



# 2013

# AYSO Region 9

## COACHES MANUAL

*“Training Champions – 2000 at a time”*

**Dates Coaches need to know**

July 23 Coach Orientation Meeting – U6/U7/U8 CLU Lundring Events Center\*\*\* 6PM  
July 25 Coach Orientation Meeting – U10/above CLU Lundring Events Center\*\*\* 6PM

July 28 Practice Lottery Conejo Creek  
Multiple Team coaches 3:30 PM (Multiple teams must all be U7 and older)  
U7/U8 4PM U10 & above 5PM

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Aug 10 Coaching Clinics – Conejo Creek Fields  
Safe Haven Certification 8AM – 10AM U6 10AM – noon U7/U8 10AM – 1PM  
U10 10AM – 3PM U12 10AM – 4PM

**Aug 13 \*\*\*\* (Will confirm at Coaches Mtg) First Day of Soccer Practices Conejo Creek**

Aug 19 Uniform & Game Schedule Handouts Conejo Creek Fields Times TBD

Aug 22 Team Manager Meeting Lundring Events Center 7PM - 9PM

Aug 24 Coaching Clinics – Conejo Creek Fields  
Safe Haven Certification 8AM – 10AM U6 10AM – noon U7/U8 10AM – 1PM  
U10 10AM – 3PM U12 10AM – 4PM

Aug 24 Coaching Clinic – Intermediate (U14) Arroyo Vista Park 6PM – 9PM

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**Sep 7 Week 1 - Opening Day of Soccer – Conejo Creek Park**

**Sep 14 \*\*\*\*\*NO GAMES – Jewish holiday**

Sept 22 Picture Day (CONFIRM ON WEB PAGE) Conejo Creek Fields 8-5 PM

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Oct 6 All-star Coaching Applications available – All-star folder at Info Booth

Oct. TBD 7:30 PM All-star Coaches Meeting

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**Nov 23 Week 11 – Last day of 2013 season – Trophy distribution at Fields**

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**\*\*\* Lundring Events Center is on the California Lutheran Campus, inside the Gilbert Sports & Fitness Center, entrance is next to the new Stadium front gate**

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## **NEW for 2013**

**\*\*\* Training Center & Snack Bar – Enjoy!!**

**\*\*\* Required Concussion Training**

ALL Section 10 (Including Region 9) coaches are required to take the online concussion training available at

[http://www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html)

# **GENERAL Information**

## **A message from the Commissioner, Steve Ferry**

July 18, 2013

Welcome Coaches,

I want to thank each of you for committing your time and energy towards making this a great year for our kids. That is what AYSO is all about. Through the years Region 9 has been a part of over 60,000 children's lives from our community and because of your commitment we will be part of over 2,000 children's lives in 2013.

Region 9's success is solely the result of the thousands of hours volunteered each year by our coaches and assistant coaches (more than 500 this year); our adult and youth referees (over 100 new and returning officials); the parents who staff our Snack Bar and Information Booth every Saturday; and our Board of Directors. I hope you will be as proud of the outstanding service we perform for our community as I am.

Region 9 and CRPD have made significant improvements in the Conejo Creek complex – thanks to the efforts of all our members we have completed and opened a training facility and new snack bar since the 2012 season.

Please work closely and cooperate with our Division and Coaching administrators – they are there to help you and they are volunteers too. If you really want to help improve the organization, step forward and volunteer to assist our Board of Directors in a volunteer role – your kids will benefit.

Have a great season and thank you again for your commitment to our kids; they are what this program is all about.

Steve Ferry

Region 9 Commissioner

# AYSO's MISSION STATEMENT

## KEY OBJECTIVES



**MISSION** - To develop and deliver quality youth soccer programs which promote a fun, family environment based on AYSO's six 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** – Each year we 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 4 and 19 years who want to register and play soccer. Interest and enthusiasm are the only criteria for playing – there are no tryouts and no one gets cut.

**Good Sportsmanship** - We desire to create 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.

**Player Development** - We believe all players should be able to develop their soccer skills and knowledge to the best of their ability, both individually and as members of a team, to maximize their enjoyment of the game.

# What is AYSO?

## The American Youth Soccer Organization

**First**, AYSO is a child development program.

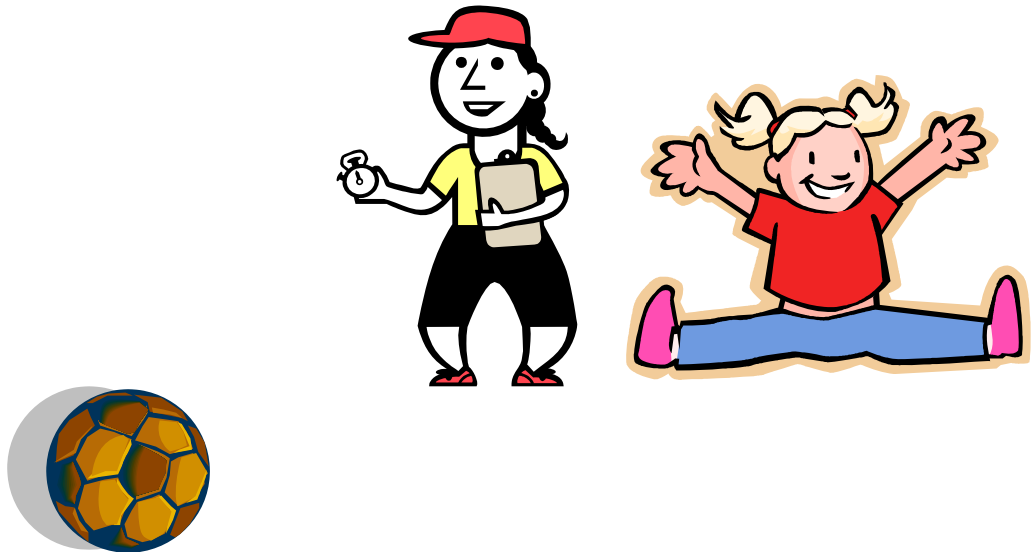
The AYSO philosophy is for the kids to have fun and feel good about themselves. As coaches, keep this number one on your mind. You want the kids on your team to feel good, as well as the kids on the **other team**. Remember, your actions affect both teams!!

**Second**, AYSO is an enrichment program.

As a coach, you are a teacher of fundamental soccer skills, techniques, tactics, and rules.

You are not expected to come into AYSO knowing how to coach and knowing soccer skills and rules, but you are expected to learn them – and we will help. Attend the coach and referee clinics. They are for you, the coach. You will enjoy the game more and the kids on your team will learn the game. We have a free training program to have experienced UK Soccer trainers come to your practices – just sign up for them!!

**How do I know if I am a SUCCESSFUL COACH ?** That's easy -- If your kids are having fun, feel good, are learning soccer, and they want to come to practices and games --- you are a successful coach!!!



# aYso

The youth (our kids) are **the most important thing.**

But that does not mean soccer is not important. It is !! Kids (and their parents) expect to be taught correct proper soccer skills and tactics. AYSO is both a **YOUTH** and a **SOCCER** organization.

## **Volunteers**

AYSO is an ALL-VOLUNTEER organization. The coaches, referees, instructors, board members, field people, snack bar workers, team parents, assistant coaches, etc., are all volunteers. We need over 200 coaches, 200 assistants, 200 Team Parents, 300 referees, and hundreds of people for field setup and snack bar operations to function. These are all unpaid AYSO volunteers.

## **History**

The American Youth Soccer Organization began in 1964 in Southern California. Today it has over 1000 regions with over 630,000 players in 46 states and several outside U.S. locations. Conejo Valley/Region 9 AYSO began in 1969. This season, Region 9 will have over 2000 children playing on over 200 teams from ages 4 to 19. It will require over 1500 adult volunteers. We are probably the largest volunteer organization in Ventura County.

## **Vital Statistics**

### **How is AYSO organized ??**

The basic unit of AYSO is the region. A region is a community such as our Region 9 in Thousand Oaks, lead by a Regional Commissioner. A Board of Directors numbering over 40 people supports the commissioner. The Commissioner and the Board of Directors are all volunteers.

Several regions together form an AYSO Area. Region 9 is part of Area E, along with 5 other regions – Newbury Park, Moorpark, Simi Valley, Agoura/Westlake, and Malibu.

Several Areas form a Section. Area E is part of Section 10 (along with Area W and 6 other Areas). Section 10 ranges from the San Fernando Valley north to Paso Robles and East to the Nevada border. There are 13 sections in the USA.

Our region is known as **10-E-09**, which describes our Section, Area, and Region.

### **AYSO Region 9 (Area E inside of Section 10)**

**Mailing address:**

**P. O. Box 4914,**

**Thousand Oaks, 91361-1914**

**CRPD Field condition Information Line**  
**(status report updated at 3PM daily)**

**AYSO Region 9 Web site**

**(805) 381-1236**

<http://www.aysoregion9.org/>



The Region is administered through the executive board, and all the teams are managed through the division administrators:

## Executive Board

Name	Position	E-Mail
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Regional Commissioner	Steve Ferry	<a href="mailto:RC@ayso9.org">RC@ayso9.org</a>
Assistant Regional Commissioner	(TBD)	
Registrar	Marla Brente	<a href="mailto:Registrar@ayso9.org">Registrar@ayso9.org</a>
Treasurer	Tom Skaff	<a href="mailto:Treasurer@ayso9.org">Treasurer@ayso9.org</a>
Safety Director	Bob Tokin	<a href="mailto:Safety@ayso9.org">Safety@ayso9.org</a>
Secretary	Nicole Martinez	<a href="mailto:Secretary@ayso9.org">Secretary@ayso9.org</a>
Regional Coach Administrator	Tom Becker	<a href="mailto:CoachAdmin@ayso9.org">CoachAdmin@ayso9.org</a>
Regional Referee Administrator	Mark Spear	<a href="mailto:RefAdmin@ayso9.org">RefAdmin@ayso9.org</a>
Fields Director	Doug Overton	<a href="mailto:Fields@ayso9.org">Fields@ayso9.org</a>
Volunteers Director	Stacy Peratis	<a href="mailto:Volunteers@ayso9.org">Volunteers@ayso9.org</a>
Child & Volunteer Protection Advocate	Martin Usher	<a href="mailto:CVPA@ayso9.org">CVPA@ayso9.org</a>
VIP Director	Al Rodriguez	<a href="mailto:VIP@ayso9.org">VIP@ayso9.org</a>
Competitive Divisions Director	Lily De Los Rios	
Non-Competitive Divisions Director	Tracey Tamburri	<a href="mailto:DivDirNonComp@ayso9.org">DivDirNonComp@ayso9.org</a>
Tournaments Director	Dave Hobert	<a href="mailto:Tournaments@ayso9.org">Tournaments@ayso9.org</a>
Extra Program Director	Rob Wynner	<a href="mailto:Extra@ayso9.org">Extra@ayso9.org</a>
<b>Division Administrators:</b>		
Director of Competitive Divisions	(unknown)	
Director of Non-Competitive Divisions	Tracey Tamburri	<a href="mailto:DivDirNonComp@ayso9.org">DivDirNonComp@ayso9.org</a>
Division Administrator - U6 Boys	Jim Myers	<a href="mailto:DA_U06B1@ayso9.org">DA_U06B1@ayso9.org</a>
Division Administrator - U6 Girls	Regina Myers	<a href="mailto:DA_U06G1@ayso9.org">DA_U06G1@ayso9.org</a>
Division Administrator - U7 Boys	Dawn Zavada	<a href="mailto:DA_U07B1@ayso9.org">DA_U07B1@ayso9.org</a>
Division Administrator - U7 Girls	Lori Carta	<a href="mailto:DA_U07G1@ayso9.org">DA_U07G1@ayso9.org</a>
Division Administrator - U7 Girls	Michelle Kallman	<a href="mailto:DA_U07G2@ayso9.org">DA_U07G2@ayso9.org</a>
Division Administrator - U8 Boys	Steve Popp	<a href="mailto:DA_U08B1@ayso9.org">DA_U08B1@ayso9.org</a>
Division Administrator - U8 Girls	Don Ross	<a href="mailto:DA_U08G1@ayso9.org">DA_U08G1@ayso9.org</a>
Division Administrator - U10 Boys	Betina San Martin	<a href="mailto:DA_U10B1@ayso9.org">DA_U10B1@ayso9.org</a>
Division Administrator - U10 Girls	Melissa Suttner	<a href="mailto:DA_U10G1@ayso9.org">DA_U10G1@ayso9.org</a>
Division Administrator - U12 Boys	Wade Felker	<a href="mailto:DA_U12B1@ayso9.org">DA_U12B1@ayso9.org</a>
Division Administrator - U12 Girls	John Benedict	<a href="mailto:DA_U12G1@ayso9.org">DA_U12G1@ayso9.org</a>
Division Administrator - U14		<a href="mailto:DA_U14BG@ayso9.org">DA_U14BG@ayso9.org</a>
Division Administrator - U16/19	Mary Hobert	<a href="mailto:DA_U1619@ayso9.org">DA_U1619@ayso9.org</a>

See the current Executive & General Board listing located at

<http://www.aysoregion9.org/OtherPages/ContactUs.htm>

## Regional Communication Tools

As the season progresses you will receive more information from Region 9. This will happen through your Division Administrator, the Regional Coaching Administrator, and through the information booth.

### **Division Administrator (DA)**

- If you have any questions related to your team, adds/drops, games, uniforms, equipment, trophies, schedules, etc -- please contact your DA first. If you have questions on coach training, practice ideas, soccer tactics etc., -- contact your Coaching Staff.
- Your DA will pass on information to you either by phone or email. Please let your DA now which method you prefer – but the region prefers email so please keep your email address current.
- If you prefer email, then please check email daily.
- Make sure you have your DA'S email address and phone number.
- Make sure the DA has your **current** phone number and email address.

### **Information Booth**

- The information booth will be located tentatively at the south end of Field 14.
- **Coaches should check your age division folder at the information booth each and every week – that is where your director will leave materials for you, and where you can leave stuff for your Administrator !!!**

### **Regional Website**

- The regional website is loaded with information.
- During the season it may be updated several times a week.
- It is located at **<http://www.aysoregion9.org>**

## **What is the AYSO Safe Haven Program??**

When a volunteer sets foot on a soccer field, you can be subject to legal action depending on what you do. ***The good news is*** – there are laws that protect you personally in your volunteer capacity. ***BUT*** - to be protected by these laws, you must be **trained** and **certified** by AYSO, and then **authorized** by AYSO to do that function. This process/training is called **SAFE HAVEN** – and needs to be taken only once. It is required of all coaches, referees, and volunteers that come into contact with our players. It is driven by the Volunteer Act of 1997 and the Child Protection Act of 1993.

## **---THE PROCESS PROTECTS YOU – AND OUR KIDS !!!**

### **Volunteer Protection Act of 1997**

The Volunteer Protection Act of 1997 was passed to protect volunteerism. It grants immunity from liability for damages for volunteers who meet its requirements. You need to keep three points in mind with regard to this act:

1. In most cases, the act protects the individual **volunteer**, not the organization
2. The volunteer must be **trained** in the approved methods and policies of the organization through a recognized training program either run by or authorized by the organization; **certified** by the organization; and **authorized** to perform the specific function.
3. To be protected, the volunteer's actions must be within the **"normal scope"** of his or her duties as trained and as outlined in a job description.

If any volunteers are untrained, or if they are trained outside the policies and procedures of AYSO, then **they are at risk.**

#### **Typical Content:**

**Safe Haven for Coaches Certification Course** Brief Outline (2 hour Course - Teacher, Overheads, and Book)

- AYSO Philosophy/Coaching Philosophy
- Team Management
- Injuries - Prevention, Care and Management
- Dealing with Blood-borne Disease
- AYSO Soccer Accident Insurance Coverage
- Use of Alcohol, Tobacco and Other Drugs
- Risk Management
- Aspects of Coaching - Twenty Question Test

### **Required Safe Haven Training will be given before Clinics on 8/10 and 8/24**

*Safe Haven for Referees must be completed online prior to taking referee courses - see [www.aysotraining.org](http://www.aysotraining.org)*

## Awards & Trophies

1. Players in U5, U6, U7, and U8 Divisions will receive a participation awards at the season end.
2. Trophies are available on the last game day for U14, U12, and U10 Divisions, to the teams finishing in first, second, and third place in each division or bracket of a division.
3. Standings will be posted on the region website. No standings or games results are kept or published for U5, U6, U7, and U8 divisions.

## Ron Volk Award

Ron Volk was a Region 9 coach, division director, Asst. Commissioner, Commissioner, and much more. He spent his time on the fields assuring that children had a place to play the game. His love for children drove him to each task he took on. He was diagnosed with leukemia which eventually took his life at a young age – and we will always miss him.

The award that bears his name is not just a sportsmanship award – it should be regarded with the highest esteem -- even more so than a first place trophy. His gift to children continues through this award. Please consider a player on your team to receive this sportsmanship award and turn their name in to your DA on the “Ron Volk Award” form you will be given.

## Season Schedule & Format

### **a) Season Length**

- i) 11 play weeks starting Saturday, September 7 and ending Saturday November 23, 2013.

### **b) Schedule Format & Playoffs**

- i) U6, U7, & U8 teams are developmental teams – no scores or standings are kept. Coaches need to emphasize building and demonstrating skills instead of “beating” the other team on Saturday. Teams will play one game on Saturday.
- ii) U10/U12/U14/U16/U19 divisions are competitive, scores and standings are kept. Teams will play against all other teams if possible. “Practice” games may be played at the beginning of the season, and will not be recorded for standings purposes.
- iii) Region 9 will send either (1) age division winner or multiple bracket winners to the Area E playoffs to be held in one of the Area regions. Region 9 may be allowed to send multiple teams in an age bracket to Area E playoffs depending on wildcards. See tiebreaker rules on the next page.
- iv) **A TEAM CAN'T ADVANCE TO AREA E PLAYOFFS IF THE COACH DOES NOT HAVE APPROPRIATE COACHING TRAINING FOR THAT LEVEL. TEAMS WILL BE INVITED BASED ON THEIR DIVISION FINISH AND GOOD TEAM BEHAVIOR (WHICH INCLUDES PARENTS !!)  
TEAMS NEED TO BE GOOD REPRESENTATIVES OF REGION 9.**

## Team Points/Final Placement/Tiebreaker Rules

In competitive divisions teams are awarded (3) points for wins and (1) point for ties. **Plus, teams can get (1) bonus point per week** for the Team referee's completion of working (1) game per week. Please read and follow the Team Referee Point policy at

[http://www.aysoregion9.org/referee/CBH\\_RefPages/Region9Referees.htm](http://www.aysoregion9.org/referee/CBH_RefPages/Region9Referees.htm)

The below rules will be used to determine final team placement for trophies (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place in league) and advancement to Area E playoffs. For exact point ties, at the end of regular season play, the following tiebreaker rules apply (Rules 2 through 6):

- 1) Most Total Points
- 2) Head-to-Head Winner
- 3) Fewest Red Cards
- 4) Fewest Yellow Cards
- 5) Fewest Goals Against
- 6) Most Referee Points
- 7) Coin Flip

## Post Season & AYSO Extra Soccer

Region 9 AYSO has three soccer playing programs in addition to the normal fall season. They are the Premier League, the Allstar Program, and the AYSO EXTRA Program.

### **Premier League**

Region 9 offers Premier League (spring soccer) in as many divisions as is practical; Emphasis is not on keeping scores or standings, but technical training and play. Practice, if any, is limited to one hour once a week, games are intended to be low-key and played just for FUN!

Premier League is open to all (age 4 to 19 on July 31, 2013) as long as they participated in fall 2013 soccer. Games will be played on Saturdays at Conejo Creek Park. The season is usually about 8 weeks starting about February 1. Registration costs are less than the fall and it starts in November before the end of the fall season – **Watch for it !!! Premier League is a great time for Volunteers to try refereeing or coaching.** Premier League is meant to be a fun learning experience for players and volunteers.

### **AYSO Extra**

The AYSO Extra program is a competitive soccer league designed to provide a higher level of play for those players who possess the appropriate skills, abilities, and drive. The Extra program is designed to enhance each player's experience and individual growth through the game of soccer while retaining the spirit, organization and six philosophies of AYSO. Extra runs year round and more details are covered at our Extra web page at

<http://www.aysoregion9.org/ExtraProgram/ExtraProgram.htm>

## **Allstar Soccer**

Many AYSO regions have weekend soccer tournaments during the “off-season”, typically from Thanksgiving and going through early August. The teams in the tournaments are all-star teams from various regions. A tournament is usually 3 to 4 games played over two days. Depending on the distance to the tournaments, many times the teams will have a Saturday night stay over in a hotel. The tournaments are for boys’ teams and girls’ teams in the U10 and older divisions (U12, U14) – but many tournaments do have U16 & U19 divisions).

Some of the popular tournaments are the Camarillo Strawberry Cup, the Oxnard Sports Festival, the Thousand Oaks Pot O’Gold, Moorpark Peach, Irvine Cup, Huntington Beach Surf and Turf, Chino Milk Can, Carpinteria, Santa Barbara Splash, Solvang, San Bernadino, Mission Viejo, etc. The parents and players always have a lot of fun at tournaments. Every year there is an Area E Allstar tournament matching Region 9’s Allstar teams against other regions just in our Area.

Region 9 will select Allstar coaches to pick their own Allstar teams and represent Region 9 in Area tournaments and any other tournaments the team wishes to enter. Allstar play is rewarding as you can usually work on more advanced skills and tactics and individual and team improvement is usually rapid.

Allstar participation can cost from \$500 - \$700 per player, either raised from the families or by fund raising activities. AllStars begin practice the week after Thanksgiving and can extend into June. For more information, contact Region 9’s Coaching Director. Check the Allstar Web page at [http://www.aysoregion9.org/AllStars/All\\_Stars.htm](http://www.aysoregion9.org/AllStars/All_Stars.htm)

## **Adult League Soccer**

In 2013 AYSO Region 9 offers an Adult League for Men and Women. The only requirement is that you are 19 or older as of July 31, 2013 (i.e. born before August 1, 1994).

We realize that there are plenty of adults of all ages and skills who want to play. Here is the perfect opportunity!! The AYSO Adult League will follow all the philosophies of the youth program!

We now have the AYSO Region 9 Adult League [Registration Application](#) and [Fair Play Pledge](#) documents available on-line (you will need [Adobe Reader](#) on your computer to be able to print these documents; the Registration Application can be filled out on your computer and then printed and signed). We also have a copy of an [Information Letter](#) about this new program which you are welcome to print out and give to your soccer friends.

For additional information, or to volunteer to assist in getting this new program off the ground, see our web page at <http://www.aysoregion9.org/AdultLeague/AdultLeague.htm> or contact:

Bob Tokin at [Extra@ayso9.org](mailto:Extra@ayso9.org) or  
Mary Hobert at [DA\\_U1619@ayso9.org](mailto:DA_U1619@ayso9.org)

## COACHING Information

### *2013 Coaching Staff*

Tom Becker	Regional Coach Administrator	<a href="mailto:CoachAdmin@ayso9.org">CoachAdmin@ayso9.org</a>
Steve Popp	All-Stars Administrator	<a href="mailto:postseason@ayso9.org">postseason@ayso9.org</a>
Rob Wynner	AYSO EXTRA Administrator	<a href="mailto:extra@ayso9.org">extra@ayso9.org</a>
Ken Ju	UK Training / Soccer Camps	<a href="mailto:CampsClinics@ayso9.org">CampsClinics@ayso9.org</a>
John Carta	Practice Lottery / Training	<a href="mailto:PracticeLottery@ayso9.org">PracticeLottery@ayso9.org</a>
Traci Tamburri	Coach Organizer	<a href="mailto:CoachOrganizer1@ayso9.org">CoachOrganizer1@ayso9.org</a>
Steve Cameron	Trainer	<a href="mailto:CoachTrainer1@ayso9.org">CoachTrainer1@ayso9.org</a>
Rick Rivera	Trainer	<a href="mailto:CoachTrainer2@ayso9.org">CoachTrainer2@ayso9.org</a>
Don Macleod	Trainer	<a href="mailto:CoachTrainer4@ayso9.org">CoachTrainer4@ayso9.org</a>
David Bynder	Trainer	<a href="mailto:CoachTrainer5@ayso9.org">CoachTrainer5@ayso9.org</a>
Todd Williams	Trainer	<a href="mailto:CoachTrainer6@ayso9.org">CoachTrainer6@ayso9.org</a>
Nick Bull	Trainer	<a href="mailto:CoachTrainer7@ayso9.org">CoachTrainer7@ayso9.org</a>
Don Ross	Trainer	<a href="mailto:CoachTrainer8@ayso9.org">CoachTrainer8@ayso9.org</a>

### **The coaching staff can help your coaching efforts with**

- questions on general and specific soccer tactics
- ideas/suggestions on drills for certain skills
- actual on-field assistance at a practice
- help on rating your players for next year
- Coaching Library – DVDs and books

## **Coaching Clinics**

There will be coaching clinics available to all Region 9 coaches for the 2013 season. If you are not already certified for the age you are coaching, It is REQUIRED that ALL coaches attend a clinic. Assistant coaches for competitive divisions are also required to take the appropriate clinics, and encouraged for non-competitive teams.

Please arrange your schedule to attend one day – clinics are at Conejo Creek. Full schedule is in inside cover.

### **August 10<sup>th</sup> and August 24<sup>th</sup>**

- Safe Haven 8am – 10am
- U6 10am – 12noon
- U8 10am – 1pm
- U10 10am – 3pm
- U12 10am – 4pm

Intermediate/Advanced coaching clinics are given less frequently due to smaller numbers. They are open to all coaches and we encourage any coach that wants to raise their soccer coaching ability.

### **Fri/Sat/Sun Aug. 23/24/25**

#### **Intermediate Clinic Region 9 (For U14 coaches)**

**(Must be U12 certified to register)**

**Moorpark – Arroyo Vista Community Center**

**Roster # (for you to enroll) 201301964**

#### **Advanced Coaching Clinic (For U16/U19 coaches)**

**(Must be Intermediate certified to register)**

**Moorpark – Arroyo Vista Community Center**

**Roster # (for you to enroll) 201301394**

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## Coaching Clinics Continued

**NEED MORE CLINIC CHOICES ?? LOGON TO Eayso and click on "Lookup Courses"**

### **For all Coach Clinics Bring:**

- Water (lots, especially if it is a warm sunny day)
- Soccer Ball (you will use it a lot)
- Lawn Chair (have available in car, may or may not want one)
- Sunglasses and Sunscreen, soccer cleats or tennis shoes, shin guards (if desired)
- Pen, Pencil, Notebooks (only if you like to take notes)
- **Come dressed to play.**

These clinics are about 1/3 class and 2/3 field work. Expect to get a good workout. You will receive a coaching manual at the end of the clinic.

### **Clinic Notes:**

- Conejo Creek South is located at 1300 E. Janss Road, Thousand Oaks
- GOEBEL Senior Center is across Janss Rd. from Conejo Creek South
- You must take the U12 Course before you can take the Intermediate Course
- You must take the Intermediate Course before you can take the Advanced Course
- You can take any or all courses given by other regions – **MAKE SURE YOU RECEIVE A COMPLETION CERTIFICATE – OR YOU MIGHT NEED TO RETAKE IT !!**
- CYSA/Club coaching certifications (F level, E level etc. ) can replace these AYSO clinics. See the Coaching Director with all certification issues.

## **WHAT is DISSENT?**

Unlike many other sports, Dissent (disagreeing by WORD or ACTION with the referee's or linesman's decisions) is **NOT ALLOWED** in soccer. Referees have been told by the referee & coaching staff **NOT** to ignore if from players, coaches, or parents. It is the coach's job to remind/educate all players & parents (ESPECIALLY those new to soccer) of this rule.

We rely on the opinion of the referee team for all decisions during our matches, and we will not tolerate any dissent with these decisions. The laws regarding soccer are quite simple and we will go out of our way to help you understand them – so please take this into account and be a good example to ALL your team members, INCLUDING parents !

# Coaching Responsibilities & Expectations

## Coaching Meeting

Coaches need to

- Attend the Coaches Orientation Meeting & get team packet
- Attend the practice lottery to get a practice slot (or send team representative) (Just U7 & above)
- Attend the Uniform distribution day to turn in all forms
- And, most of all, read this Coach's Manual !

## Practice Guidelines

**Attend the practice time lottery on July 28th, or send a team representative. (Not U6's)**

Multiple Team coaches      3:30 PM (ALL Multiple teams must be U7 or older !!)

U7/U8                              4PM

U10 & above                      5PM

(NOTE: Many coaches get assigned slots and do not show for the first weeks due to vacations – don't assume that an empty field is "permanently" yours !! Use your assigned times !!!)

Have 2 adults present (1 of same gender) always with children are present; don't be left alone with the kids or cancel your activity without notifying the team. Always have liability forms with you !

Be at practice field on time or arrange for someone to be there and remain until all children have been picked up. (NO PLAYER IS EVER TO BE LEFT UNATTENDED.)

**The first day that practice is allowed is Monday, August 12th.**

**NOTE: Fields will not be marked permanently until the last week of August – so use your judgment on where your field is and *COOPERATE* with all other teams.**

After many years we have found the following practice schedule works best. Please abide by it and don't practice more than the other teams in your competitive (U10 – U19) divisions.

We have arranged practice slots for the following:

U6 Division –              1 practice per immediately prior to game on Saturday on your game field

**(NOTE – U6 teams show up at their assigned game times, practice, and then play their games)**

U7/U8 Divisions –      1 practice per week of 60 minutes.

U10 through U19 –      2 practices per week of 60 minutes each.

***U7/U8 may have another "walk on" practice during the week (these are training divisions ) and use any unused field -- but remember games are non-competitive with no scores or standings kept!***

***Practice is for the coach. Game day is for the players.***

**PLEASE – NO LINES ... NO LONG LECTURES ... NO LAPS !!!!**

**REMIND YOUR PARENTS ABOUT BEHAVIOR AT CONEJO CREEK**

***No Alcohol, No drugs, No smoking, No dogs, No inappropriate language !***

## Team Notification

**Notify all players by telephone or in writing ASAP after you receive your team.** Tell them when and where your Team Meeting will be held.

Conduct Your team meeting. See “Parent Meeting Notes” later in the Coach’s Manual.

Obtain an Assistant Coach, Team Parent, Team Referees, and Sponsor. **GET A SOLID VOLUNTEER** to be the Team Parent – and give them all non-coaching related Team responsibilities – such as obtaining volunteers and attending the Team Manager’s meeting.

Fill Out (or make sure the Team Parent does) and give your Volunteer list to your Division Director. Inform Division Director **immediately** if a player drops from your team. Then you can pick up your uniforms, game ball, keeper jersey, and coaching accessories for this year. Game cards will be given to your Team manager and Player rating cards will be distributed later in the season.

***NO changes (trades or swaps with other teams) can be made !!*** DA’s MUST make them ! ALL games will be forfeited if the coach makes changes in the team roster or makeup.

## Uniforms & Schedule handout

Coaches need to pick up uniforms and schedules on August 19 at Conejo Creek south. This is a good time to meet your DA and turn in your team’s volunteer form and Sponsor check (Sponsor checks this year will be \$100 for all teams).

To get uniforms, a Team’s head coach ***MUST***

- 1) have turned in a volunteer form
- 2) have completed AYSO Safe Haven certification
- 3) have completed the age-correct coach training for his or her team.

## Suggestions on how to hand out Uniforms

1. Have your Team Parent distribute uniforms after you receive them from your DA – best time is at the end of a practice, when other parents can assist you.
2. Line up your players from smallest to largest.
3. Hand out uniforms beginning with smallest uniform going to the smallest player, and continue up the line ending up with the largest uniform going to the largest player.
4. **MAKE SURE YOU ALLOW FOR VERY SMALL OR LARGE PLAYERS THAT ARE ABSENT !**
5. Give out jersey, shorts and socks to each player, and have them try them on. Then, if players want a specific number, let them trade as long as players get a uniform that fits.
6. Write down the number of the uniform each player leaves with – and give the list to your DA.

## Games/Game Day Notes

Be at the correct field 45 – 60 minutes prior to scheduled game time. Tell your parents to leave enough time for the busy parking lot !!! U6 teams will practice AND play at their scheduled time. Have players stretched, warmed-up, and ready to play at scheduled start times.

Always have liability forms in your possession.

During games, parents can only be on the sidelines, at least 2 yards back from the fields. Parents are not allowed along the goal lines or behind the goal.

Remember to have your team pickup trash along your side of the field and leave the area clean as **EVERYONE IS A VOLUNTEER.**

**Field Set-up.** If your team has the first game of the day for the field, your team is responsible for field setup 45 minutes before scheduled game start. Any delay in setup will shorten your team's playing time.

**Field Take-down.** If your team has the last game of the day for the field, your team is responsible for field take-down.

**NO DOGS** are allowed on Conejo Creek Park by AYSO during the soccer games or practices. Please inform all parents and spectators that dogs are not allowed at Conejo Creek Park. .

## Cautions and Send-offs

1. If a coach or player in a game is issued a send off (red card) that person is ejected for the remainder of that game and the next game that the team plays.
2. Play will not resume until the ejected person has left the vicinity of the playing fields.
3. The Regional Commissioner, Referee Administrator, and Coach Director will review all ejections within one week.

## Game day Coaching reminders & expectations of coaches

- a) A completed **line-up card** & a game ball
- b) The player **registration forms** for the team
- c) We suggest keeping a First Aid Kit – ice and paper towels are always handy
- d) Goalkeeper **jersey** (in U8 and older divisions)
- e) Home team shall be the first listed team on the scheduled day of play.
- f) All parents, players, and coaches shall occupy the same side of the field.
- g) Coaches, assistant coaches, and referees are not permitted to use tobacco or alcohol.
- h) Protests are not allowed. Tell over-excited parents to chill out !!! Coaches **MUST** cooperate and be polite with the referee team. **DO NOT DISPUTE REFEREE CALLS OR YELL AT ANY REFEREE !!! If you have questions ask nicely after the match!!**
- i) If you have a 5 goal lead – we suggest reorganizing your formation to moderate future scoring.
- j) **LEARN THE LAWS – GO TO THE REFEREE TENT OR ASK YOUR COACHING ADMINS IF YOU HAVE QUESTIONS ABOUT THE SOCCER LAWS!!!**
- k) **Please rotate your players so they learn to play all positions**

## Playing time/substitution guidelines

- l) All players (except U14 teams) must play 75% of each game if possible (i.e. Make sure ALL players will play 3 quarters before any player plays 4 quarters.) We encourage, but do not require, U14 teams to play 75% (they must play 50%).
- m) The time players spend on the field will be as even as possible for each game.
- n) Exceptions are for hurt, sick, or late arriving (after start of game) players.
- o) Late arriving players must play 1/2 the game or (after 1/2 time) all remaining time of the game.
- p) The substitute may not enter the field until given permission to do so by the referee.
- q) Coaches may substitute for an injured player, but the injured player must stay out until normal substitution time, AND the injured player is credited for playing the whole quarter.
- r) Substitutes must enter/exit from their team's side, and at the mid-field stripe.
- s) Substitutions will be made at approximately the halfway point of the first half of the game, at half time, and at approximately the halfway point of the second half of the game.
- t) During substitution breaks:
  - i) Coaches, parents, or players not playing in next period may not enter the field
  - ii) Players on the field that will be playing the next period may not exit the field
  - iii) Players may get water by having parents hand water bottles over the touch line. Water can also be supplied during the game.
- iv) Coaches should have all substitutions completed within 30 seconds. This is not a time to give instructions to players. It is only a time to substitute the players. **See page 26 for our revised substitution procedures!**

## Safety & Injuries

**Always warm-up and stretch** players before practice and games to reduce injury.

**Ensure the players drink plenty of water** at practice and games.

**The players must have proper equipment.** They must have shin guards at all practices and games. Shin guards must be of adequate size to provide protection to the player. Undersize shinguards are not to be allowed. Never allow any players to wear jewelry of any kind.

**Knee braces** are permitted if covered and padded and play is subject to referee judgment.

Players cannot participate in any games or practices with **any Splints or Casts.**

**Inspect practice fields.** Each coach is responsible to satisfy her/himself as to the condition of the field before holding practices. We have volunteers working at the fields that will repair any problems before your game – **CALL THE FIELD CREW VIA A FIELD MONITOR !!** Field Monitors will be wearing orange vests and circulating on game days.

**ALWAYS CALL FOR ASSISTANCE FOR ANY HEAD OR OTHER SERIOUS INJURY !!**

**Teach correct soccer techniques.** Know the correct soccer techniques and how to coach them.

**Playing after an Injury.** Often, parents of players recovering from injuries or illness are anxious to have them return to play. Be flexible, but, if in doubt, secure a parent's signature on an AYSO Participation Release form, which can be downloaded from the AYSO Web site at <http://www.ayso.org/resources/insurance.aspx#participationrelease>. Also please email the Safety Director at [Safety@ayso9.org](mailto:Safety@ayso9.org)

## **Allstar Nominations & Rating Meetings**

**Nominate your best players for Allstars** – Use the provided forms and give them to the Allstar director, or hand them in at the info booth in early October. Keep nominations confidential.

**Rate your players.** We have a good player rating system that we use to improve team balancing. The coach **MUST** rate his/her players. Use the player evaluation cards that you will be provided.

**Watch other games in your division.** Watch all teams in your division play at least 2 games especially during last half of season. Identify & evaluate key players on each team in your division.

**Complete rating forms** and give to your Division Director a week before the rating meeting.

**Attend ratings meetings.** We will announce the schedule of your meetings. Be prepared to discuss all the players in your division.

Approximately at season mid point you will receive handouts and forms for player ratings. These handouts will be in the Coach Folder at the Information Booth.

**NOTE: IT IS CRUCIAL THAT YOU TURN IN ALL YOUR RATINGS CARDS !!! THIS IS THE MAIN INPUT FOR BALANCED TEAMS NEXT YEAR !!!**

### **What are the Important things I need to do after tonight ???**

- 1) Call your team – hold your team meeting**
- 2) Get your volunteers – esp. refs and a manager !!!**
- 3) Fill Out Volunteer Form on eAYSO if needed and print 2 copies, - ask your assistant to do the same.**
- 4) Go to Practice Lottery – Take (2) copies of your Volunteer Form from eAYSO – filled out + bring ID !!**
- 5) Attend Safe Haven and age-correct tech training**
- 6) Go to Uniform distribution day at the Creek to see your DA and exchange your Volunteer form and Sponsor check for uniforms, ball, cards, and shirts.**
- 7) Read your Coach's Manual**
- 8) Moving?? Changing Email/Phone?? TELL US! Keep your DA updated.**

## **\*\* 2013 TEAM REFEREE Guidelines**

***ALL teams (not U6) must provide at least one designated team referee (We suggest 2 or 3 for ease of scheduling). Please encourage your parents to become trained referees !***

Refs self-schedule to work any game they feel comfortable with and are trained and approved for.

- **U7/U8 referees** work **their own team's weekly match**. U10/12/14/16 Refs may work **any** competitive match subject to conflict-of-interest restrictions and administrative needs.
- Volunteer Refs can be AR's (Assistant Refs) on the sidelines - they don't need to be a center. If your designated ref is injured, **ANY** certified ref can fulfill your requirement, BUT **You** must contact the Ref Director ([teamrefs@ayso9.org](mailto:teamrefs@ayso9.org)) to preserve your point in your team standings.
- We encourage refs to work extra games for training & lessen the load of all our referees.
- U10/12/14 attend (2) class sessions + 1 field session, U7/U8 (1) class + 1 field session.
- There will be **(2) separate "tracks" of the above training** to fit your schedule
- Minimum Ages: Adults -- any games, age 16 can do U14 games, age 14 can do U12. Age 12 & 13 youth refs can work U10 or below games **and** their referee parents must work the same game.

### **Referee Class Description**

#### **Referee Certification – Safe Haven for Referees - 1 hour**

This class will be offered with the training classes. For those that are also coaches and have taken the coach certification, you do not need referee certification.

#### **Returning Referee Meeting/ Training/ Yearly Update – 1 hour**

Required of All returning referees to meet continuing education part of Safe Haven.

#### **U7/U8 Beginning Referee Training Course – 4 hours**

For referees (centers and lines) U8 and younger. 1 night training+1 field day (2 hours)

#### **Regional Referee Training Course – 8 hours**

For anyone who wants to referee (center) or assist (run lines) on U10 and older games. This class is 2 nights plus a third day of field training (2 hours)

Check the Region 9 website and web regional schedule for all the referee training days and times.

## **2013 Guidelines & Clarifications for Referees**

To help everyone with "gray area" **non-FIFA** rules, we use these **clarifications**:

- 1) Referees won't enforce **non-FIFA** rules (i.e. – keeper rotation, player play times etc.

Referees will note violations on game cards for follow up by the coaching staff.

- 2) Referees enforce the published AYSO modified FIFA Laws, and Region 9 modifications listed on **pp. 24 and 25 only** as they pertain to the FIFA laws. Referees will not enforce or allow any informal, unwritten, local practices (limiting one-sided games, excessive or unbalanced scores, do-overs on throw-ins at season start, players sitting on field during injuries etc). We hope this makes the referee decisions simpler -- and we trust referees to use their judgment to maintain an orderly and fun game!!

# **APPENDIX of Useful Information**

## **Volunteer Application Form** – (This is actually for YOUR protection)

The volunteer form serves the following purposes:

Registers the volunteer with A.Y.S.O. & is required to meet the Child Protection Act of 1993

**ALL COACHES, ASSISTANTS, REFEREES, AND TEAM MANAGERS MUST DO THIS !!!**

### **INSTRUCTIONS for FILLING OUT THE FORM**

Logon to eAYSO to complete the online form

Go to MyeAYSO – Click on Volunteer

Fill out the volunteer application form completely including references

The Volunteer Application Form is divided into 5 sections to fill out, and 2 other sections to read and sign

#### A. Section One – Personal Identification Info

1. Where it says AYSO ID#, leave it blank
2. Where it says Section, fill in 10 (ten).
3. Where it says Area, fill in E.
4. Where it says Region, fill in 9
5. Fill in all of the normal items like name, address, phone number, etc.
6. There are also three boxes for Social Security Number, Driver's License Number, and Photo ID number.

1. You must fill in the Social Security Number, and your Driver's License Number, or State Photo ID number.

#### B. Section Two – Volunteer Positions

In the second section, enter all the volunteer positions you may be volunteering for, not just coach. If you are assistant coaching on another team, or refereeing, or performing some other volunteer, etc., all these positions must be registered. You have the choice of filling out this form several times for each and every position, or filling it out once listing all position on this form.

#### C. Section Three and Four – Professional and Personal References

You need to fill out these sections completely with the Name, Address, Phone Number, and Relationship to both a professional and a personal reference.

#### D. Section Five – Prior Volunteer Reference

If you have been a volunteer for any other organization other than AYSO, then fill in the information in this section.

#### E. Read the DISCLOSURE STATEMENT on the bottom of the front of the first sheet and on top back of the second sheet. **Answer the questions.**

#### F. Read the WAIVER, CONSENT AND RELEASE LIABILITY section. Fill out signature box and date. Now PRINT 2 copies and sign and date the bottom of both forms.



G. **Take 2 copies** to the practice lottery, team manager meeting, or any E Board member, show a photo identification card, and we will verify the photo ID and keep the form. The forms will be sent to National AYSO offices. You're all done !!!

## **AYSO/FIFA Rule Modifications for Region 9 Soccer**

Region 9 follows FIFA laws, with some exceptions due to player ages. Here are the law exceptions & guidelines that we follow: (“Normal” = FIFA laws and guidelines)

### **Region 9 Modifications for 2013 ( U6 - U8 Divisions) Revised 07-01-13**

Division	U6	U7	U8
Number of Players on Team	8	8*	9*
Total Players on the field***	6 v 6*	6 v 6*	7 v 7*
Goal Keeper*	No Keeper All Season	No Keeper All Season	Any player max 1/4 game
MINIMUM playing time	¾ of each game	¾ of each game	¾ of each game
Goal Size	4 feet by 6 feet	6 feet by 6 yd	6 feet by 6 yd
Game Length	2 10 minute periods, (1) 5 minute break	2 20 min halves, (1) 5 minute break	2 20 min halves, (1) 5 minute break
Ball Size	3	3	3
Practices	30 min prior to game**	(1) practice of 1 hour weekly	(1) practice of 1 hour weekly
Field Markings	Half line 5 yd radius center circle 5 yd by 10 yd goal area No penalty area 1 yd corner arc No penalty arc No penalty spot	Half line 6 yd radius center circle 3 yd by 12 yd goal area 9 yd by 24 yd penalty area 1 yd corner arc No penalty arc No penalty spot	Half line 6 yd radius center circle 3 yd by 12 yd goal area 9 yd by 24 yd penalty area 1 yd corner arc No penalty arc No penalty spot
Start of Play	Op. team 5 yd away Coaches pick team to kickoff, other team in 2H.	Op. team 6 yd away Cannot score on a kickoff	Op. team 6 yd away
Referees, Fouls	No referees – Coaches referee and explain all infractions	Each team provides (1) U8 trained referee. Referee explains what they saw. No cards shown.	Each team provides (1) U8 trained referee. Referee explains what they saw. No cards shown.
Ball In & Out of Play	No change from normal	No change from normal	No change from normal
Method of Scoring/Standings	No Score kept, No standings kept.	No Score kept, No standings kept.	No Score kept, No standings kept.
Off side	No offside called	No offside called. Referees advise of attempted advantage	No offside called. Referees advise of attempted advantage
Free Kicks	All are Direct, opponents 5 yd away.	All are Direct, opponents 6 yd away.	All are Direct, opponents 6 yd away.
Penalty Kicks	None	DFK at top of box for PK's.	DFK at top of box for PK's.
Throw In	If bad first, ref explain, and re-do. If bad second, ball to other team		
Goal Kick	Taken from goal line, opponents 5 yd away	Taken from inside goal area, opponents 6 yd away	Taken from inside goal area, opponents 6 yd away
Corner Kick	No change from normal except opponents 5 yd away	No change from normal except opponents 6 yd away	No change from normal except opponents 6 yd away
Post Game	Players, Coaches, Parents exchange handshakes	Players, Coaches, exchange handshakes – Thank referees	Players, Coaches, exchange handshakes – Thank referees
Heading Instruction	NO	NO	NO

\*Variance from AYSO Guidelines (Nat. is 5v5 of 7-U7/U8 (no GK), 3v3 of 5-U6 (no GK))

**\*\* U6 teams may practice ONCE during the week at the Creek on any unused field.**

**\*\*\* There is no MINIMUM number of players to play short sided games (divisions U6, U7, U8, U10, and U12)  
Filled out GAME CARDS required for all divisions except U6**

## Region 9 Modifications for 2013 (U10- U14 Divisions) Rev. 07-01-13

Division	U10	U12	U14
Number of Team Players	9	12	14
Number of Field Players	7v7	9v9	11 v 11
Goal Keeper	Yes	Yes	Yes
MINIMUM playing time	¾ of each game	¾ of each game	½ of each game
Goal Size	7 ft by 7 yd	8 ft by 8 yd	8 ft by 8 yd
Game Length	2-25 minute halves, (1) 5 minute break	2-30 minute halves , (1) 5 minute break	2-35 minute halves, (1) 5 minute break
Ball Size	4	4	5
Practices	(2) practices of 1 hour weekly	(2) practices of 1 hour weekly	(2) practices of 1 hour weekly
Field Markings	Half line 8 yd radius center circle 6 yd by 15 yd goal area 14 yd by 36 yd penalty area* 1 yd corner arc 8 yd penalty arc 10 yd penalty spot	Half line 10 yd radius center circle 6 yd by 20 yd goal area 18 yd by 42 yd penalty area 1 yd corner arc 10 yd penalty arc 10 yd penalty spot	Half line 10 yd radius center circle 6 yd by 20 yd goal area 18 yd by 42 yd penalty area 1 yd corner arc 10 yd penalty arc 12 yd penalty spot
Start of Play	No change from normal except 8 yd away	No change from normal	No change from normal
Ball In & Out of Play	No change from normal	No change from normal	No change from normal
Method of Scoring/Standings	Scores recorded on game cards and standings kept by region	Scores recorded on game cards and standings kept by region	Scores recorded on game cards and standings kept by region
Off side	No change from normal	No change from normal	No change from normal
Referees, Fouls	Registered Adult or Youth Referee and ARs. Parent as Club AR is OK. No cards to be shown.	Registered Adult or Youth Referee and ARs. Parent as Club AR is OK.	Registered Adult Referee and ARs. Parent as Club AR is OK.
Free Kicks	No change from normal except opponents must retreat 8 yds. from ball.	No change from normal. Players must move 10 yds away without being asked	No change from normal. Players must move 10 yds away without being asked
Penalty Kicks	No change from normal	No change from normal	No change from normal
Throw In	No change from normal	No change from normal	No change from normal
Goal Kick	No change from normal	No change from normal	No change from normal
Corner Kick	No change from normal except opponents 8 yd away	No change from normal	No change from normal
Post Game	Players, Coaches, exchange handshakes – Thank referees	Players, Coaches, exchange handshakes – Thank referees	Players, Coaches, exchange handshakes – Thank referees
Heading Instruction	YES	YES	YES

**\*Variance from AYSO Guidelines (Nat. is 5v5 of 7-U7/U8 (no GK), 3v3 of 5-U6 (no GK)**

**\*\*\* There is no MINIMUM number of players to play short sided games (divisions U6, U7, U8, U10, and U12)**

Filled out **GAME CARDS** required for all divisions except U6

## **REVISED 2013** Substitution Procedure

The following Substitution Procedure is now **REQUIRED**, for all Region 9 teams. Done properly, it should take 30-60 seconds. The referee's watch, (official game time) continues to run during substitutions. To maximize playing time, we suggest Coaches keep any player position changes to a minimum when substituting (make instructions clear). Once the substitutions have been made (substitutes have entered the field of play) the Referee may restart play per the Laws of the Game (LOTG).

Approximately half way through the first half and @half way through second half the following substitution procedures will be enforced by referees:

- On appropriate stoppage in play, Referee blows whistle and indicates substitutions may be made;
- Coaches must have substitutes ready inside the Technical Area (TA) at the half-way line. Assistant Referee (AR) notes numbers of substitutes (players entering field of play);
- From the Technical Area (TA), Coaches call out the numbers/names of players to be substituted (players coming off) & confirms these numbers with AR;
- Substituted players should quickly exit the field into the Technical Area at the half-way line, handshake with substitutes, who enter the field of play at the half-way line when the player they are substituting has exited the field of play. As each substituted player enters Technical Area, AR confirms & documents player numbers on game card;
- Once Referee confirms that substitutions have been made (substitutes have entered the field of play), play is restarted indicated by a whistle. Teams must be ready to restart play on the Referee's whistle.

NOTE: Coaches wishing to rotate player positions may QUICKLY do so from inside the Technical Area, ideally from an end of the TA away from the half-way line so as not to disrupt or slow down the substituted players exiting and the substitutes entering the field of play.

NOTE: Players may come to the touchline for water anytime during the match including during substitutions being made, but players may not leave the field of play without the referee's permission or congregate at the half-way line. No parents or team officials are permitted to enter the field of play, especially during substitutions. The TA is for Coaches and Assistant Coaches (and substitutes preparing to enter the field of play) only.

**(SUGGESTIONS** – Coaches, Make out your lineup & formation BEFORE you get to the field. **Write down** who your subs will be for the 1<sup>st</sup> and 2<sup>nd</sup> halves of play. **Look** at your watch and have your subs ready to go, **next to you in the TA**, 5 min. before the

middle of each half arrives. Better yet, give your assistant coach the list & ask him/her to do it.)

### **What should I do at a Parent Meeting ???**

1. Call for a team meeting. Perhaps at your house or field before you begin practice season or with first practice.
2. Introduce self and give a copy of team roster, game schedule, practice times and locations, and team rules to each family.
3. **Items on your agenda to discuss**
  - a) **Inform and discuss the 5 philosophies of AYSO.**
  - b) **AYSO is an all-volunteer organization and everyone is expected to volunteer**
  - c) **Your division philosophy– Instructional or Competitive**
  - d) **Your coaching philosophy**
    - i) Do you plan to play everyone at every position?
    - ii) Do you plan to have each player learn just a couple of positions well?
    - iii) Will you stress individual technique?
    - iv) Will you stress team tactics?
    - v) How will you make it fun and enjoyable?
    - vi) Etc.
4. Assure parents that every player will play at least half (or  $\frac{3}{4}$ ) of every game. Win, Lose, or tie. Stress that this program is for the kids and playing is more important than winning.
5. Have parents sign a copy of the medical release forms (sign in space next to copied signature and sign in a color other than black).
6. Get assigned consent. Inform parents that soccer is a contact sport and that their children may get hurt, possibly even seriously hurt.
7. Ask parents if there are any medical issues the players have.
8. State the date, time, length, and location of practices.
9. As this is a team effort, ask for assistance. You will need:
  - a) Team Parent (Manager)
    - i) Game Day Volunteers
    - ii) Team Phone Caller
    - iii) Party Organization, Banner Maker
    - iv) Game Day Snack Coordinator
  - b) Assistant Coach(es)
  - c) Team Referee and Assistant Referee(s)
10. Practice (Players' Responsibilities)
  - a) Water
  - b) Ball
  - c) On time
  - d) Call if unable to come
  - e) Go to bathroom
  - f) Practice clothes (shoes, shin guards, shorts, sweat shirt, etc. – **NO JEWELRY**)
11. Ask if there are any questions, and try to resolve any questions/issues on the spot.

12. A well-organized team is a happy team is a successful team

### Example PARENT MEETING Checklist

#### I. INTRODUCTION

DISCUSS PHILOSOPHY OF AYSO - Everyone Plays, Balanced Teams, Open Registration, Positive Coaching, and Sportsmanship. AYSO is for the kids and playing is more important than winning. Every player will play a minimum of 3/4 the game. Emphasis throughout will be on having fun and learning to be a better soccer player.

#### II. DISCUSS PHILOSOPHY OF DIVISION x - COMPETITIVE or NON-COMPETITIVE

#### III. GAMES

1. Begin: Saturday, September 11, 2013 to November 20, 2013 (10 Saturdays)
2. Times: Various - see schedule
3. Location: Conejo Creek Park
4. Show up time: 1/2 hour before game
5. Clothes
  - a. Will be issued a uniform (shirt, shorts, and socks).
  - b. Do not wear uniform to practice.
  - c. Only wear uniform to game (required to play).
  - d. All Divisions will keep uniforms.
  - e. **Shin guards are mandatory for games and practice.**
  - f. Shoes: Soccer or any good turf shoe (soccer shoes are best, especially on wet mornings), **baseball or football shoes are not allowed (No toe cleats).**
- a. **NO earrings, jewelry, watch, bracelets**, etc. If child has long hair, please put it in ponytails with a plain elastic band (nothing fancy).
6. **Positive Attitude**
  - a. Parents, grandparents, siblings all required to have a positive attitude. All motivation should be positive and encouraging (yell only good things).
  - b. Do NOT coach from the sidelines. Let the coach and/or assistant coaches do the Coaching. It creates too much confusion for the players.
  - c. Parent Control - It is the coach's responsibility to keep the parents under control. If the referee has a problem with a parent, the ref can red card (eject) the coach.
  - d. Please don't hassle the refs; they are doing their best.
7. Equipment:
  - a. Water bottle: Bring to all games and practices.
  - b. **Bring balls to all practices**, but not to games. The ball is size x. Mark ball **boldly** with child's name.
8. **Go to bathroom before coming to game.**
9. Rain: If it is safe for children to play (i.e., field in good shape, no lightning, etc.), we will play soccer. It is up to the parents to decide whether they want their child to play in those conditions. If the game is called off, all efforts to call all parents will be made; if not called, please go to the field at scheduled time.
10. **ABSENT - PLEASE CALL**

If your child will not be at the game, please inform me as far in advance of the game as possible.
11. All parents, players, and coaches shall occupy the same side of the field. Home team shall be the first listed team on the scheduled day of play.
12. Watch the games from the sidelines, no one allowed along the goal line.
13. No dogs allowed at Conejo Creek Park.

#### IV. PRACTICES

First practice will be Tuesday, August xx, 2013 from 5:00 PM to 6:30 PM

1. Days of week: Every and xxxday, starting August xxth
2. Times: 5:00 to 6:30 PM from August xx to November xx, 2013  
 From November 1 to end of season - To be determined.  
 Please arrive 5 minutes before starting time. Practice will begin and end promptly. I will be at practice 15 minutes early. When darkness becomes a problem for practice, the practice times may be pushed to an earlier time and/or shortened. This has yet to be determined.
3. Location: Field 4 East.
4. Clothing: Comfortable play clothes (no uniforms), shoes (tennis or soccer - **NO baseball shoes**).
5. Equipment:
  - a. Soccer ball, size 5, marked with child's name.  
 (Ball size 3 for U5/6/7/8, size 4 for U9/10/12, size 5 for U14/16/19.)
  - b. Shin guards (mandatory for practice and games); not foam type, hard plastic or plastic inserts.
  - c. Water bottle,
  - d. No jewelry, (AYSO rule).
6. **Go to bathroom before coming to practice.**

#### V. RECRUIT VOLUNTEERS

- A. Referee Volunteers: it is suggested to have at least 2 referee volunteers.
- B. Assistant Referee:
 

Responsibilities -

  1. Assist the center referee with judgments on the ball going out of bounds on the sideline or end line, whether the ball crosses the goal line for a score, and offside calls.
  2. Allows you to get a better understanding and appreciation of the game.
  3. **Classes**  
 Friday, August XX Conejo Creek Center 6:00-9:00 PM  
 Saturday, August XX Conejo Creek Park 8:30-12:30
  4. They will be very flexible in working out a schedule that will work for you. You select times and games each week.
- C. Assistant Coach:
 

Responsibilities -

  1. Help head coach instruct team at weekly practices,
  2. Be at weekly games to help head coach direct team,
  3. Be able to run team at practices or games if head coach is unable to attend.
- D. Field Parent
 

Responsibilities -

  1. Communicate with Field Director,
  2. Help set up field for 8:00 am games  
 - Be at field at 7:00 am,  
 - Chalk field, put up goals, nets, corner flags.
  3. Help take down field after last game of day.  
 - Take down nets, goals, corner flags, and net stakes and put in bag.

## E. Team Parent

### Responsibilities -

1. Communicate with Regional Team Parent,
2. Flag or Banner, making and setting up at games,
3. Help in making required phone calls,
4. Coordinate team party or picnic (if the team wants one),
  - Communicate with all parents the details about the team's party (if any),
  - Plan and implement all necessary steps for a successful team party.
5. Obtain volunteer for snack bar duty,
6. Coordinate refreshments,
  - Set schedule for parents to bring refreshments to games,
  - Phone responsible parents before game to make sure they remember:  
Water for half time, and water, Gatorade, fruit drinks, etc., for after the games.  
(Note: These are only suggested items. You may have much better ideas.)  
(bring wet rags for hands if have oranges or something sticky).
  - Have parents bring extra ice with refreshments in case of player injury.
7. Coordinate picture day,
  - Communicate with parents all details about picture day (September 30)
8. **Team Parent Meeting**
  - Xxxday, August xx, 2:00 AM Conejo Creek Snack Bar, or
  - Yyyday, August zz, 11:59 PM Conejo Creek Snack Bar.

I do not expect (and nor should you) the Team Parent to do everything listed above. He or she should get volunteers (or assign someone, if necessary) to be Banner Maker(s), Party Coordinator, Picture Day Coordinator, etc. Please volunteer to help the Team Parent out.

## **Offside Rule Summary**

This can be a confusing element of Soccer, Please, LEARN the Rule and TEACH it to your players and parents. First of all, the rule is OFFSIDE not called offside!!!!

Rule is determined at the EXACT time the ball is played by a teammate.

### **NEVER OFFSIDE**

This list shows when you are not offside.

1. THROW-IN
2. GOAL KICK
3. CORNER KICK
4. Player receiving the ball is in his/her own half of the field.
5. Player receiving the ball is behind the ball at the exact time the ball is played.
6. Player receiving the ball is even with the second-to-last defender or has 2 players from the defending team closer to the goal line at the exact time the ball is played.

### **CAN BE OFF-SIDE**

FREE KICKS (Direct or Indirect)

GOALIE PUNT out of goal

## **LAW 11 – Offside**

### **Offside Position**

It is not an offence in itself to be in an offside position.

A player is in an offside position if he is nearer to his opponents' goal line than both the ball and the second last opponent.

A player is not in an offside position if:

1. he is in his own half of the field of play
2. he is level with the second last opponent
3. he is level with the last two opponents

### **Offence**

A player in an offside position is only penalized if, at the moment the ball touches or is played by one of his team, he is, in the opinion of the referee, involved in active play by:

1. interfering with play
2. interfering with an opponent
3. gaining an advantage by being in that position

### **No Offence**

There is no offside offence if a player receives the ball directly from:

- a goal kick
- a throw-in
- a corner kick

### **Infringements/Sanctions**

For any offside offence, the referee awards an indirect free kick to the opposing team to be taken from the place where the infringement occurred.



## **Often Misunderstood Soccer Rules**

### **HANDLING THE BALL (USUALLY KNOWN AS HANDBALL)**

FIFA rules state HANDLING THE BALL must be intentional. Referees are taught to look for ball to hand or hand to ball. Also, FIFA is discouraging the use of arms across the chest for girls. It is considered INTENTIONAL.

### **HIGH KICK**

There isn't any rule against high kicking. But, there is a DANGEROUS PLAY rule. Anything not covered by other rules that the referee considers being dangerous can be grouped into the DANGEROUS PLAY rule.

### **FAIR CHARGE**

Fair Charge is two players "pushing" each other shoulder to shoulder trying to get the ball. They must be within playing distance of the ball. They must be playing the ball, not the player. If one player is "wrong-footed" when contact occurs, they may fall down. This is not a foul.

### **ADVANTAGE CLAUSE**

The referee may allow play to continue when the team against which an offence has been committed will benefit from such an advantage and penalizes the original offence if the anticipated advantage does not ensue at that time. The referee is allowed 2 to 3 seconds to make a determination.

The referee is not required to call fouls. The Laws of the Game are intended to provide that games be played with as little interference as possible. Constant whistling for trifling and doubtful breaches of the law produces bad feeling and loss of temper on the part of the players and spoils the pleasure of the spectators.

The referee attempts to balance flow of the game with control of the game. It is not the responsibility of the referee to control the players. It is the responsibility of the coach to prevent players for losing control. The referee keeps the game SAFE, FAIR, and FUN.

### **SLIDE TACKLE**

The ball and both players must come in contact with the ball simultaneously for the slide tackle to be acceptable. If the attacking player trips over the defending player's body and not the ball, this is tripping and not slide tackling.

### **ITOOTR – In The Opinion Of The Referee**

The soccer rules state that all decisions concerning fouls and misconduct are "In the Opinion of the Referee". So, when you think something is a foul or is not, it is the referee opinion that counts.

## The Five Skills of Soccer

The sport involves several basic skills: kicking, passing, dribbling, trapping, heading. These skills can be learned at any age, and are skills which the good soccer player works continually to improve.

**KICKING** is the skill most often used to move the ball, either from one player to another or to score a goal. Many players spend more time practicing goal kicking than any other skill because they feel that scoring is the most fun. But players should put just as much emphasis on the other skills. Even forwards will not usually take more than five or six shots on goal in an entire game.

**PASSING** is kicking, pushing, or heading the ball accurately to a teammate or to a space where a teammate can run to the ball. A player may lightly tap the ball to a teammate several feet away or kick it strongly to move it down the field. The ball may scoot along the ground or may be kicked in the air.

**DRIBBLING**, as in basketball, is used to transport the ball under control from one area to another. Soccer players cannot use their hands, players dribble the ball with their feet, using light taps on the ball to move it along the ground.

**TRAPPING** is stopping the ball in flight or on the ground and then controlling it by dribbling or passing the ball to a teammates. There are many ways to trap a ball: (1) allowing it to hit the chest at an angle that deflects the ball to the ground where it can be controlled; (2) allowing it to hit the thigh or bent knee to deflect the ball to the ground where it can be controlled; and (3) using a foot to stop the ball.

**HEADING** is unique to the game of soccer. When a ball is too high to kick, players "head" the ball to pass to a teammate or score a goal. Players should use their foreheads. This is very hard part of the body and permits painless contact.

## The Team

Each team usually is composed of the following basic positions:

The GOALKEEPER, (or Keeper) who is responsible for guarding his/her team's goal and preventing the opposing team from scoring.

The BACK (or Fullback), whose primary duty is to prevent the opponent from having a good shot at the goal, also works to gain possession of the ball and pass it to a teammate to start an attacking play.

The MIDFIELDER (or halfback) who plays a transitional game from defense to offense and vice versa. Usually the midfielder is the most active player on the field and the key to enabling a team a good continuity in its efforts.

The FRONT RUNNER (or Forward), whose primary responsibility is to score, also assists the midfielders in shifting play from defense to offense.

It's important to keep in mind that **any** player may score a goal regardless of position.

### ATTACKER and DEFENDER

It is important to remember and teach that there is not a position called ATTACKER or DEFENDER.

**When your team has the ball, all players on the team are ATTACKERS (regardless of their position), and should be taking an offensive role.**

When your team does not have the ball, all players on the team are **DEFENDERS** (regardless of their position), and should be taking a defensive role.

## **Soccer Action**

**KICKOFF**-Puts the ball in motion at the beginning of each half and after each goal is scored.

**OUT OF PLAY**-Happens when the ball completely crosses the side boundary of the field (sidelines), or when the ball completely crosses the goal line. Play is restarted by a throw-in when out of play over the sidelines and by a goal kick or a corner kick when out of play over the goal line.

**THROW-IN**-Taken along the sidelines at the point where the ball went out of play. A throw-in is awarded against the team which last touched the ball before it went out of play.

**GOAL KICK**-Taken at each time the ball is kicked by the offensive player over its opponent's end or goal line. The ball is placed inside the goal area and must be kicked past the penalty box before it is in play again.

**CORNER KICK**-Taken by the offense each time the ball is kicked by the defense over its own goal line. The ball is placed within a three foot arc in the corner of the field (nearest to where the ball went out of play) and kicked into play by the offense.

**PENALTY KICK**-Given when a defensive player commits one of the nine penal (major) fouls within his/her penalty area.

## Sideline Etiquette

AYSO soccer encourages positive self-esteem, discipline, personal responsibility, teamwork, acceptance of and learning from disappointment and success, as well as perseverance. It is also an enjoyable game to watch as well as to play. We believe that quality soccer can and should be developed, and that it can and should be fun. Therefore, the emphasis of our program is not on who wins but how the players and teams develop, and most importantly, did they have fun in doing so? We want all participants to reach their full, *age-appropriate* potential and to enjoy themselves in the process.

As spectators, we must realize that the players are trying their very best and deserve *our very best* in the way of support and encouragement. **Negative comments have no place on the field or on the sidelines.** We need to recognize that the effort of each player is 100% well intended and encourage each player to maintain that effort. It is also important to recognize **all good play** being demonstrated; *regardless of which team the player is on.*

The area off the field that the spectators occupy is on your own team's side, no closer than three yards from the touchline, and between the penalty areas. Under no circumstances will anyone be allowed behind the goal lines. Familiarize yourself with these field markings and remain within the area defined.

Allow the coach to be the sole source of coaching during the match, communicating tactical or technical adjustments to the players. As a coach, be sure that your coaching during the match is **limited to positive, instructional or encouraging comments.** Giving play-by-play instructions to all players hinders their ability to put into effect the lessons you have stressed in practices and disallows them the opportunity to think on their feet.

The area off the field that the coaches occupy is called the “**technical area**” and is on your own team's side, no closer than one yard from the touchline, and up to ten yards from either side of the halfway line. The “technical area” is limited to the head coach and one assistant coach for that team. Not only are these to be the only persons occupying the “technical area,” **they are the only persons who may coach**” (give tactical or technical information) during the course of the match.

An important aspect of the AYSO program is **Sportsmanship**. Our children need to experience:

1. The fun of hard fought but fair competition
2. Winning graciously
3. Losing graciously
4. Improving one's abilities through practice
5. Learning the social skills involved in being a member of a team, *and*
6. Acknowledging good play by teammates as well as opponents

One of the ways in which our children can learn and continue to have these experiences is by our demonstration of good sideline behavior.

***Our children learn by watching, and imitating our conduct.***

Keep a positive outlook and demonstrate it by supporting the coaches, players and referees, in spite of any mistakes they may make during the course of a match.

## **AYSO Soccer Accident Insurance**

**Below is a summary of AYSO insurances. Incident forms & more details located at**

<http://www.ayso.org/resources/insurance.aspx#sai>

AYSO purchases Soccer Accident Insurance (SAI), which pays excess medical costs up to \$50,000 maximum per accident to an insured person for accidental bodily injuries incurred as a direct result of participation in a covered activity. This is an Excess Accidental Medical Expense Benefit, and all eligible expenses will be reimbursed in excess of a primary policy or on a Usual and Customary basis.

- All claims must be submitted within 90 days of the injury.
- Each claim is subject to a \$200 Deductible.
- Social Security Numbers required on SAI claim.

All AYSO currently registered\* members (players, coaches, referees and other volunteers) are "Covered Persons" for accidental bodily injury while participating in the following covered activities:

- Team practice sessions, scheduled games, tournaments, or other sponsored activities (meetings, banquets, fundraisers) provided they are under the direct supervision of an AYSO registered volunteer.
- Group travel of five or more participants directly, without interruption to or from such practice sessions, games, tournaments, or sponsored activities, provided that players are traveling as a team and a licensed adult driver operates the vehicle.

\*Registration requirements will be verified before any benefits are paid.

**NOTE: SAI Insurance will NOT cover injuries incurred in any practice or scrimmage where PARENTS play against KIDS !!**

## **AYSO Liability Insurance**

AYSO carries a General Liability and the policy period is July 1 through June 30 of next year.

Who is covered: The Organization, its Directors, Officers, field owners, employees and volunteers for injuries or damages the Organization becomes legally obligated to pay, including applicable legal costs for defense.

Coverage is provided for:

- Participant injury
- Spectator injury
- Property damage liability
- Volunteer injury
- Activities necessary and incidental to the conduct of games or practices
- Sponsored functions, including meetings, banquets and fundraisers

Notable Exclusions

- Golf Cart Liability
- Fireworks (sale or detonation)
  - Amusement Devices (specifically excludes bounce houses and climbing walls, but also excludes carnival-type rides in general)

### ***Contact***

If for any reason you have a problem or concern about your insurance program, please do not hesitate to contact the NSTC at 800-872-2976 or [insuranceclaims@ayso.org](mailto:insuranceclaims@ayso.org).

## **86 Ways to say "Good Job !!**

1. Good for you!
2. Superb
3. You did that very well
4. You've got it made
5. Terrific
6. That's not bad!
7. Couldn't have done it better myself
8. Marvelous!
9. You're doing fine
10. You're really improving
11. You're on the right track now!
12. Now you've got it figured out
13. Outstanding!
14. That's coming along nicely
15. I know you can do it
16. Good work
17. You figured that out fast
18. I think you've got it now
19. I'm proud of the way you worked today
20. Tremendous!
21. You certainly did well today
22. Perfect
23. Nice going
24. You've got your brain in gear today
25. Now you've got the hang of it
26. WOW!
27. Wonderful!
28. You're getting better every day
29. You're learning fast
30. You make it look easy
31. That's a good boy/girl
32. That's very much better
33. Super!
34. You did a lot of work today
35. Keep it up!
36. You've got that down pat
37. Congratulations
38. Exactly right!
39. Nice going
40. Excellent
41. Sensational
42. You're doing beautifully
43. You've just mastered that
44. That's really nice
45. That's the best ever
46. That's great
47. Way to go!
48. That's the way to do it!
49. That's quite an improvement
50. Good thinking
51. You really are going to town
52. Keep up the good work
53. That's it.
54. That's it!
55. You haven't missed a thing
56. Fantastic!
57. You outdid yourself today
58. You're doing a good job
59. That's the right way to do it
60. That's better
61. Right on!
62. Well, look at you go!
63. That's the best you've ever done!
64. That's RIGHT!
65. You must have been practicing!
66. Great!
67. Keep working on it... you're getting better
68. You remembered!
69. That kind of work makes me very happy
70. You're really working hard today
71. That's what I call a fine job!
72. I knew you could do it!
73. I'm very proud of you
74. One more time and you'll have it
75. Fine!
76. That's good
77. Good job
78. You really make this fun
79. Good remembering
80. Nothing can stop you now
81. You are doing much better today
82. Keep on trying
83. You are really learning a lot
84. You've just about got it
85. I've never seen anyone do it better!
86. You are very good at that.



## **Coaches's Code**

Enthusiastically support and practice the "Everyone Plays" and Positive Coaching" philosophies of AYSO.

Be reasonable in your demands on the young players' time, energy, enthusiasm and their performance on the soccer field.

Impress on your players that they must abide by the rules of the game all the time.

Develop team respect for the ability of the opponents, as well as for the judgment of referees and opposing coaches.

Ensure that your players' soccer experience is one of fun and enjoyment (winning is only part of it). Players should never be yelled at or ridiculed for making mistakes or losing a game.

Set a good example and be generous with your praise when it is deserved. Children need a coach they can respect.

Enlist the support of your teams' parents in your efforts to instill the proper attitudes and values in the players.

Keep informed about sound coaching principles and growth and development principles of children.

Check equipment and facilities that you use. They should meet safety standards and be appropriate for the age and ability of your players.

Follow the advice of a physician when determining when an injured child is ready to play again

## **Bill of Rights for Young Athletes**

Right of opportunity to participate in sports regardless of ability level.

Right to participate at a level that is commensurate with each child's developmental level.

Right to have qualified adult leadership.

Right to participate in safe and healthy environment.

Right to share in the leadership role and decision-making of the sport.

Right to play as a child not as an adult.

Right to proper preparation for participation in a sport.

Right to equal opportunity to strive for success.

Right to be treated with dignity by all involved.

Right to have fun through sport.

## **Player's Code**

Play for the fun of it, not just to please your parents or coach.

Play by the Laws of the Game.

Never argue with or complain about referees' calls or decision.

Control your temper. Most of all, resist the temptation to retaliate when you feel you have been wronged.

Concentrate on playing soccer with your best efforts. Work equally hard for your team as for yourself.

Be a good sport by cheering all good plays, whether it is your team's or your opponent's.

Treat all players as you would like to be treated.

Remember that the goals of the game are to have fun, improve skills and feel good. Don't be a showoff or a ball hog.

Cooperate with your coaches, teammates, opponents and the referees.



## **AYSO CODE OF ETHICS**

### **TRUSTWORTHINESS**

- Worthy of trust, honor and confidence
- Honest: trustful, sincere, non-deceptive, candid, not cheating
- Integrity: morally courageous, principled
- Promise-keeping: dependable, reliable

### **RESPECT**

- Regard for dignity, worth, and autonomy of all persons (including self)
- Treating others with courtesy, civility, politeness
- Tolerating others' belief
- Accepting individual differences without prejudice
- Refraining from violence, coercion, intimidation

### **RESPONSIBILITY**

- Acknowledgement and performance of duties to others and self
- Accountability: answerable for consequences of decisions
- Pursuit of Excellence: diligent, persevering
- Self-discipline: self-control, restraint

### **JUSTICE AND FAIRNESS**

- Making decisions on appropriate factors: impartially, avoidance of conflicts of interest
- Commitment to equity and equality
- Openness to informations and ideas
- Reasonableness
- Due process
- Consistency
- Fair Play

### **CARING**

- Regard for the well-being of others
- Kindness
- Compassion
- Consideration
- Unselfishness
- Charity: altruism, giving

### **CIVIC VIRTUE AND CITIZENSHIP**

- Recognition of and living up to social obligation
- Participation in democratic process
- Law abidance
- Protection of environment
- Community service
- Doing one's share