, which can negatively influence my child's motivation and overall experience. I agree to act in a sportsmanlike manner and make every effort to foster a friendly and non-violent atmosphere. _____

I agree to honor the AYSO Parent Pledge in my words and actions.

Parent Signature

Print Child's Name

Tools for Parents

The following ideas may be helpful for being a supportive AYSO parent.

Conversations before the games

- Tell your child you love him/her regardless of the outcome.
- Tell him or her "Go for it, give it your best shot and have fun!"

During the game

Understand that kids are over-stimulated during games. The coach may be giving instructions, opponents and teammates are talking, the crowd is cheering, and the referee is blowing the whistle. To a youth sports participant, the atmosphere is much like that of a fighter pilot with enemy jets racing all around. Do not yell instructions to your child during the game because it only adds to the confusion. Sometimes the best thing you can do as a parent is to be quiet.
Cheer and acknowledge good plays by *both* teams.

After the game

- Thank the officials for doing a difficult job.
- Thank the coaches for their efforts. After a difficult loss, recognize that it is not a good time to question a coach.
- Thank your opponents for a good game.
- Congratulate your child and his or her teammates for their efforts.
- Compliment individual players on good plays they made in the game.

During the car ride home

- Point out a good play your child made during the game.
- Avoid criticizing or correcting mistakes.
- Ask open-ended questions about how the game was played rather than how many points were scored. Here are examples of open-ended questions that might apply:
 - ✓ Did you have fun?
 - ✓ Did you give it your best effort?
 - ✓ What did you learn from the game?
 - ✓ What was the best play you made and how did it feel?
 - ✓ Did you bounce back from your mistakes?

AYSO recognizes the efforts and advancements made by the Positive Coaching Alliance in Honor of the Game. The Kids Zone Parent Pledge is adapted from Positive Coaching Alliance's Parent Pledge (www.positivecoach.org)

3. AYSO Background

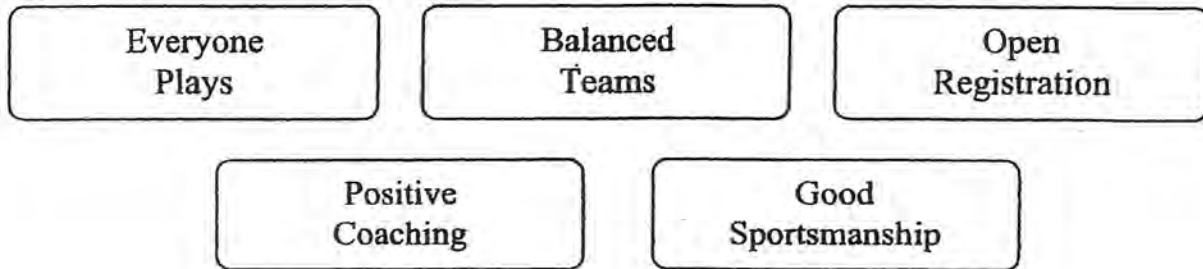
AYSO Vision Statement

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

AYSO Mission Statement & Philosophies

To develop and deliver quality youth soccer programs, which promote a fun, family environment based on our five philosophies.

As Regional Commissioner, one of your responsibilities is to ensure your region is managed with these philosophies at heart. Without the five tenets, AYSO would not be the respected and reputable youth soccer program it is today.



Everyone Plays

Our program's 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

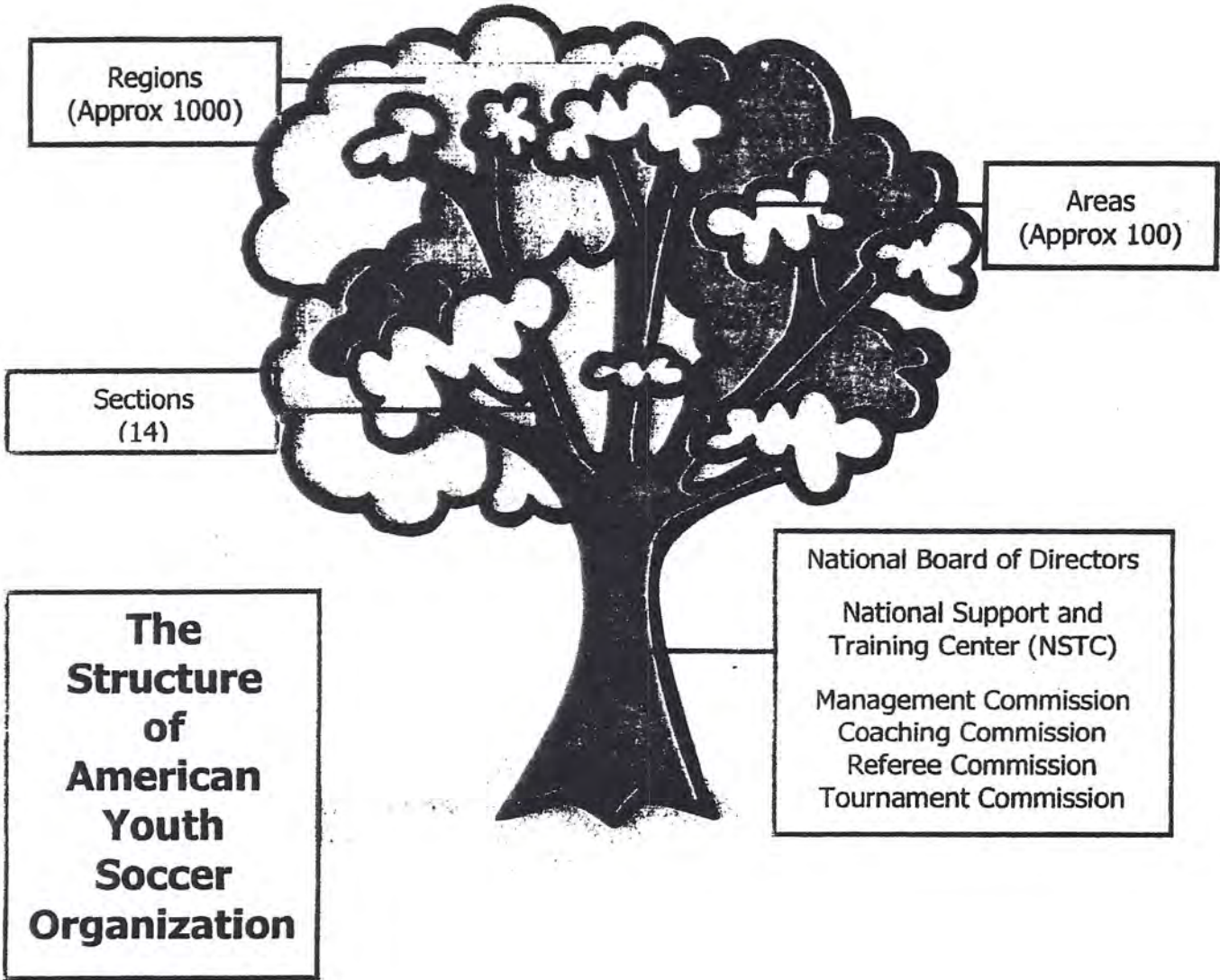
Our program is open to all children between 4 and 19 years of age who want to register and play soccer. Interest and enthusiasm are the only criteria for playing.

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 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.



AYSO Services and Benefits

Member Assistance: NSTC phone number 1-800-USA-AYSO
Legal Assistance
Risk Management
Communications – monthly mailings
Accounting Services – National Accounting Program (NAP)
Registration/Data Processing
eAYSO
Section Conferences
National Annual General Meeting (NAGM)
Educational Services - coach, referee, management, and instructor training
Tournaments and National Games
Publications – *Playsoccer*, *InPlay*, and *AYSO Shorts*,
Regional Assessment Program

AYSO Web Pages

- (1) www.soccer.org
AYSO program and general information.
- (2) www.aysohelp.org
AYSO instructor help page. Course registrations can be accomplished here and lesson plans can be downloaded.
- (3) www.eayso.org
Individual, region, and other records can be viewed here. Regions can register players and volunteers thorough eAYSO. Course registrations can also be accomplished here.
- (4) www.aysoshare.org
Unofficial web site managed for the Management Commission. This contains samples of registration flyers, newsletters, and other items.



4. AYSO Program Overview

National Bylaws

The National Bylaws describe how AYSO operates as a nonprofit corporation within the law. The national structure is defined [section 1.02], the national organization duties and responsibilities are outlined [section 1.03], as well as the duties and responsibilities of a region [section 1.04].

Regional commissioners from chartered regions [section 1.06] are executive members [section 3.03b] and have the right and responsibility to vote on national matters [section 3.05]. The regional board shall nominate a regional commissioner for a term of three years [section 7.03].

National Policy Statements

The AYSO National President and Board of Directors have the authority to adopt policy. National policy statements have been adopted to limit the use of the AYSO name and trademarks, to guide special programs which operate outside the regular season, and to provide standards of conduct for AYSO officials, among others. The Standard Regional Guidelines are in article VI.

National Rules and Regulations

- a) The National Rules and Regulations describe how AYSO runs age specific programs/games. It describes how FIFA Law is modified for age specific games and what the organization's expectations for participation are [section I]; provides details on team formation and game participation [section II]; details registration requirements [section III]; and sets player uniform rules [section VI].
- b) AYSO follows FIFA laws with FIFA authorized modifications.

Standard Regional Guidelines

- a) The *Standard Regional Guidelines* are the default operating procedures for a region that has no other documented and approved procedures. The *Standard Regional Guidelines* can be tailored and amended as long as the *National Rules and Regulations*, the *AYSO National Bylaws*, and the *Policy Statements* are not violated. Alterations must be area and section director approved.
- b) Modifications to the *Standard Regional Guidelines* provide specifics on how a region implements the AYSO program. The modifications should be clear and specific to eliminate any ambiguity that affects regional operations.
- c) Some items that can't be changed that regions often try to change:
 - The Laws of the Game (FIFA Law)
 - The prohibition on paying volunteers [Policy Statement 2.5] or giving volunteers financial breaks because of their volunteer status [SRG Article 7, para 9].
- d) Remember, the *Standard Regional Guidelines* cover regional operations. If a region participates in interregional play, those games are played under area or section guidelines.

5. Duties and Responsibilities of the Region

National Bylaws, Section 1.04, Duties and Responsibilities of the Region

[NOTE: This is also Article 3 of the *Standard Regional Guidelines*.]

The duties and responsibilities of the region shall be, to the extent permitted by its size and available resources:

- (a) To operate and offer a quality youth soccer program to all youth from 4 through 18 years of age in a safe, fun, fair, positive environment that complies in letter and spirit with the bylaws, policies, rules, regulations, and philosophies of AYSO;
- (b) To maintain good community relations and become involved in youth development and other community activities;
- (c) To register with the National Support and Training Center (NSTC) all participating players, coaches, referees and where appropriate, administrators, prior to the commencement of the season;
- (d) To assign players and coaches to assure proper balance of teams within each age division within the region or within a reasonable part thereof;
- (e) To obtain and maintain safe playing facilities;
- (f) To obtain and be accountable for uniforms, balls, goals and other equipment and to use such equipment in a safe manner;
- (g) To schedule practices and games;
- (h) To recruit and assign volunteer coaches and referees, and train them through clinics and audio/visual programs;
- (i) To disseminate information to the participants, their families and the community concerning the region and its programs;
- (j) To recognize volunteer efforts;
- (k) To hold periodic meetings of the regional board and disseminate to the participants, their families and the community appropriate information concerning the operation of the region by the board;

- (l) To publish for the region and the files of the organization, and make available to the participants and their families at least annually, financial statements of the region and guidelines for the operation of the region approved by the Area Director and Section Director, or in the absence of such guidelines operate the region in accordance with the *Standard Regional Guidelines* as are in effect from time to time;
- (m) To collect and disburse fees and other monies for the sound financial organization and operation of the Region, to keep and submit to the National Support and Training Center, as required, accurate financial records to insure continuation of the tax exempt status of AYSO, to participate in the National Accounting Program and to pay the National Support and Training Center prior to the start of the each season the national portion of its registration fees and all amounts due with respect to its purchases;
- (n) To elect or appoint, at a minimum, a regional commissioner, treasurer, risk manager/safety director, coach administrator, referee administrator, and child and volunteer protection advocate;
- (o) To comply with the Soccer Accident Insurance (SAI) plan and to submit insurance claims according to current procedures;
- (p) To notify the National Support and Training Center (NSTC) immediately of any threatened or actual claim or lawsuit against the Region;
- (q) To implement AYSO's national programs available to the region at least once a season;
- (r) To cooperate with neighboring regions, and area, section, and development personnel to promote growth, development, and cooperation throughout AYSO;
- (s) To participate in area, section, and National events and programs; and
- (t) To cooperate in policies and procedures developed by the Board or the National Support and Training Center with respect to requiring each coach, referee, and other designated volunteers to complete a volunteer form, and with respect to verifying the information obtained, before permitting the coach, referee or such volunteer to participate.



AYSO Safe Haven Policies For Child and Volunteer Protection



Child and Volunteer Protection

Administration

1. The region is committed to the protection of all its children from abuse and neglect while participating in the program and it promotes the awareness and prevention of child abuse in the community at large.
2. The region shall have at least one child and volunteer protection advocate (CVPA), who shall be responsible for overseeing the AYSO Safe Haven child and volunteer protection program in accordance with AYSO guidelines. He or she shall be a member of the regional board and will act as the main resource on child protection issues and shall be the region's liaison with the National Safe Haven Administrator/Manager at the AYSO National Support & Training Center.
3. A volunteer application form must be submitted each year. It is easiest and most secure if the volunteer supplies or updates his/her information online through eAYSO. The online form can be printed out, signed and dated and submitted to the region. Alternatively, an applicant may submit a paper AYSO volunteer application form. The region should provide pre-printed volunteer applications for returning volunteers, available from the NSTC as part of the registration package. In either case, the form is extremely important because it authorizes AYSO to perform applicant screening. Volunteers should know that they are subject to screening. Criminal background checks are performed at the NSTC on a targeted basis focusing on certain higher-risk positions for immediate checking.
4. The region shall have the right to deny the participation of any individual, who refuses to fill out the volunteer application form completely, lies or knowingly misrepresents information on the application form, or who violates the principles of these child protection policies. AYSO shall have the right to revoke both the registration and certification of any volunteer who falsifies information, is found guilty of child abuse, neglect, or other crimes.
5. The requirements for good faith reporting to law enforcement agencies and child welfare agencies in the state of _____ are as follows: (fill in your state requirements).
6. Any volunteer under investigation for alleged abuse, neglect, or endangerment will be asked to resign voluntarily until the matter is resolved. If the volunteer refuses, the board will move to suspend the volunteer until the matter has been resolved. The names and identities of the parties involved shall be protected at all times during the proceedings.
7. A suspended volunteer who is subsequently cleared of all charges may apply to the regional commissioner (RC) and board for reinstatement in the region. However, reinstatement is not a right, and reinstated volunteers are not guaranteed to return to their former positions.

Training

1. All coaches, referees, other volunteers who work directly with children, and the child and volunteer protection advocate shall be trained and certified before working with children

in accordance with current AYSO recommendations and requirements.

2. Only official AYSO materials and courses (or those approved by AYSO) may be used to train and certify these volunteers. Only official AYSO programs, procedures, and policies will be taught.
3. To validate each attendee's training and certification, and to ensure that the coaches and referees are registered with AYSO, records of training or certification course attendance will be maintained in eAYSO or through the submission of properly signed rosters of attendees sent to AYSO Programs Department. Instructors should always keep copies of their rosters.
4. Only AYSO certified and registered instructors are authorized to lead courses and clinics.
5. All other regional volunteers will be trained in child and volunteer protection as appropriate.
6. Volunteers shall be subject to ongoing evaluation, and additional training may be required to maintain good standing within the region and the organization.

Supervision

1. The regional board shall cooperate with the CVPA to ensure the safety of the region's players.
2. The coach administrator and the CVPA, prior to each season, shall meet with the head coach of each team, either individually or in groups, to review child protection and supervision responsibilities.
3. The coach administrator shall observe and review the performance of coaches to see that it conforms to the standards set by this child and volunteer protection policy.
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.
5. The referee administrator and the CVPA, prior to each season, shall meet with the referees, either individually or in groups, to review child protection and supervision responsibilities.
6. The referee administrator shall observe and review the performance of the referees to see that it conforms to the standards set by this child protection policy.
7. The game referee is responsible for providing a "child safe" atmosphere for the match, and has both the duty and authority to take any reasonable action to make it so. The referee is to report to the referee administrator and CVPA any cases of questionable conduct toward children by any coach, player, parent, sibling, or spectator before, during, or after the match.
8. 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. The recommended supervision ratio should be 1:8 or

less; that is, one adult for every eight or fewer children and two adults present at all times (one of whom may be the coach and one of whom should be the same gender as the players).

9. Volunteers shall notify the RC, CVPA, and parents concerning AYSO activities away from the regular practice areas, playing fields, or other designated areas. Such notification should be documented, stating the nature of the activity, the names of the children involved, and the names of the adult supervisors.

Conduct

1. The region advocates and expects exemplary behavior by all its participants, and it will hold a strict line on conduct as laid out in these policies.
2. Abusive statements such as those that deal with race, ethnicity, religion, nationality, gender, age, sex, or sexual orientation are not permitted.
3. In addition, physical, emotional, sexual, and ethical abuses are prohibited, as is neglect or endangerment of a child.
4. Some forms of touching are acceptable as long as they are respectful and appropriate:
 - Touching should be in response to the need of the child, not the need of the adult.
 - Touching should be with the child's permission.
 - Resistance to touching must be respected.
 - Touching must never include the breast, buttocks, or groin.
 - Touching should be done in the open, not in private.
 - Touching should have a brief, limited duration.
 - A child's comfort level with touching is influenced by factors such as age, developmental stages, social and emotional well-being, life experiences, gender, etc. all of which change over time.

These policies will be updated regularly as needed. To stay current or for further information, check the AYSO Web site at www.soccer.org OR contact the National Safe Haven Manager and Administrator at the AYSO National Support & Training Center.

Notes _____

The Two Cycles of Child Protection

The Intervention Cycle

Child protection is expressed through two cycles. The Intervention Cycle and the Prevention Cycle. These are intended to stop child abuse before it gets into the program. The intervention cycle has four elements which include:

- 1. Create Child Protection Policies.** Some of these policies include
 - The region is committed to the protection of all its children from abuse and neglect.
 - The region shall have at least one Child and Volunteer Protection Advocate (CVPA), responsible for overseeing the AYSO Safe Haven child and volunteer protection program in accordance with AYSO guidelines. He or she shall be a member of the regional board and will act as the main resource on child protection issues and shall be the region's liaison with the National Safe Haven Administrator/Manager at the AYSO National Support & Training Center.
 - The region requires all volunteers to submit a completed AYSO Volunteer Application Form each year, either online or by using the manual hard copy form.
 - Once the head coach has assumed charge of the children on his or her team, he or she remains responsible until a designated adult has taken charge.
- 2. Screen Volunteers**
 - a) Using the volunteer application form provides the region with six levels of screening. Please review the AYSO Screening protocols found in the CVPA manual.
- 3. Train Volunteers**
 - a) All coaches, referees, other volunteers who work directly with children, and the child and volunteer protection advocate shall be trained before working with children. Head coaches, assistant coaches, and referees shall be certified.
 - b) Only official AYSO materials and courses (or those approved by AYSO) may be used to train and certify these volunteers. Only official AYSO programs, procedures, and policies will be taught. Courses and clinics shall be taught by AYSO certified and registered instructors.
 - c) All other regional volunteers will be trained in child and volunteer protection as appropriate.
 - d) Volunteers shall be subject to ongoing evaluation, and additional training may be required to maintain good standing within the region and the organization.

4. Promote Education and Awareness

The educational component of Safe Haven should include quality leadership

- Train every volunteer. This means minimum training standards and continuing education.
- Certify every volunteer. Volunteers must demonstrate competency and awareness of child and volunteer protection, discipline specific knowledge, age appropriate techniques, and AYSO culture.
- Materials
 1. Safe Haven manuals for child and volunteer protection advocates, coaches, and referees.
 2. Provide Safe Haven brochures and information sheets.
- Family programs

Initiate a program to educate and teach kids about AYSO culture.

The Prevention Cycle

There are eight elements in the Safe Haven Prevention Cycle. These are proactive steps that provide the medium for positive, healthy child development.

1. Foster Meaningful Relationships

- The coach-player relationship can be the one of the most influential relationship in a child's life.
- It is important for coaches and all volunteer to understand that they are role models for our youth.

2. Make Kids Full Participants

- Kids want to be listened to, they want to be part of the decision making process.
- Most players feel that they have some good ideas and ways to improve their soccer experience.
- We encourage you to solicit and validate the opinions of your players.

3. Promote Ethical Behavior

- We're talking about right versus wrong.
- Remember, kids will follow your lead. We are the ultimate example of ethical behavior.
- Teach kids that it really is about how they play the game and how they treat each other. It's not about winning.
- Be consistent. Say what you mean, mean what you say, and try to always say it kindly.

4. Model and Teach Conflict Resolution

- There is a saying, "If We Don't Model What We Teach, We Are Teaching Something Else."
- We set the example in how we interact with each other as adults.
- We may not agree with another coach's decision or a referee's call, but what matters most is how we handle ourselves at these times.
- We need children to see that all situations can be discussed calmly.

5. Encourage Kids to Speak Out

- Keep in mind that all kids have different levels of confidence when it comes to speaking out or expressing their opinions.
- Try to find ways with kind words and genuine interest to draw kids out in a safe environment that is created by the adult in charge.

6. Cultivate Kids' Self-Images

- Having a positive self-image is the first step towards a successful adulthood.
- Avoid expressing empty praises, kids know when we're telling the truth. For example: Praise kids for the qualities they bring to the field.

7. Implant Excellence in Individual Achievement

- Help players set goals.
- There must be a reason for each action. If a child is given a task, the reason for that task must be clear in the mind of the adult and explained to the child. A coach should not have 6-year-olds run five laps for a bad play because "it builds character and stamina." Having 6-year-olds dribble soccer balls once around the field at the start of practice might be justified as a means of warming up muscles, increasing cardiovascular activity, and building ball skills.

8. Keep Things FUN

- AYSO soccer should be fun for both players and volunteers.
- Focus on how players and volunteers interact.
- Make an effort to put a positive spin in all that we do.

