

AYSO REGION 145 MILLBRAE

Web Site: www.millbraeayso.com

Info Line: (650) 697-0750

2009 PARENT HANDBOOK



AYSO
American Youth Soccer Organization
Region 145, Millbrae CA
P.O. Box 1461, Millbrae, CA 94030
Info Line: (650) 697-0750
Web Site: www.millbraeayso.com

Dear Participants,

The American Youth Soccer Organization (AYSO) has been providing families in the City of Millbrae with a quality youth soccer program for thirty three years. I am proud to be associated with an organization that consistently delivers a quality youth athletic program while adhering to a strong set of values. We strive to provide a fun, fair and safe youth soccer program based on the philosophies of AYSO: Open Registration, Balanced Teams, Everyone Plays, Positive Coaching, and Good Sportsmanship.

I invite each of you to participate in the AYSO program by volunteering your time and experience. AYSO is an all volunteer organization.

Mike Palu
Regional Commissioner, Region 145

AYSO REGION 145 – MILLBRAE

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2009 BOARD MEMBERS

Position	Name	E-Mail Address
Regional Commissioner	Mike Palu	rc@millbraeayso.org
Regional Coach Administrator	Jesus "Chuy" Deleon	rca@millbraeayso.org
Regional Referee Administrator	Ted Marsh	rra@millbraeayso.org
Child/Volunteer Protection Advocate	Ciaran Phibbs	cvpa@millbraeayso.org
Registrar	Laurel Gibbs	registrar@millbraeayso.org
Safety Director	Paul Axiaq	safety@millbraeayso.org
Treasurer	John Ford	webmaster@millbraeayso.org
Secretary		
Equipment Manager	Steve Almes	eqpt@millbraeayso.org
Regional Director of Instruction		
Regional Director of Assessment	Steve Jacobs	Steve.jgift@sbcglobal.net
U16/U19 Division Coordinator	Amir Davallou	U1619coord@millbraeayso.org
U12/U14 Division Coordinator	Steve Chinn	U1214coord@millbraeayso.org
U10 Division Coordinator	Meredith Dioro	U10coord@millbraeayso.org
U8 Division Coordinator		U8coord@millbraeayso.org
U6 Division Coordinator		U6coord@millbraeayso.org
U5 Division Coordinator		
Field Manager	Victor Chavez	fields@millbraeayso.org
Regional Coach Trainer	John Keefer	rct@millbraeayso.org
Regional Auditor	Julie Turner	audit09@millbraeayso.org
Scheduler	John Ford	webmaster@millbraeayso.org
Webmaster	John Ford	webmaster@millbraeayso.org
Snack Bar Manager	Sandy Bay	

Website: www.millbraeayso.com

Mailing address: P.O. Box 1461, Millbrae, CA 94030

Phone Number: (650) 697-0750

Volunteers Needed:

AYSO is a volunteer organization. Millbrae AYSO has no paid personnel. The participation of the above named volunteers, as well as coaches, and referees that step forward each season, keep this program running and a functioning part of this community. All that AYSO requires of its volunteers is the desire to help keep the youth of the community involved in a safe, fun and fair sporting environment. We need your help. No experience required. Join us and volunteer now!

Mission Statement

American Youth Soccer Organization's mission is to develop and deliver quality youth soccer programs that promote a fun family environment based on the AYSO philosophies:

- **Open Registration**
- **Balanced Teams**
- **Everyone Plays**
- **Positive Coaching**
- **Good Sportsmanship**

AYSO Philosophies

The five philosophies of AYSO are the foundation of the program. The values expressed in these philosophies have made AYSO an important part of the community, and they drive the commitment and belief of the volunteers and participants. These values are what bring AYSO back every year, season after season, renewing the idea that sports can be an avenue for learning about life, about the positive aspects of winning and losing, fair play, and good sportsmanship. These are the values that while integral to the community require practice and reinforcement. AYSO gives the community that opportunity by providing a quality program in which these values are the foundation. AYSO stands behind its five basic philosophies and ensures a fun, safe, and fair environment, a sense of community, and a reason for people to gather together.

Open Registration

Registration is open to everyone, regardless of experience, skill level, race, creed, beliefs, or even residency. Involvement in AYSO requires no previous experience. AYSO's only requirement is a willingness to have fun.

Balanced Teams

AYSO creates and balances teams new at the start of every season. Team balance fosters healthy competition, allows kids to meet and interact more with others and ensures a positive experience for all.

Everyone Plays

AYSO believes that playing a sport is about having fun, and no child should be excluded from participating because of a lack of experience or skill, or as a means of discipline. Therefore, as a participant in AYSO every child is guaranteed to play at least 1/2 of every game. This philosophy, to this day, sets AYSO apart from just about every other youth sports program.

Positive Coaching

Positive coaching involves reinforcing AYSO's attitudes toward sports. Youth sports should be an enjoyable experience for everyone, and most importantly for the kids. 'Positive Coaching' is the responsibility of all our participants, and begins with patience and understanding. Positive coaching involves being acutely aware of how we as participants communicate our feelings. All volunteers receive consistent, quality training

and certification, and every parent or guardian is required to read and sign a 'Kids Zone' contract.

Good Sportsmanship

AYSO encourages good sportsmanship and fair play by emphasizing the positive aspects of sports for participants. AYSO stresses non-competitiveness in younger divisions and discourages the 'win at all costs' attitude that is so prevalent in youth sports. Our 'Kids Zone' program reminds all our participants that the idea of 'Good Sportsmanship' begins with adults setting the proper example for our youth.

Kids Zone Program

“Kids Zone” is an AYSO program designed to remind volunteers and families that adults are models of behavior for kids, particularly those involved in youth sports, and that attitude is a learned behavior for kids, whether negative or positive. AYSO created this program in response to the many and varied ways that adult behavioral problems can manifest themselves at youth sports. The program consists of a parent’s pledge, and a strong visual element, the “Kids Zone” logo.

Kids Zone Pledge

All parents are requested to sign the Kids Zone Pledge:

1. I pledge to be on time or early when dropping off my child for a practice or game. I understand that it is embarrassing for my child to be late to a game or practice and that I am putting him/her at physical risk by not providing adequate time for warm up. I understand the importance of picking up my child on time for all games and practices. This shows respect for the coach, who has other time commitments, and it tells my child that he or 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 that I will encourage my child to have fun and keep sports 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. A Winner is someone who makes maximum effort, continues to learn and improve, and does not let mistakes stop 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 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 to my child. No matter what others may do, 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 “questionable” call, I will continue to respect the individual and be silent! _____
5. I understand that games can be exciting times for my child who is trying to deal with the fast-paced action of the game, respond to opponents, referees, teammates and listen to coaches. I will not add confusion by yelling out instructions. During the game, I will limit my comments to encouraging my child and other players for both teams. _____
6. I will not make negative comments about the game, coaches, referees, or teammates in my child’s presence. I understand that this plants a seed, which can negatively influence my child’s motivation and overall experience. _____

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

Parents Signature

Child’s Name

History of the American Youth Soccer Organization

The American Youth Soccer Organization (AYSO) was established in 1964. It was the dream of a group of devoted soccer enthusiasts who started the organization in a garage. Today, AYSO has more than 60,000 teams and 650,000 players. The organization also employs a staff of 60 at its National Support & Training Center in Hawthorne, California, to assist over 1,000 AYSO programs throughout the country.

AYSO is supported by more than 250,000 volunteers. Parents and community members donate their time as coaches, referees, team parents, administrators or sponsors. AYSO is continually working to improve the education of its volunteers in the fields of child development, human behavior, and sports psychology, with a strong emphasis on ethics, sportsmanship and the development of the whole child.

AYSO Structure

AYSO is a global organization based in Hawthorne, California. The organization supports hundreds of Regions through the following hierarchal structure.

Regions

The grass roots level of organization is the Region. A Region generally represents a city. Regions are where the players, coaches, referees and other volunteers make AYSO happen every year. Regions receive a numerical designation in AYSO. **Millbrae AYSO is Region 145.**

Areas

Neighboring Regions are grouped into Areas. Areas govern play between Regions, and pool together the available Regional resources to assist Regional and Area needs (e.g. training). The other Regions within our Area are: Daly City, Brisbane, San Bruno and Pacifica. Areas receive a letter designation. **Our Area is referred to as Area B.**

Sections

Two or more Areas are formed into a Section. Sections govern play between Areas and other Sections. Sections assist the Areas, and ultimately the Regions, by arranging training, meetings, and resolving issues that cannot be resolved at the Area level. Sections are the largest division within AYSO. Sections receive a numerical designation. **Our Section is referred to as Section 2** and encompasses Northern California, Oregon, Washington, and Nevada.

National Office

The AYSO National office, through a National Board of Directors, makes policy for the AYSO global organization and sets guidelines. The National office provides accounting, legal and training resources for the Regions along with screening volunteers, processing certifications, and providing computerized systems.

Millbrae Region 145 Policies

The Season

Millbrae, Region 145 and all Regions in Area B begin the season in early September and end in Mid-November. Traditionally opening day is the first Saturday after Labor Day. The U16 division generally starts in the middle of August. Area and Section playoffs continue into early December.

Registration

Millbrae begins registering participants for the fall season in May and generally ends in early June. Specific dates, times and locations of registrations can be found on our website at www.millbraeayso.com.

It is the practice of the Region to conduct all player and volunteer registrations in person. Players and volunteers can pre-register online at www.eayso.org.

Player Eligibility

Millbrae AYSO is open to all boys and girls between the ages of 4 and 18 years old as of July 31. Players must be in good standing with all Regions within the Section.

Closed Registration

Once all scheduled registration days have ended, registration for the season closes. The Region may continue to take registrations by appointment only. Registrations after the open registration period has ended may be taken for open divisions based on space availability or for closed divisions with potential registrants placed on a wait list.

Closed Divisions and Waitlists

It is Millbrae AYSO's goal to provide an opportunity for as many players as possible to play soccer. It is also Millbrae AYSO's goal to adhere to the AYSO philosophy of Everyone Plays, and therefore we have targeted optimal team sizes. During the registration period, we will count the number of player registrations for each division and when we reach the targeted number of teams in a division, and the targeted roster size, we may close registration for that division.

When a division closes, further registrants may be placed on a wait list and can only enter the program if we receive enough additional registrants to form another full team, or if an earlier registrant withdraws their registration. Waitlists are maintained on a first come first served basis.

The Region reserves the right to modify roster sizes and reconstruct both the division teams and waitlist in order to accommodate the maximum number of players.

Targeted Team Roster Sizes

The Region has targeted team roster sizes in order to provide the maximum game time to each player. The region reserves the right to adjust roster sizes based on registrations in order to provide the maximum number of players the opportunity to play.

Division	Age	Target Roster Size	Players on field
Under 5	4	N/A	3
Under 6	5	5	3
Under 8	6 - 7	7	5
Under 10	8 - 9	9	7
Under 12	10 - 11	12	9
Under 14	12 - 13	15	11
Under 16	14 - 15	16	11
Under 19	16 - 18	16	11

Registration Fees

Registration fees are established by the Regional Board of Directors at the beginning of each season. AYSO is a non-profit, all volunteer organization, and our goal is to make the program affordable to all in the community.

Early Registration Discount

It is the policy of the Region to provide a discount from the regular registration fee for early registrations. The early registration period ends after the last scheduled registration date in May. The volunteers have a lot of work to do between registration and the start of the season, such as recruiting coaches, ordering uniforms, and forming teams. Obtaining an early accurate player count assists in the smooth operation of the season.

Multiple Player Discount

It is the policy of the Region to provide a discount from the regular (or early) registration fee for multiple player registrations from the same household.

2009 Fee Schedule

<u>No of Players</u>	<u>Regular Fee</u>	<u>Early Fee</u>
1 st Child	\$120	\$95
2 nd Child	\$105	\$80
3 rd Child	\$95	\$70
4 th Child	No Fee	No Fee
Under 5 player	\$55	\$55

Refunds

If a registered player determines that he/she will not be able to participate in the upcoming season, a full refund of the registration fee will be provided as long as the following conditions have been met:

- The child has not been issued a uniform
- The child has not participated in a practice
- A refund request is made in writing by mail (P.O. Box 1461, Millbrae, CA) or email (rc@millbraeayso.org, or registrar@millbraeayso.org)

- The refund request is mailed before the second week of the season

In the event that the player has been issued a uniform, a \$25.00 deduction from the refund will be made for the cost of the uniform.

Please allow up to 45 days for the refund to be processed.

Lost Uniform Policy

As part of the Registration Fee, Millbrae AYSO provides each player a uniform consisting of a jersey, shorts and socks. Once issued, care of the uniform is the responsibility of the player or family. Additional uniforms, or the replacement of lost uniforms, can be obtained by contacting the Region’s Equipment Manager. However, the cost of an additional, or replacement uniform is the responsibility of the player or family.

Team Photographs

As part of the Registration Fee, Millbrae AYSO provides each player with an individual 5x7 photograph and a team photograph. Additional photographs, and photo packages can be purchased from the photographer for a separate fee.

Regional Financial Statement (Per Player)(Fiscal 2007)

<u>Cash Receipts</u>	<u>\$</u>	<u>Cash Disbursements</u>	<u>\$</u>
Registration Fee	\$82.82	Uniforms	\$25.62
Snack Bar	3.83	AYSO Fees	14.23
Other	3.97	Meetings, Travel, Training	13.55
		Clinics (Coaches and Refs)	7.52
		Photographs	7.27
		Taylor Field Use Fee	7.00
		Participant Awards	5.95
		Field Expenses	3.23
		Equipment	4.13
		Office Supplies, Misc	2.12
Total	<u>\$90.62</u>	Total	<u>\$90.62</u>

Team Assignments/Team Balance

The Region will create all teams new at the beginning of each season. Retention of players on any team shall be limited to the head coach's child(ren). Otherwise there shall be no automatic retention of players on any specific team or with any specific coach from the previous season.

Participants may make requests at registration for specific team/coach assignments or player pairings, however there is no promise or guarantee that such requests will be honored.

The Region assigns players to teams using AYSO’s balanced teams computer software program. This computer program attempts to achieve balanced teams by assigning

players to teams based on their division and skill rating. The Regional Commissioner, Regional Coach Administrator, and the Registrar, with input from the divisional coordinators, will evaluate team assignments and, based on knowledge of the player base, may reassign players in an attempt to achieve divisional balance.

Player Rating

An important part of the Region's balanced teams process is the annual player rating. At the end of each season, a coach meeting is conducted in order to rate the skill level of each player. The players for each division are then ranked from "most impactful" to "least impactful". These ratings are then used as input into the AYSO balanced teams computer program.

Playing Up; Playing Down

It is recommended that each player play in their age appropriate division.

AYSO does not allow a player to "play down" to a lower age division.

A player may "play up" to a higher age division provided:

- The request is made at the time of registration
- The request is written on the registration form
- The Regional Commissioner must approve the request
- A player may not skip an entire division

A request to "play up" is not guaranteed to be approved. The Region will fill each division with age appropriate players, who registered during the open registration period, prior to approving any request to "play up". The Regional Commissioner approval will be based upon consideration for the player maturity and skill level, the divisional player requirements, and team balance needs.

Everyone Plays

The AYSO National policy is that each player present at the beginning of a game is entitled to play one-half of the game.

Three quarter play policy

Our Region follows the National policy and is enhanced for the Under 8 through Under 12 divisions to provide that each player present at the beginning of a game is entitled to play three-quarters of the game before any player can play four quarters (Three quarter play policy).

Goal Keeper Policy

Teams in the Under 6 and Under 8 division do not play with a goal keeper. In divisions Under 10 through Under 12 a child may only play a maximum of one-half the game in the goal keeper position. In the Under 14 and above divisions there are no limits to a goal keeper play time.

Soccer Accident Insurance

AYSO's Soccer Accident Insurance provides reimbursement to registered players, coaches, referees, and other volunteers for costs of medical care related to an injury sustained during an AYSO activity. Soccer Accident Insurance is supplemental to private insurance or, if the player or volunteer is uninsured, may reimburse up to a maximum of \$50,000 per injury less a reasonable deductible. A detailed brochure explaining the program and coverage is available to all members upon request.

In the event that a participant experiences an injury during an AYSO activity, the following steps should be taken:

- The coach, referee or other AYSO official should be notified immediately.
- If the injury is serious seek immediate medical attention from a physician.
- The coach, referee or other AYSO official should complete an Incident Report within 24 hours and file with the Regional Safety Director or Regional Commissioner.
- Claims for insurance reimbursement must be submitted to the National Office within 90 days of injury.

Playing the Game

Laws of the Game

All AYSO games shall be conducted in accordance with the current FIFA Laws of the Game except as noted in the AYSO National Rules & Regulations. AYSO exceptions to the Laws of the Game are limited to age appropriate adjustments such as size of the field, duration of the game, size of the ball, number of players, playing time, and substitutions.

Uniforms & Equipment

AYSO will issue each player a uniform consisting of a jersey with an AYSO logo, a pair of socks, and shorts. Each player is required to provide appropriate footwear, and shin guards. Shin guards are mandatory and must be worn completely under the sock. No player may participate in a game without such jersey, socks, shorts, appropriate footwear and shin guards. Players may not wear jewelry of any kind. Medical information bracelets should not be removed. Prescription eyeglasses may be worn.

The Referees

Referees shall at all times impose the Rules and Regulations of competition as defined by AYSO and the FIFA Laws of the Game. The referee is the ultimate authority for each game from the moment he/she enters the field prior to a match until they leave the field after the conclusion of the match.

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

AYSO utilizes a three person referee team which includes a referee and two assistant referees.

U6 Referees

AYSO does not provide referees for the Under 6 division games. It is expected that coaches will referee these non-competitive matches.

U8 Referees

AYSO will endeavor to provide one referee for the Under 8 division games.

Player Attendance

Every player in attendance at the beginning of a game shall be allowed to play a minimum of one-half of the game. Millbrae AYSO's policy is to allow as much playing time as reasonably possible and for coaches to play all players for three quarters of the game before any player plays four quarters. Players are encouraged to attend all of the training sessions to get the most out of the program.

U5 Division

The U-5 program consists of one day per week (generally Saturday morning) lasting for 8 weeks.

The U5 program is operated in a **Jamboree One with One** format. **Jamboree One with One** is the combination of two different formats that, when combined; provide the best possible introduction to soccer for our youngest players. In AYSO soccer, a jamboree means teams are formed on a weekly basis depending on how many players attend a given session. **One with One** refers to the concept that each player will have a parent (or other adult) working with them on the field.

A “Master Coach” will lead each session. The Master Coach will introduce a game/activity that will apply to a certain skill or part of the game. They will explain and demonstrate to help parents and players understand the activity. Each pair (player/parent) will then attempt the activity while the Master Coach circulates providing specific help or suggestions so that the activities are performed as intended. When completed, the Master Coach will bring the players and parents back together as a group and recap what they have done, introducing the next game/activity. If the activity is a group activity, each parent will be given the opportunity to play the activity (game) with the group (team).

Each **Jamboree** session will end with a 20 minute short-sided game (3v3) played in two halves with a short break at the quarter to make substitutions and get a quick drink.

Session Schedule: Sessions (with children) should last one hour and fifteen minutes including organizing time and breaks. The agenda for each training session will be as follows:

Duration	Activity
15 minutes	Master Coach explains the days activities
10 minutes	Team formation
20 minutes	Training Activities (two per session)
10 minutes	Game organizing and water break
20 minutes	3 v 3 game

During the game, one parent from each team assigned by the Master Coach shall be selected to act as the game supervisors for the week. These parents should be requested to keep the game going.

U6 Division

The U6 division is a player development division; games scores and league standings are not maintained. Teams are formed with a targeted team size of 5 players. All training sessions and games are conducted during a one hour time slot on Saturdays for 10 weeks. The training session will consist of approximately two training exercises lasting 10 minutes each, with breaks in between. A short-sided game (3v3) will be played for a

duration of two 10 minute halves. Coaches are encouraged to not conduct training sessions any other time during the week.

U8 Division

The U8 division is a player development division; game scores and league standings are not maintained. Teams are formed with a targeted team size of 7 players. Coaches are encouraged to conduct one training session for one hour per week. Each Saturdays for 10 weeks, a short-sided game (5v5) will be played for a duration of two 20 minute halves. Goal keepers are not used in the U8 division short-sided games.

U10 Division

The U10 division is a player development division; game scores and league standings are not maintained. Teams are formed with a targeted team size of 9 players. Coaches are encouraged to conduct one training session for one hour per week. Each Saturdays for 10 weeks, a short-sided game (7v7) will be played for a duration of two 25 minute halves. Goal keepers are used in the U10 division short-sided games.

Game Cancellations

Games may be cancelled without notification based on weather or field conditions. Cancelled games may not be rescheduled.

Season Milestones

Opening Day Ceremonies

The opening day for the Millbrae AYSO season traditionally is the first Saturday after Labor Day. The opening ceremonies include an introduction to the Board of Directors, and a parade of teams.

Millbrae Cup Tournament

At the end of the regular season, generally in the middle two weekends of November, we will host the Millbrae Cup. For the Under 10 division through the Under 19 division, where we have two or more teams in a division, we will play a Millbrae only tournament.

U5 and U6 End of Season Pizza Party

AYSO sponsors the end of season pizza party for all players in the Under 5 and Under 6 divisions. Coaches will be notified of the specific date and time of the party. Participation medals will be distributed to all players in the Under 5 and Under 6 divisions

Touchline Etiquette

The highest standards of conduct and good sportsmanship must be maintained at all times by players, coaches, referees, spectators and all other participants. Offensive, insulting, or abusive language is forbidden. The use of alcohol, tobacco products, or illegal drugs in the vicinity of the playing fields during practices or games is strictly forbidden.

Spectators at games must remain behind the spectator control line (three yards from the sideline) and between the penalty areas and their vocal efforts should be limited to positive compliments to the participants. Spectators are expected at all times to act positively around players and to demonstrate respect for opponents, officials, and all other volunteer. Under no circumstances should they attempt to coach or address remarks derogatory to players, coaches, or the referee.

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