AYSO 

Region 605

Division Coordinator

Handbook

General Information

and

Guidelines

**AYSO VISION STATEMENT: To provide world class soccer programs that enrich childrens lives.**

**AYSO MISSION STATEMENT: To develop and deliver quality youth soccer programs which promote a fun, family environment based on the AYSO philosophies:**

***Everyone Plays* - Our goal is for kids to play soccer - so we mandate that every player on every team must play at least half of every game.**

***Balanced Teams* - We require every region at the start of each season to set up teams as evenly balanced as possible - because it is more fun where teams of equal ability play.**

***Positive Coaching* - What makes winning kids is being built up, not down! We train and encourage our coaches to make the extra effort to understand and offer positive help to our players, rather than negative criticism.**

***Open Registration* - Our programs are open to all children between 5 and 18 years who want to register and play soccer. Interest and enthusiasm are the only criteria for playing.**

***Good Sportsmanship* - We desire to create a positive environment based on mutual respect, rather than a win at all costs attitude. All programs must be designed to instill good sportsmanship in every facet of AYSO.**

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Dear Division Coordinator,

Thank you for volunteering to be Division Coordinator. You are the cornerstone and guardian of our philosophy of Balanced Teams. Remember that a challenging opponent should be considered a gift. Also remember as you talk to your coaches that AYSO places developing each individual player as more important than winning games. Your role as Division coordinator is to create the teams for the season, assign coaches and assistant coaches to each team and in some cases recruit coaches from the pool of parents. Supply your coaches will any goods and materials AYSO has to give them, and insure that all your coaches are properly certified and documented for the season. You are also the main conduit of information from the AYSO 605 Board and your coaches. It is our hope that this handbook will assist you with filling that role.

BALANCING TEAMS

Try to hold skills day

Fall only- all players from younger division drop 10pt.

All unrated players are rated 50 for younger age and 60 for older age

All coaches must have; Current Volunteer form, Safe Haven Certification, Age specific Coach training.

All teams within 1 point of each other.

Teams balanced equally between ages.

Teams balanced equally between skilled and unskilled players.

All Star Players evenly distributed among teams.

SPECIAL REQUESTS: Honoring parents’ requests is nice, but BALANCED TEAMS COMES FIRST! We must honor Head Coach with his own child, but we are under no obligation to honor coach-assistant coach teams, sibling requests, carpool requests, coach requests, friend requests, practice night requests, or any other requests. Any of these requests that you do honor must be made within the framework of balancing teams.

TEAM FORMATION

Teams may be formed in eayso as an ongoing process or they may be formed independently of eayso and only the final product entered in eayso. Both methods have their pros and cons and are a matter of personal taste.

EAYSO

Eayso.org is the AYSO web site and database used for all our record keeping and data processing. It is here that you will find the data necessary to create the teams for your division.

TEAM BUILDING

Teams must be completed in eayso no later than 1 full week before the coach kickoff meeting.

This includes; team designation, average within 1 point of each other, team coach name, team assistant coach name, all players with a current rating.

HOW TO USE EAYSO

If you have not already created an account, go to eayso.org and do so. The Regional Commissioner will then assign you additional rights to enable you to work your division. Eayso.org instructions for team creation can be found at <http://qa.eayso.org/UserGuideRepository/V05-22-06-Teams.pdf> . Scroll down to 3.2 CREATE TEAMS.

Team Designations should be Division, Gender, Team #. Example: U10B-01.

It is not recommended that you use the BALANCE TEAMS tab.

Print out a hard copy of the Non-Tournament rosters for your coaches from the Reports tab when team creation is completed.

Please provide a list of all coaches and assistant coaches that do not appear in the team pull down to your Coach Administrator.

COACH KICKOFF

Invite all coaches and assistant coaches.

Make sure each coach has coach packet containing the following;

The teams’ players Registration Forms

Team Non-Tournament Roster.

The Coach Handbook

Incident Report Form

Lineup Cards (optional printable version available online)

COACH DOCUMENTATION

**Volunteer Form**

A current Volunteer Form is MANDATORY for all coaches and assistant coaches. The form must be filled out EVERY YEAR. The form is current for the AYSO year beginning Aug 1 and ending July 31.

Coaches in the pull down on eayso teams should be **GREEN**. If not, or if they are not in the pull down at all, contact the Coach Administrator or CVPA. Green indicates a current valid Volunteer Form in file. Blue and Red indicate the Volunteer Form is expired and the coach is required to submit a current form before they begin any practice.

**Safe Haven Certification:** Safe Haven Coach is required of all AYSO coaches. This course only needs to be taken one time and is good for a coach’s entire AYSO career. Please note that the Referee Safe Haven is a shorter class. Any prospective coach who has already taken Referee Safe Haven must still take Coach Safe Haven.

**Age specific Coach Training**

There are two methods for coaches to complete their coach training. Local Classes and Online classes. Every season our coach instructors host classroom and field sessions for U6 through U10 Coach. U12 coach is generally offered once a year. Intermediate coach and Advanced coach are offered every other year on alternate years. Online Training for Safe Haven, U8 and U10 is also available. Please note that online training is a short term solution for coaches unable to make a classroom course and is only valid for 6 months.

COACHES SHIRTS

Coaches’ shirts are handed out once each year.

Coach shirts are to be handed out each fall to every coach and assistant coach. Shirts will only be given to spring coaches who did not coach in the fall.

TEAM UNIFORMS

Uniforms will be supplied to each team. Uniforms for each division will be delivered to you for distribution to your coaches. When possible, uniforms will be delivered in time for distribution at the Coach Kickoff meeting.  
  
REGISTRATION FORMS Registration forms will be supplied to you after league registration is completed and before you begin team building. These forms need to be checked for information about the players that could affect your team balancing. The forms will need to be distributed to your coaches when you hand them their team at the Coach Kickoff meeting.  
  
COACHING SUPPLIES

The Coach Administrator will keep you informed of any coaching supplies available each season. DICK”S SPORTING GOODS has been very generous supplying coach kits in the fall season. Other vendors have been generous with donations as well.   
  
DEALING WITH PROBLEMS

Problems that arise during the season should be dealt with in a friendly and supportive manner. The Division Coordinator’s role should be to help and support the coaches and teams in the division. You should be someone coaches will come to for help. If a situation arises that you feel will put you in a more adversarial role with your coaches, please pass them on to the Coach Administrator for resolution.

END of SEASON EVALUATIONS

Coaches are required to complete and hand in to you their evaluations of their players before the end of the season. The evaluation form is available on the website.

It is recommended that you hold the teams trophies hostage until the evaluations are turned in.

**Ratings**: A player rated 60 is a classic AVERAGE player. 90+ are truly exceptional players and should be rare(less than 1 per team). 80+ are A players,70+ are B players, 50-69 is the average range, 40+ are below average, 30+ is a very poor player and should be rare. Below 30 should not be seen at all.

**Coach Meeting**: Hold a coach meeting after receiving all the evaluations for coaches to compare and contrast their evaluations and come to a common agreement on ratings for all players in the division. When comparing ratings against other teams, look at the team standings, goals scored and coaches input in your evaluation.

Be aware of coaches attempting to manipulate the system for their advantage or simply being too generous or too stingy with their ratings. Pay special attention to the coach and assistant coaches child’s rating as they are the simplest ratings to manipulate to give a future team an unfair advantage.. You have the right to adjust ratings you believe are inaccurate.

End of season team ratings (the average of the teams players ratings at the conclusion of your coaches meeting) when ranked, should mirror the actual team standings.

Example:

**Good** **Bad**

Team Standings Average Team Standings Average

BU12-1 1st 71 BU12-1 1st 65

BU12-2 2nd 68 BU12-2 2nd 59

BU12-3 3rd 68 BU12-3 3rd 62

BU12-4 4th 64 Bu12-4 4th 72

Player ratings need to be updated in eayso. There is a slightly different procedure for entering ratings into eayso for the end of Fall season and the end of Spring season.

Fall Season. New ratings are entered under CURRENT RATINGS.

Spring Season. New ratings are entered under NEXT YEARS RATINGS.

BOARD MEMBERS FOR HELP

**Coach Administrator**.

This is the person you should always go to first. Always keep the Coach Administrator informed of any contact with other board members.

**CVPA.**

This is your Child and Volunteer Protection Advocate. This is the person to contact for any violations or suspected violations of the Kids Zone Pledge or Save Haven against any child or AYSO volunteer.

**Safety Director**.

Needs to be informed of any injuries you suspect may need medical treatment within 24 hours. Needs to have a completed Incident Form within seven (7) days of any injury you suspect may need medical treatment.

Responsible for the maintenance of the master first aid kit at the referee table. Please tell your coaches to use this master kit to refill any first aid supplies they may use throughout the season.

**Coach Trainers**.

Responsible for instructing Safe Haven and age specific coach training. Classes usually have classroom and field requirements. Coach Trainers may also schedule separate player clinics or coach seminars throughout the season. Trainers are available to help with individual teams. If a team in your division is having an especially bad season, the coach trainers are willing to help the team with specialized instruction on request.

VOLUNTEER OPPORTUNITIES

Please impose on your coaches the importance of every parent volunteering to help our region. Their teams will especially need referees to officiate their games. For those divisions with playoff considerations, games conducted without certified referees may not count and could impact a team’s standings.

***We couldn’t do it without them!***

***We can’t do it without you!***

Region 605

Board of Directors

**Executive Board**

* Regional Commissioner---------------------------Kathy Riley
* Assistant Regional Commissioner open
* Coach Administrator-----------------------------Everrette Gravely
* Referee Administrator-------------------------------Don Allen
* Safety Director -------------------------------------Allan Blattner
* CVPA-------------------------------------------------Diane Kramer
* Treasurer------------------------------------------Marianne Hlebak
* Registrar open
* All Star Administrator------------------------------Joni Gravely

**General Board**

* Field Coordinator-----------------------------------Rodger Poteet
* Tournament Director------------------------------Drew Patterson
* VIP program-----------------------------------------Leisha Cortese
* Adult League Coordinator open
* Coed U19 Division Coordinator
* Coed U16 Division Coordinator
* Boys U14 Division Coordinator
* Girls U14 Division Coordinator
* Boys U12 Division Coordinator
* Girls U12 Division Coordinator
* Boys U10 Division Coordinator
* Girls U10 Division Coordinator
* Boys U8 Division Coordinator
* Girls U8 Division Coordinator
* Boys U6 Division Coordinator
* Girls U6 Division Coordinator

