

8 Team Schedule

Round 1 Match	Round 2 Match
1 - 4	4 - 1
3 - 2	2 - 3
5 - 8	8 - 5
<u>7 - 6</u>	<u>6 - 7</u>
1 - 3	3 - 1
4 - 2	2 - 4
7 - 5	5 - 7
<u>6 - 8</u>	<u>8 - 6</u>
2 - 1	1 - 2
3 - 4	4 - 3
5 - 6	6 - 5
<u>8 - 7</u>	<u>7 - 8</u>
1 - 5	5 - 1
2 - 6	6 - 2
7 - 3	3 - 7
<u>8 - 4</u>	<u>4 - 8</u>
2 - 8	8 - 2
4 - 7	7 - 4
6 - 1	1 - 6
<u>3 - 5</u>	<u>5 - 3</u>
7 - 1	1 - 7
5 - 2	2 - 5
8 - 3	3 - 8
<u>6 - 4</u>	<u>4 - 6</u>
1 - 8	8 - 1
2 - 7	7 - 2
3 - 6	6 - 3
<u>4 - 5</u>	<u>5 - 4</u>
7	14

Total Cumulative Matches/ Each Team

9 Team Schedule

Round 1 Match Bye	Round 2 Match Bye
2 - 9	9 - 2
3 - 8	8 - 3
4 - 7	7 - 4
<u>5 - 6 1</u>	<u>6 - 5 1</u>
1 - 7	7 - 1
8 - 6	6 - 8
9 - 5	5 - 9
<u>2 - 3 4</u>	<u>3 - 2 4</u>
4 - 1	1 - 4
5 - 3	3 - 5
6 - 2	2 - 6
<u>8 - 9 7</u>	<u>9 - 8 7</u>
1 - 9	9 - 1
2 - 7	7 - 2
3 - 6	6 - 3
<u>4 - 5 8</u>	<u>5 - 4 8</u>
6 - 1	1 - 6
7 - 5	5 - 7
8 - 4	4 - 8
<u>9 - 3 2</u>	<u>3 - 9 2</u>
1 - 3	3 - 1
4 - 2	2 - 4
6 - 9	9 - 6
<u>7 - 8 5</u>	<u>8 - 7 5</u>
8 - 1	1 - 8
9 - 7	7 - 9
2 - 5	5 - 2
<u>3 - 4 6</u>	<u>4 - 3 6</u>
1 - 5	5 - 1
6 - 4	6 - 4
7 - 3	3 - 7
<u>8 - 2 9</u>	<u>2 - 8 9</u>
2 - 1	1 - 2
4 - 9	9 - 4
5 - 8	8 - 5
<u>6 - 7 3</u>	<u>7 - 6 3</u>
8	16

Total Cumulative Matches/ Each Team

10 Team Schedule

Round 1 Match	Round 2 Match
1 – 10	10 – 1
2 – 9	9 – 2
3 – 8	8 – 3
4 – 7	7 – 4
<u>5 – 6</u>	<u>6 – 5</u>
1 – 9	9 – 1
10 – 8	8 – 10
2 – 7	7 – 2
3 – 6	6 – 3
<u>4 – 5</u>	<u>5 – 4</u>
1 – 8	8 – 1
9 – 7	7 – 9
10 – 6	6 – 10
2 – 5	5 – 2
<u>3 – 4</u>	<u>4 – 3</u>
1 – 7	7 – 1
8 – 6	6 – 8
9 – 5	5 – 9
10 – 4	4 – 10
<u>2 – 3</u>	<u>3 – 2</u>

Round 1 Continued	Round 2 Continued
1 – 6	6 – 1
7 – 5	5 – 7
8 – 4	4 – 8
9 – 3	3 – 9
<u>10 – 2</u>	<u>2 – 10</u>
1 – 5	5 – 1
6 – 4	4 – 6
7 – 3	3 – 7
8 – 2	2 – 8
<u>9 – 10</u>	<u>10 – 9</u>
1 – 4	4 – 1
5 – 3	3 – 5
6 – 2	2 – 6
7 – 10	10 – 7
<u>8 – 9</u>	<u>9 – 8</u>
1 – 3	3 – 1
4 – 2	2 – 4
5 – 10	10 – 5
6 – 9	9 – 6
<u>7 – 8</u>	<u>8 – 7</u>
1 – 2	2 – 1
3 – 10	10 – 3
4 – 9	9 – 4
5 – 8	8 – 5
<u>6 – 7</u>	<u>7 – 6</u>
9	18

*Total Cumulative Matches/Each Team

10 Team Interlocking Schedule

ROUND 1				ROUND 2		ROUND 3			
Section 1		Section 2		Section 1	Section 2	Section 1		Section 2	
Match	Bye	Match	Bye	Match		Match	Bye	Match	Bye
1 - 4		A - D		1 - A		4 - 1		D - A	
<u>2 - 3</u>	<u>5</u>	<u>B - C</u>	<u>E</u>	2 - B		<u>3 - 2</u>	<u>5</u>	<u>C - B</u>	<u>E</u>
5 - 3		E - C		3 - C		3 - 5		C - E	
<u>1 - 2</u>	<u>4</u>	<u>A - B</u>	<u>D</u>	4 - D		<u>2 - 1</u>	<u>4</u>	<u>B - A</u>	<u>D</u>
4 - 2		D - B		<u>5 - E</u>		2 - 4		B - D	
<u>5 - 1</u>	<u>3</u>	<u>E - A</u>	<u>C</u>	B - 1		<u>1 - 5</u>	<u>3</u>	<u>A - E</u>	<u>C</u>
3 - 1		C - A		C - 2		1 - 3		A - C	
<u>4 - 5</u>	<u>2</u>	<u>D - E</u>	<u>B</u>	D - 3		<u>5 - 4</u>	<u>2</u>	<u>E - D</u>	<u>B</u>
2 - 5		B - E		E - 4		5 - 2		E - B	
<u>3 - 4</u>	<u>1</u>	<u>C - D</u>	<u>A</u>	<u>A - 5</u>		<u>4 - 3</u>	<u>1</u>	<u>D - C</u>	<u>A</u>
				1 - C					
				2 - D					
				3 - E					
				4 - A					
				5 - B					
				D - 1					
				E - 2					
				A - 3					
				B - 4					
				C - 5					
				1 - E					
				2 - A					
				3 - B					
				4 - C					
				5 - D					
*4		4		9	9	13		13	
*Total Cumulative Matches/Each Team									

11 Team Interlocking Schedule

ROUND 1		ROUND 2		ROUND 3	
Section 1	Section 2	Section 1	Section 2	Section 1	Section 2
Match Bye	Match Bye	Match		Match Bye	Match Bye
1 - 2	A - B	1 - A		2 - 1	B - A
<u>3 - 4</u> <u>5</u>	C - D	2 - B		<u>4 - 3</u> <u>5</u>	D - C
1 - 3	<u>E - F</u>	3 - C		3 - 1	<u>F - E</u>
<u>5 - 4</u> <u>2</u>	D - A	4 - D		<u>4 - 5</u> <u>2</u>	D - A
2 - 3	B - E	<u>5 - E</u> <u>F</u>		3 - 2	E - B
<u>1 - 5</u> <u>4</u>	<u>F - C</u>	B - 1		<u>5 - 1</u> <u>4</u>	<u>C - E</u>
2 - 4	A - C	C - 2		4 - 2	C - A
<u>3 - 5</u> <u>1</u>	B - F	D - 3		<u>5 - 3</u> <u>1</u>	F - B
1 - 4	<u>D - E</u>	E - 4		4 - 1	<u>E - D</u>
<u>2 - 5</u> <u>3</u>	E - A	<u>F - 5</u> <u>A</u>		<u>5 - 2</u> <u>3</u>	A - E
	C - B	3 - B			B - C
	<u>F - D</u>	4 - C			<u>D - F</u>
	A - F	5 - D			F - A
	C - E	1 - F			E - C
	<u>B - D</u>	<u>2 - A</u> <u>E</u>			<u>D - B</u>
		A - 3			
		C - 5			
		D - 1			
		E - 2			
		<u>F - 4</u> <u>B</u>			
		4 - A			
		5 - B			
		2 - D			
		1 - E			
		<u>3 - F</u> <u>C</u>			
		A - 5			
		B - 4			
		C - 1			
		E - 3			
		<u>F - 2</u> <u>D</u>			
*4	5	10	10	14	15
*Total Cumulative Matches/Each Team					

12 Team Schedule

ROUND 1		ROUND 2		ROUND 3	
Section 1	Section 2	Section 1	Section 2	Section 1	Section 2
Match	Match	Match	Match	Match	Match
1 - 2	A - B	2 - 1	B - A		
3 - 4	C - D	4 - 3	D - C		
<u>5 - 6</u>	<u>E - F</u>	<u>6 - 5</u>	<u>F - E</u>		
4 - 1	D - A	1 - 4	A - D		
2 - 5	B - E	5 - 2	E - B		
<u>6 - 3</u>	<u>F - C</u>	<u>3 - 6</u>	<u>C - F</u>	REPEAT	REPEAT
1 - 3	A - C	3 - 1	C - A	ROUND 1	ROUND 1
2 - 6	B - F	6 - 2	F - B		
<u>4 - 5</u>	<u>D - E</u>	<u>5 - 4</u>	<u>E - D</u>		
5 - 1	E - A	1 - 5	A - E		
3 - 2	C - B	2 - 3	B - C		
<u>6 - 4</u>	<u>F - D</u>	<u>4 - 6</u>	<u>D - F</u>		
1 - 6	A - F	6 - 1	F - A		
3 - 5	E - C	5 - 3	C - E		
<u>2 - 4</u>	<u>D - B</u>	<u>4 - 2</u>	<u>B - D</u>		
*5	5	10	10	15	15
*Total Cumulative Matches/Each Team					

12 Team Interlocking Schedule

ROUND 1		ROUND 2		ROUND 3	
Section 1	Section 2	Section 1 & 2		Section 1	Section 2
Match	Match	Match	Match	Match	Match
1 - 2	A - B	1 - A		2 - 1	B - A
3 - 4	C - D	2 - B		4 - 3	D - C
<u>5 - 6</u>	<u>E - F</u>	3 - C		<u>6 - 5</u>	<u>F - E</u>
4 - 1	D - A	4 - D		1 - 4	A - D
2 - 5	B - E	5 - E		5 - 2	E - B
<u>6 - 3</u>	<u>F - C</u>	<u>6 - F</u>		<u>3 - 6</u>	<u>C - F</u>
1 - 3	A - C	B - 1		3 - 1	C - A
2 - 6	B - F	C - 2		6 - 2	F - B
<u>4 - 5</u>	<u>D - E</u>	D - 3		<u>5 - 4</u>	<u>E - D</u>
5 - 1	E - A	E - 4		1 - 5	A - E
3 - 2	C - B	F - 5		2 - 3	B - C
<u>6 - 4</u>	<u>F - D</u>	<u>A - 6</u>		<u>4 - 6</u>	<u>D - F</u>
1 - 6	A - F	1 - C		6 - 1	F - A
3 - 5	E - C	2 - D		5 - 3	C - E
<u>2 - 4</u>	<u>D - B</u>	3 - E		<u>4 - 2</u>	<u>B - D</u>
		4 - F			
		5 - A			
		<u>6 - B</u>			
		D - 1			
		E - 2			
		F - 3			
		A - 4			
		B - 5			
		<u>C - 6</u>			
		1 - E			
		2 - F			
		3 - A			
		4 - B			
		5 - C			
		<u>6 - D</u>			
		F - 1			
		A - 2			
		B - 3			
		C - 4			
		D - 5			
		E - 6			
*5	5	11	11	16	16
*Total Cumulative Matches/Each Team					

13 Team Interlocking Schedule

ROUND 1			ROUND 2		ROUND 3		
Section 1	Section 2		Section 1	Section 2	Section 1	Section 2	
Match	Match	Bye	Match	Bye	Match	Match	Bye
1-2	G-B		1-A		2-1	B-G	
3-4	F-C		2-B		4-3	C-F	
<u>5-6</u>	<u>E-D</u>	<u>A</u>	3-C		<u>6-5</u>	<u>D-E</u>	<u>A</u>
4-1	A-G		4-D		1-4	G-A	
2-5	B-E		5-E		5-2	E-B	
<u>6-3</u>	<u>C-D</u>	<u>F</u>	<u>6-F</u>	<u>G</u>	<u>3-6</u>	<u>D-C</u>	<u>F</u>
1-3	F-A		B-1		3-1	A-F	
2-6	E-G		C-2		6-2	G-E	
<u>4-5</u>	<u>C-B</u>	<u>D</u>	D-3		<u>5-4</u>	<u>B-C</u>	<u>D</u>
5-1	A-E		E-4		1-5	E-A	
3-2	D-F		F-5		2-3	F-D	
<u>6-4</u>	<u>G-C</u>	<u>B</u>	<u>G-6</u>	<u>A</u>	<u>4-6</u>	<u>C-G</u>	<u>B</u>
1-6	D-A		1-C		6-1	A-D	
3-5	C-E		2-D		5-3	E-C	
<u>2-4</u>	<u>B-F</u>	<u>G</u>	3-E		<u>4-2</u>	<u>F-B</u>	<u>G</u>
	A-C		4-F		C-A		
	D-B		5-G		B-D		
	<u>F-G</u>	<u>E</u>	<u>6-A</u>	<u>B</u>	<u>G-F</u>		<u>E</u>
	B-A		D-1		A-B		
	G-D		E-2		D-G		
	<u>E-F</u>	<u>C</u>	F-3		<u>F-E</u>		<u>C</u>
			G-4				
			A-5				
			<u>B-6</u>	<u>C</u>			
			1-E				
			2-F				
			3-G				
			4-A				
			5-B				
			<u>6-C</u>	<u>D</u>			
			F-1				
			G-2				
			A-3				
			B-4				
			C-5				
			<u>D-6</u>	<u>E</u>			
			1-G				
			2-A				
			3-B				
			4-C				
			5-D				
			<u>6-E</u>	<u>E</u>			
*5	6		12	12	17	18	

*Total Cumulative Matches/Each Team

14 Team Schedule

Round 1				Round 2				Round 3	
Section 1 Match Bye		Section 2 Match Bye		Section 1 Match Bye		Section 2 Match Bye		Section 1 Match	Section 2 Match
2 - 7		G - B		7 - 2		B - G		Repeat Round 1	
3 - 6		F - C		6 - 3		C - F			
<u>4 - 5</u>	<u>1</u>	<u>E - D</u>	<u>A</u>	<u>5 - 4</u>	<u>1</u>	<u>D - E</u>	<u>A</u>		
7 - 1		A - G		1 - 7		G - A			
5 - 2		B - E		2 - 5		E - B			
<u>4 - 3</u>	<u>6</u>	<u>C - D</u>	<u>F</u>	<u>3 - 4</u>	<u>6</u>	<u>D - C</u>	<u>F</u>		
1 - 6		F - A		6 - 1		A - F			
7 - 5		E - G		5 - 7		G - E			
<u>2 - 3</u>	<u>4</u>	<u>C - B</u>	<u>D</u>	<u>3 - 2</u>	<u>4</u>	<u>B - C</u>	<u>D</u>		
5 - 1		A - E		1 - 5		E - A			
6 - 4		D - F		4 - 6		F - D			
<u>3 - 7</u>	<u>2</u>	<u>G - C</u>	<u>B</u>	<u>7 - 3</u>	<u>2</u>	<u>C - G</u>	<u>B</u>		
1 - 4		D - A		4 - 1		A - D			
5 - 3		C - E		3 - 5		E - C			
<u>6 - 2</u>	<u>7</u>	<u>B - F</u>	<u>G</u>	<u>2 - 6</u>	<u>7</u>	<u>F - B</u>	<u>G</u>		
3 - 1		A - C		1 - 3		C - A			
2 - 4		D - B		4 - 2		B - D			
<u>7 - 6</u>	<u>5</u>	<u>F - G</u>	<u>E</u>	<u>6 - 7</u>	<u>5</u>	<u>G - F</u>	<u>E</u>		
1 - 2		B - A		2 - 1		A - B			
4 - 7		G - D		7 - 4		D - G			
<u>6 - 5</u>	<u>3</u>	<u>E - F</u>	<u>C</u>	<u>5 - 6</u>	<u>3</u>	<u>F - E</u>	<u>C</u>		
* 6		6		12		12		18	18
* Total Cumulative Matches/Each Team									

14 Team Interlocking Schedule

ROUND 1				ROUND 2		ROUND 3			
Section 1		Section 2		Section 1	Section 2	Section 1		Section 2	
Match	Bye	Match	Bye	Match		Match	Match	Bye	
2 - 7		G - B		1 - A		7 - 2	B - G		
3 - 6		F - C		2 - B		6 - 3	C - F		
<u>4 - 5</u>	<u>1</u>	<u>E - D</u>	<u>A</u>	3 - C		<u>5 - 4</u>	<u>1</u>	<u>D - E</u>	<u>A</u>
7 - 1		A - G		4 - D		1 - 7	G - A		
5 - 2		B - E		5 - E		2 - 5	E - B		
<u>4 - 3</u>	<u>6</u>	<u>C - D</u>	<u>E</u>	6 - F		<u>3 - 4</u>	<u>6</u>	<u>D - C</u>	<u>F</u>
1 - 6		F - A		<u>7 - G</u>		6 - 1	A - F		
7 - 5		E - G		B - 1		5 - 7	G - E		
<u>2 - 3</u>	<u>4</u>	<u>C - B</u>	<u>D</u>	C - 2		<u>3 - 2</u>	<u>4</u>	<u>B - C</u>	<u>D</u>
5 - 1		A - E		D - 3		1 - 5	E - A		
6 - 4		D - F		E - 4		4 - 6	F - D		
<u>3 - 7</u>	<u>2</u>	<u>G - C</u>	<u>B</u>	F - 5		<u>7 - 3</u>	<u>2</u>	<u>C - G</u>	<u>B</u>
1 - 4		D - A		G - 6		4 - 1	A - D		
5 - 3		C - E		<u>A - 7</u>		3 - 5	E - C		
<u>6 - 2</u>	<u>7</u>	<u>B - F</u>	<u>G</u>	1 - C		<u>2 - 6</u>	<u>7</u>	<u>F - B</u>	<u>G</u>
3 - 1		A - C		2 - D		1 - 3	C - A		
2 - 4		D - B		3 - E		4 - 2	B - D		
<u>7 - 6</u>	<u>5</u>	<u>F - G</u>	<u>E</u>	4 - F		<u>6 - 7</u>	<u>5</u>	<u>G - F</u>	<u>E</u>
1 - 2		B - A		5 - G	1 - E	2 - 1	A - B		
4 - 7		G - D		6 - A	2 - F	7 - 4	D - G		
<u>6 - 5</u>	<u>3</u>	<u>E - F</u>	<u>C</u>	<u>7 - B</u>	3 - G	<u>5 - 6</u>	<u>3</u>	<u>F - E</u>	<u>C</u>
				D - 1	4 - A				
				E - 2	5 - B				
				F - 3	6 - C				
				G - 4	<u>7 - D</u>				
				A - 5	F - 1				
				B - 6	G - 2				
				<u>C - 7</u>	A - 3				
				»	B - 4				
					C - 5				
					D - 6				
					<u>E - 7</u>				
					1 - G				
					2 - A				
					3 - B				
					4 - C				
					5 - D				
					6 - E				
					<u>7 - F</u>				
*6		6		13	13	19		19	
*Total Cumulative Matches/Each Team									

*Total Cumulative Matches/Each Team

15 Team Interlocking Schedule

ROUND 1			ROUND 2			
Section 1	Section 2		Section 1	Section 2		
Match	Match	Bye	Match	Bye		
1-4	G-B		A-1			
3-2	F-C		B-2			
5-8	<u>E-D</u>	A	C-3			
<u>7-6</u>	A-G		D-4			
1-3	B-E		E-5			
4-2	<u>C-D</u>	F	F-6			
7-5	F-A		<u>G-7</u>	<u>8</u>		
<u>6-8</u>	E-G		2-A			
2-1	<u>C-B</u>	<u>D</u>	3-B			
3-4	A-E		4-C			
5-6	D-F		5-D			
<u>8-7</u>	<u>G-C</u>	<u>B</u>	6-E			
1-5	D-A		7-F			
2-6	C-E		<u>8-G</u>	<u>1</u>		
7-3	<u>B-F</u>	<u>G</u>	A-3	6-A		
<u>8-4</u>	A-C		B-4	7-B		
2-8	D-B		C-5	8-C		
4-7	<u>F-G</u>	<u>E</u>	D-6	1-D		
6-1	B-A		E-7	2-E		
<u>3-5</u>	G-D		F-8	3-F		
7-1	<u>E-F</u>	<u>C</u>	<u>G-1</u>	<u>2</u>	<u>4-G</u>	<u>5</u>
5-2			4-A	A-7		
8-3			5-B	B-8		
<u>6-4</u>			6-C	C-1		
1-8			7-D	D-2		
2-7			8-E	E-3		
3-6			1-F	F-4		
<u>4-5</u>			<u>2-G</u>	<u>3</u>	<u>G-5</u>	<u>6</u>
			A-5	8-A		
			B-6	1-B		
			C-7	2-C		
			D-8	3-D		
			E-1	4-E		
			F-2	5-F		
			<u>G-3</u>	<u>4</u>	<u>6-G</u>	<u>7</u>
			»			
7	6			14	14	
* Total Cumulative Matches/Each Team						

16 Team Schedule

ROUND 1		ROUND 2	
Section 1	Section 2	Section 1	Section 2
Match	Match	Match	Match
1-4	A-D	4-1	D-A
3-2	C-B	2-3	B-C
5-8	E-H	8-5	H-E
<u>7-6</u>	<u>G-F</u>	<u>6-7</u>	<u>F-G</u>
1-3	A-C	3-1	C-A
4-2	D-B	2-4	B-D
7-5	G-E	5-7	G-E
<u>6-8</u>	<u>F-H</u>	<u>8-6</u>	<u>H-F</u>
2-1	B-A	1-2	A-B
3-4	C-D	4-3	D-C
5-6	E-F	6-5	F-E
<u>8-7</u>	<u>H-G</u>	<u>7-8</u>	<u>H-G</u>
1-5	A-E	5-1	E-A
2-6	B-F	6-2	F-B
7-3	G-C	3-7	C-G
<u>8-4</u>	<u>H-D</u>	<u>4-8</u>	<u>D-H</u>
2-8	B-H	8-2	H-B
4-7	D-G	7-4	G-D
6-1	F-A	1-6	A-F
<u>3-5</u>	<u>C-E</u>	<u>5-3</u>	<u>E-C</u>
7-1	G-A	1-7	A-G
5-2	E-B	2-5	B-E
8-3	H-C	3-8	C-H
<u>6-4</u>	<u>F-D</u>	<u>4-6</u>	<u>D-F</u>
1-8	A-H	8-1	H-A
2-7	B-G	7-2	G-B
3-6	C-F	6-3	F-C
<u>4-5</u>	<u>D-E</u>	<u>5-4</u>	<u>E-D</u>
*7	7	14	14
*Total Cumulative Matches/Each Team			

16 Team Interlocking Schedule

ROUND 1		ROUND 2		
Section 1	Section 2	Section 1	Section 2	Round 2 Continued
1 - 4	A - D	1 - A		1 - E
3 - 2	C - B	2 - B		2 - F
5 - 8	E - H	3 - C		3 - G
<u>7 - 6</u>	<u>G - F</u>	4 - D		4 - H
1 - 3	A - C	5 - E		5 - A
4 - 2	D - B	6 - F		6 - B
7 - 5	G - E	7 - G		7 - C
<u>6 - 8</u>	<u>F - H</u>	<u>8 - H</u>		<u>8 - D</u>
2 - 1	B - A	B - 1		F - 1
3 - 4	C - D	C - 2		G - 2
5 - 6	E - F	D - 3		H - 3
<u>8 - 7</u>	<u>H - G</u>	E - 4		A - 4
1 - 5	A - E	F - 5		B - 5
2 - 6	B - F	G - 6		C - 6
7 - 3	G - C	H - 7		D - 7
<u>8 - 4</u>	<u>H - D</u>	<u>A - 8</u>		<u>E - 8</u>
2 - 8	B - H	1 - C		1 - G
4 - 7	D - G	2 - D		2 - H
6 - 1	F - A	3 - E		3 - A
<u>3 - 5</u>	<u>C - E</u>	4 - F		4 - B
7 - 1	G - A	5 - G		5 - C
5 - 2	E - B	6 - H		6 - D
8 - 3	H - C	7 - A		7 - E
<u>6 - 4</u>	<u>F - D</u>	<u>8 - B</u>		<u>8 - F</u>
1 - 8	A - H	D - 1		H - 1
2 - 7	B - G	E - 2		A - 2
3 - 6	C - F	F - 3		B - 3
<u>4 - 5</u>	<u>D - E</u>	G - 4		C - 4
		H - 5		D - 5
		A - 6		E - 6
		B - 7		F - 7
		<u>C - 8</u>		<u>G - 8</u>
		»		
*7	7		15	15
*Total Cumulative Matches/Each Team				

Post Season Playoff Ladders

Following are post season playoff ladders for three teams through eight teams. Ladders are provided for both single elimination and double elimination playoffs. In addition to the purely mechanical aspects of these ladders, there are other items which must be considered before the playoffs are started.

1. Make sure both teams know the team colors of the other, so that the home team can make arrangements prior to the match to change jerseys.
2. Always have the person in charge of the field bring a set of pinnies or something which could serve as an over-shirt in case team colors do conflict.
3. Leave days open in your playoff schedule so that unplanned events, such as inclement weather, can be accommodated with relative ease.
4. Make sure you have an adequate staff to help you. There are many activities associated with playoffs which will require attention. A number of these can effectively be turned over to a willing volunteer.

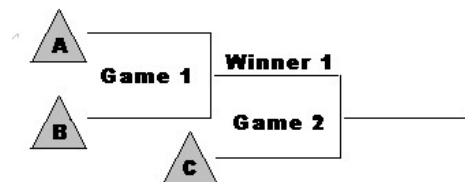
In AYSO, maximum participation by teams for as long as possible should be equally important to determining a “champion.” Consider consolation brackets and open play for “eliminated” teams.

To use the attached ladders, letter each team in the playoff, then substitute the team name for the letter.

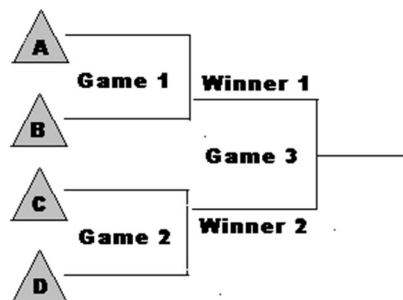
Playoffs with more than eight teams should be single elimination (because of the many weeks required for completion). These ladders should be made square (an even multiple of 4), as quickly as possible. For example, the first round of 12 team playoff should involve eight teams, with the four winners teaming with the four teams drawing a bye, to form an 8 team second round.

Single Elimination Playoff Ladders

Three Teams



Four Teams



Five Teams



Six Teams



Seven Teams



Eight Teams



Double Elimination Playoff Ladders

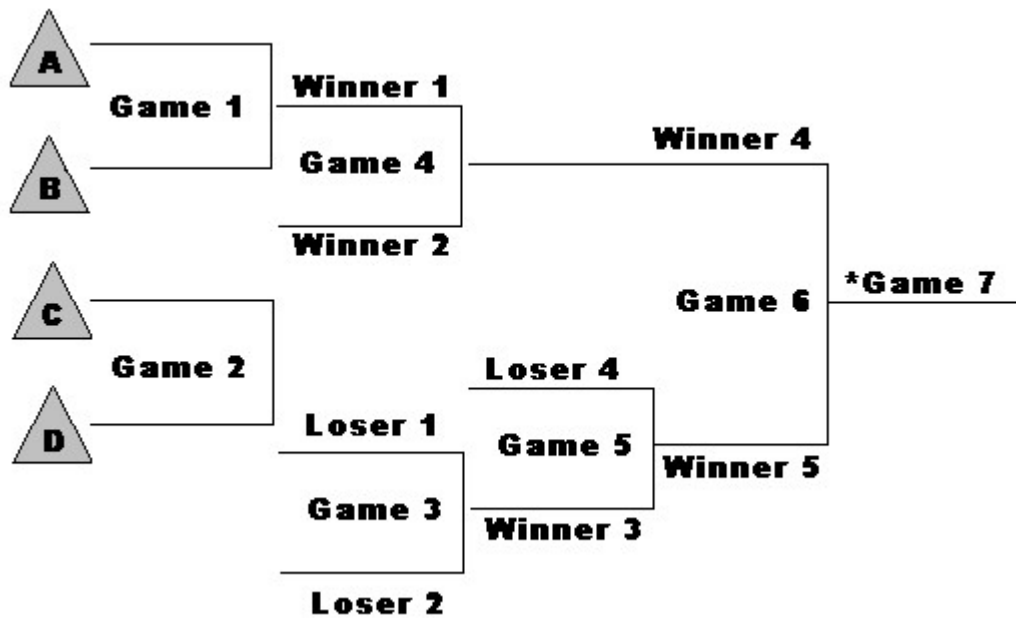
Three Teams

*Match 5 is only necessary if Team C wins Match 3



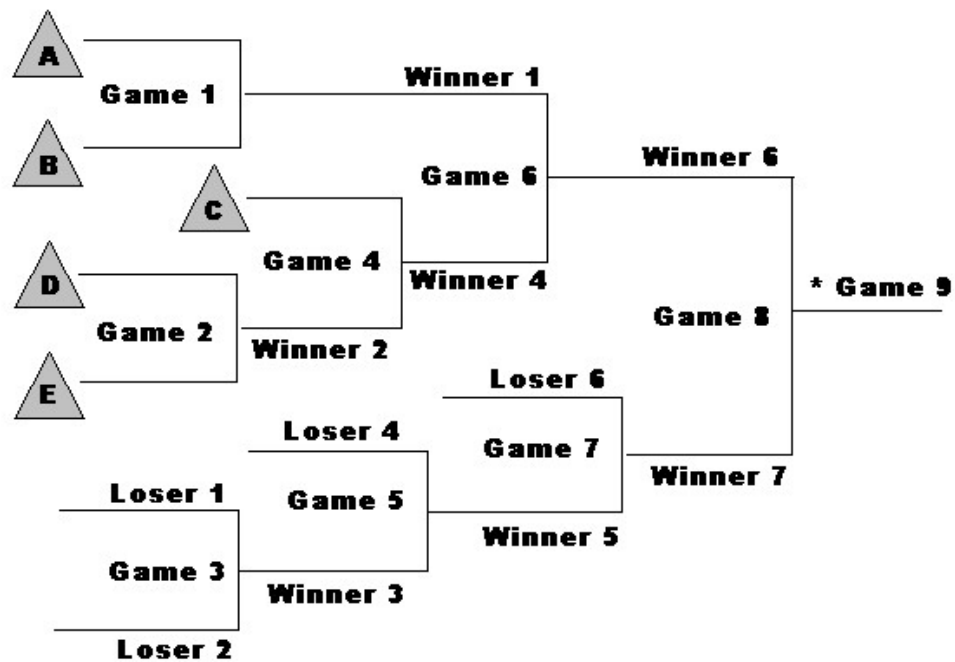
Four Teams

*Match 7 is only necessary if the winner of Match 5 defeats



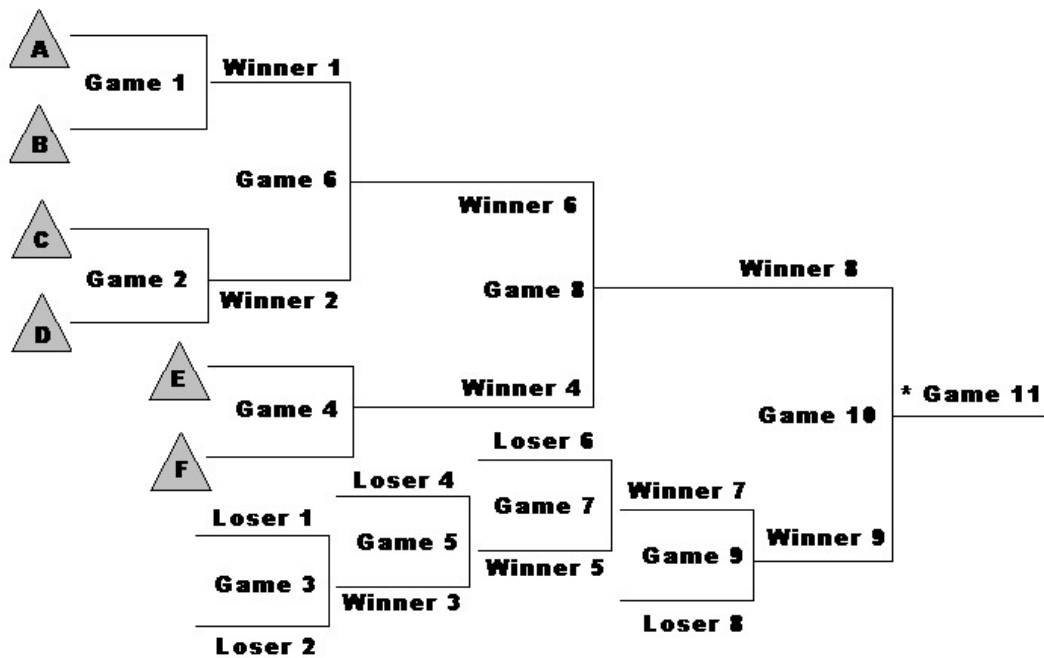
Five Teams

*Match 9 is only necessary if the winner of Match 7 defeats the winner of Match 6



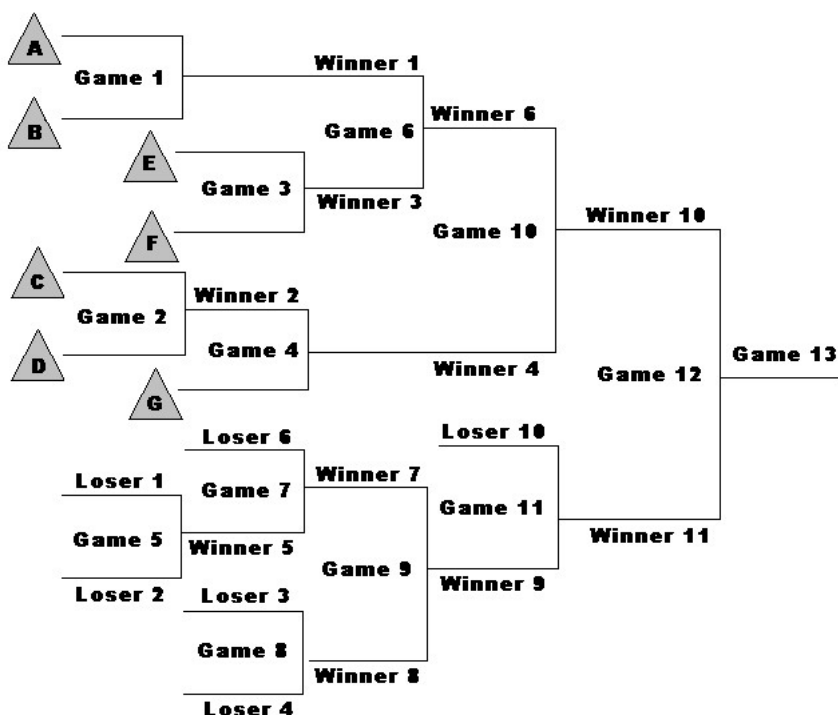
Six Teams

*Match 11 is only necessary if the winner of Match 9 defeats the winner of Match 8



Seven Teams

*Match 13 is only necessary if the winner of Match 11 defeats the winner of Match 10 in Match 12



Eight Teams

* Match 15 is only necessary if the winner of Match 13 defeats the winner of Match 12 in Match 14



Standard Fields

Marking a New Playing Field

Chalk and paint are the quickest and easiest methods of marking a field, if the lines are not going to be permanent.

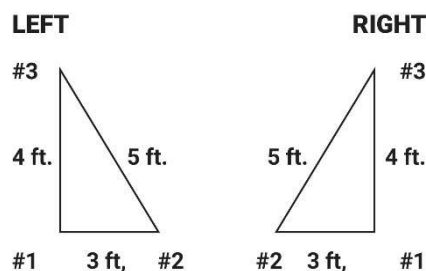
Equipment needed:

- One or two rolls of heavy twine — 100 yard minimum
- Six or more rolls of plastic tent pegs, or 20d nails for harder ground
- Claw hammer
- One or two measuring tapes — 100-feet minimum
- One line marker — chalk or liquid
- Two bags of marking chalk (DO NOT USE LIME) per field or two cans of paint
- One or more assistants

Fields can vary in size but must be rectangular. Make the field as large as possible, within the Laws. Sacrifice some length to obtain width, if necessary. For younger players, smaller fields are preferred, but keep the goal areas and penalty areas in proportion to the size of the field. Check AYSO's "Coaching Program Guide", available from the AYSO Supply Center or the Player Programs Dept. for alternate field sizes.

Step 1—Goal Lines

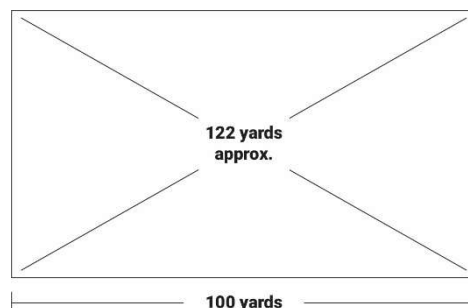
Set the initial peg at one corner of the field to be built. Set the second peg three feet inward of the first peg along the intended goal line. Set the third peg four feet from the first peg along the intended touch line while measuring five feet from the third to the second peg to acquire a right angle.



Example: Once the first corner has been established, repeat the process at the opposite end along the goal line. Remove the #2 pegs. Attach the twine between the two corner pegs, pulling it taut. Mark a chalk line along the twine. Do not remove the #3 pegs yet. Repeat the process at the opposite end of the field making sure the right angles at each corner line up. If you are in doubt, measure the distance from each corner to the opposite corner.

Step 2—Touch Lines

Attach twine to number one pegs on opposite ends of the field along the intended touch line. The twine should fall exactly in line with the number three pegs. (If not, recheck measurement from corner to corner.) Pull the twine taut, lift and let fall to ground. This will allow for a straight line. Mark the complete side of the field with chalk or paint. Repeat on opposite side. Remove number three pegs leaving the corner pegs in place.



Step 3—Halfway Line

Measure half the distance of the length of the field on each side and mark with a peg. Attach twine to those pegs and mark a line parallel to the goal line with chalk or paint. Remove pegs.

Step 4—Center Circle

Measure half the width of the field at the halfway line and mark with peg. Attach twine to the peg and measure ten yards. With an assistant holding the twine taut at the ten yard mark, follow with the chalk or painter as the assistant walks the circle. If there is no assistant, tie the twine to the front of the chalk or painter and walk the circle, keeping the twine taut at all times so there are no "waves" in the circle line. Remove peg.

Step 5—Goal Area

Measure half the width of the field at the goal line and insert peg. From this center point measure ten yards in both directions along the goal line and set a peg at each point. Measure six yards from the two outer pegs perpendicular to the goal line, using the same 3' x 4' x 5' method as for the corners, and insert pegs. Attach twine to each of the four pegs and mark with chalk or paint on the three sides of the goal area. Remove the outer pegs, leaving the center peg.

Step 6—Penalty Area

From the center peg of the goal line, measure 22 yards toward each touch line and insert pegs. Measure 18 yards from each peg perpendicular to the goal line, using the 3' x 4' x 5' method and insert pegs. Attach twine to each of the four pegs and mark with chalk and paint, following twine. Remove outer pegs.

Step 7—Penalty Spot

Measure 12 yards from the center peg of the goal line at right angles to the goal. Insert a peg and make a circle of nine inches. This may be a solid spot. Remove center peg.

Step 8—Penalty Arc

Measure 10 yards from the center of the penalty spot. Attach twine to the peg. Following the procedure for the center circle, chalk or paint an arc outside the penalty area only, beginning and ending at the 18 yard line. Remove spot peg.

Step 9—Corner Areas

At each corner of the field, mark with chalk a quarter circle with a radius of one yard, inside the field of play. Remove corner pegs.

Optional marks may be made off the field of play 10 yards from the corner arc at right angles to the goal lines and touchlines to ensure defenders are far enough away from a corner kick.

Step 10—Coach's area

This is a rectangular area 2 yards deep and 20 yards wide set back at least 1 yard from the touchline and running parallel to the touchline. It is centered on the touchline so it extends 10 yards in each direction. .

Step 11—Restraining Lines (optional)

Where possible, these should not be less than 3 yards outside the playing field, parallel to the touch lines, the length of the field, from penalty area to penalty area. This allows the coaches and assistant referees ample space and prevents encroachments by spectators

Adjacent Fields

If there is space for more than one field in an area, make them no closer than six feet when they are side by side nor twelve feet when they are end to end. Many Regions use one large field to make three smaller fields across for practice or small-sided matches.

Field Marking Materials

Weed killer, diesel fuel or other such harsh chemicals used to "burn in" lines can be dangerous and may even be prohibited by local laws or park policies. Many Regions use chalk or specially formulated spray paint to mark the lines. If using spray paint, it is best to use two coats, one laid down in each direction. This produces a more visible and longer-lasting line. Different colors can be used when smaller fields are laid out within or across full sized fields.

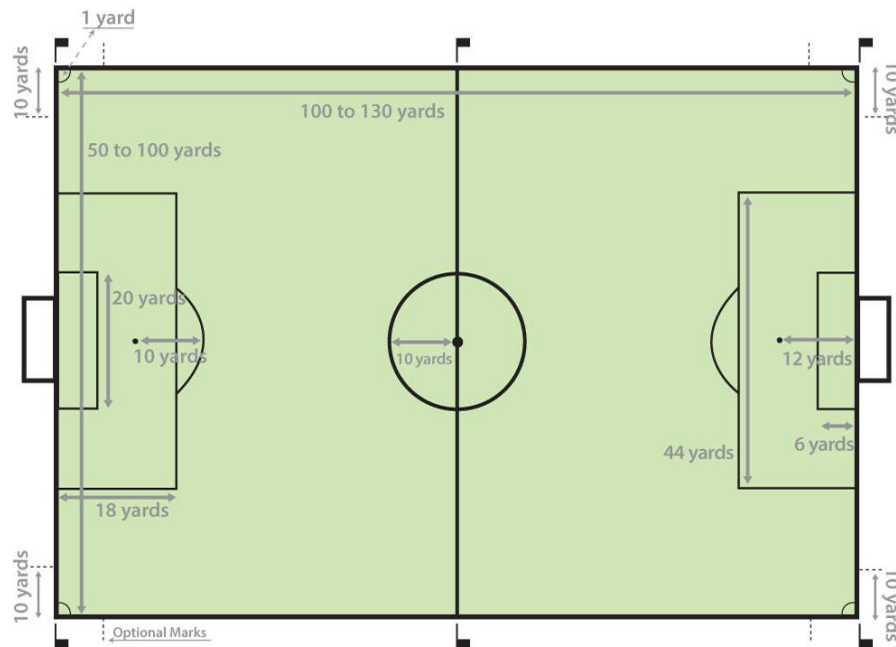
If using chalk for initial marking, it is best to use two bags of chalk. Subsequently one bag will be sufficient. Markers have an adjustable flow lever and practice will allow you to get the most out of each bag and still get a good line. Never use lime to line fields. Lime is caustic and will harm the eyes and burn open cuts.

Permanent Goals

If you are using permanent goals set in the ground, be sure the inset is at least one third the height of the goal, i.e., 8-foot goal should extend two and a half to three feet into the ground, using sufficient cement as an anchor for stability.

If you are using sleeves in which to set the goals, anchor the sleeves well with cement. Use threaded pipe to enable you to keep caps on them when not in use. Open pipes are a hazard and they will eventually fill with dirt. (See Goals under Selection and Purchase of Equipment)

Hooks welded to any portion of the goals creates an especially dangerous hazard and should be removed. Use Velcro strips or twine to attach nets.



Field

- 100 - 130 yards (length)
- 50 - 100 yards (width)

Goals

- The maximum goal size is 8' high x 24' wide.
- The recommended goal size is 8' high x 24' wide.

Matches

- Size 5
- 11 v 11
- Game may not start or continue if there are less than 7 players on a team.
- Substitutions take place approximately midway through each half – See Rules & Regulations I. C. 1 & 2.
- Matches shall have 2 equal halves not to exceed 35 minutes each (14U), 40 minutes each (16U), 45 minutes each (18U).
- Halftime shall be a minimum of 5 minutes and a maximum of 10 minutes.

Small-Sided Matches

U.S. Soccer has mandated, for its member associations, small-sided matches as part of the Player Development Initiatives. Match play shall be governed by the *Laws of the Game* as modified by AYSO (with permission), the AYSO National Rules & Regulations and the age appropriate AYSO Coach Manual.

Young soccer players need special consideration.

- They are children playing a children's game.
- They must be regarded as young children, not mini adults.
- They are essentially self-oriented and relate naturally to one or two others, not to large groups.
- Fun and activity factors must be a central part of a child-centered program.
- Educators agree early learning experiences are the most important and produce the most retention.
- Most children cannot sustain prolonged activity.
- They function best in suitable starts and stops (rest periods).
- Concentration span is limited, so frequent changes of pace and activity are essential.

Children love to learn.

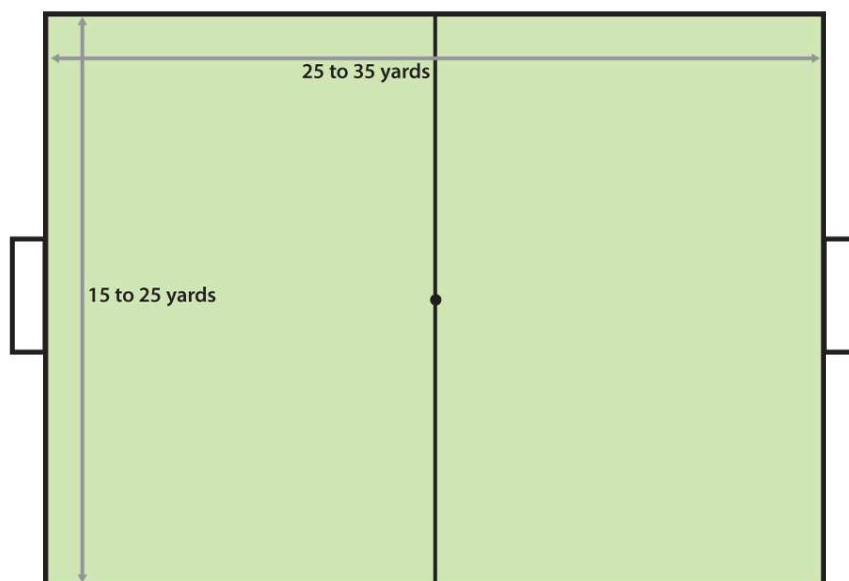
- They learn a great deal more when the ratio of teacher (coach) to student (player) is reduced.
- With small numbers and the simple nature of the match, the best teacher is the match itself.
- With fewer players on the field, each player gets more touches of the ball and has greater opportunity to change location in a fast-flowing, fluid match.
- Playing small-sided allows players to make simpler decisions and develop an earlier, better understanding of organization of play.
- Smaller fields mean more players are directly involved in play, creating increased levels of both concentration and interest.
- The reduced field size encourages more shots on goal by all players, therefore more goals scored.

Residual benefits.

- Parents are introduced to the match in smaller, more understandable doses.
- Small-sided matches are a great place to train new referees.
- The rest of the world is playing small-sided, and we are part of the soccer world.

	6U 6 years old and younger	7U 7 years old and younger	8U 8 years old and younger	9U 9 years old and younger	10U 10 years old and younger	11U 11 years old and younger	12U 12 years old and younger
Field Size (yards)	Length 25-35 Width 15-25	Length 25-35 Width 15-25	Length 25-35 Width 15-25	Length 55-65 Width 35-45	Length 55-65 Width 35-45	Length 70-80 Width 45-55	Length 70-80 Width 45-55
Max Goal Size (feet)	Height 4 Width 6	Height 4 Width 6	Height 4 Width 6	Height 6.5 Width 18.5	Height 6.5 Width 18.5	Height 7 Width 21	Height 7 Width 21
Rec'd Goal Size (feet)	Height 4 Width 6	Height 4 Width 6	Height 4 Width 6	Height 6.5 Width 12	Height 6.5 Width 12	Height 6.5 Width 18.5	Height 7 Width 21
Ball Size	3	3	3	4	4	4	4
Players	4v4 No GK	4v4 No GK	4v4 No GK	7v7	7v7	9v9	9v9
Game Times (minutes)	2x10	2x20	2x20	2x25	2x25	2x30	2x30
Offside	No	No	No	Yes	Yes	Yes	Yes

4V4 Standards of Play



Field

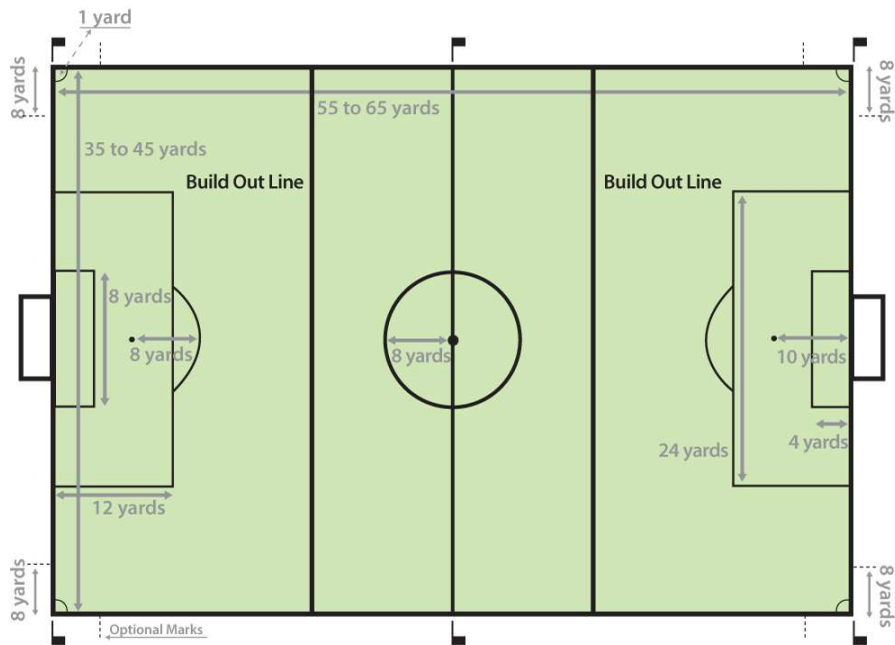
- 25-35 yards (length)
- 15-25 yards (width)

Goals

- The maximum goal size is 4' high x 6' wide.
- The recommended goal size is 4' high x 6' wide.
- Corner flags are not needed

Matches

- Size 3 ball
- Shin guards are required
- Substitutions take place approximately midway through each half – See Rules & Regulations I. C. 1 & 2.
- Matches shall have 2 equal halves not to exceed 10 minutes each (6U) or 20 minutes each (8U).
- Halftime shall be a minimum of 5 minutes and a maximum of 10 minutes. No added time.
- Playing times can be less when managed by the coaches and parents.
- Kick-offs, free kicks, goal kicks and corner kicks are used to start or restart play
- Pass-ins and/or dribble-ins are also acceptable. Throw-ins may be an approved exception for 8U.
- Goal kicks and corner kicks should be taken in the general vicinity of the respective goal or corner
- If used, all free kicks are indirect
- Opponents should be 5 yards away from the ball on all restarts.
- No penalty kicks.
- No offside.
- Registered and certified referees are not required at this level
- Since there is no referee, coaches are expected to manage the game environment from the touchline using these standards of play and their best judgement.
- Together, coaches and parents are expected to create and promote a fun and safe environment for the players



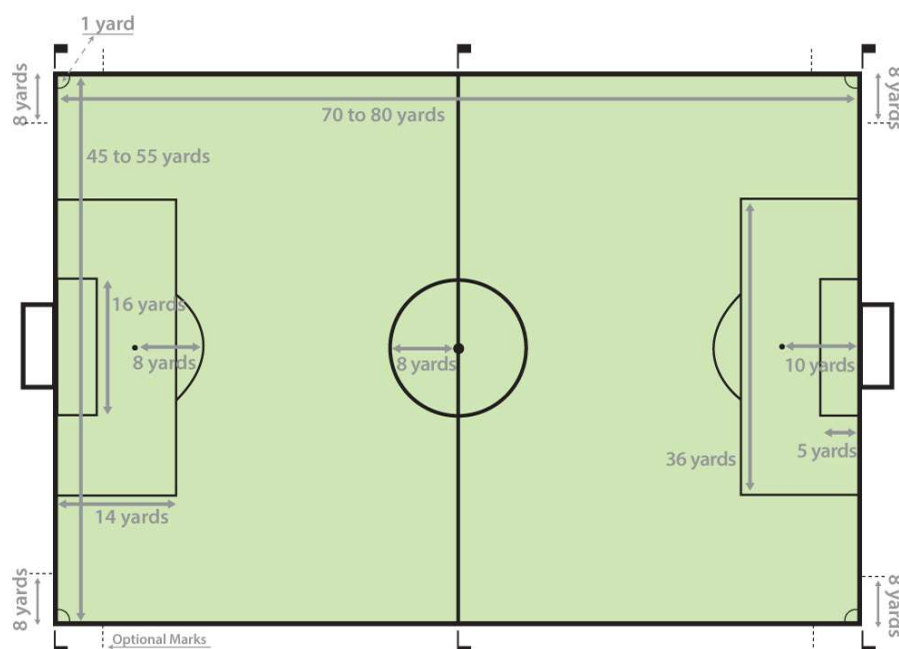
- 55-65 yards (length)
- 35-45 yards (width)

- The maximum goal size is 6.5' high x 18.5' wide.
- The recommended goal size is 6.5' high x 12' wide.

- The build out line promotes playing the ball out of the back in a less pressured setting.
- Build out lines should be equidistant between the top of the penalty area and halfway line.
- When the goalkeeper has the ball, either during play (from the opponent) or from a goal kick, the opposing team must move behind the build out line until the ball is put into play.
- Once the opposing team is behind the build out line, the goalkeeper can pass, throw or roll the ball into play (to either side of the build out line). Punting is not allowed.
- The ball is in play from a goal kick when the ball is kicked and it clearly moves.
- The ball is in play from goalkeeper pass-in when the goalkeeper releases the ball.
- After the ball is put into play by the goalkeeper, the opposing team can cross the build out line and play resumes as normal.
- If a goalkeeper punts the ball, an indirect free kick should be awarded to the opposing team from the spot of the offense.
- If the punt occurs within the goal area, the indirect free kick should be taken on the goal area line parallel to the goal line at the nearest point to where the infringement occurred.

- Size 4 ball
- Game may not start or continue if there are less than 5 players on a team.
- Substitutions take place approximately midway through each half – See Rules & Regulations I. C. 1 & 2.
- Matches shall have 2 equal halves not to exceed 25 minutes each.
- Halftime shall be a minimum of 5 minutes and a maximum of 10 minutes. No added time.

9v9 Standards of Play



Field

- 70-80 yards (length)
- 45-55 yards (width)

Goals

- The maximum goal size is 7' high x 21' wide.
- The recommended goal size is 6.5' high x 18.5' wide.

Matches

- Size 4 ball
- Game may not start or continue if there are less than 6 players on a team.
- Substitutions take place approximately midway through each half – See Rules & Regulations I. C. 1 & 2.
- Matches shall have 2 equal halves not to exceed 30 minutes each.
- Halftime shall be a minimum of 5 minutes and a maximum of 10 minutes. No added time.

Selection and Purchase of Equipment

The equipment director is responsible for the purchase, distribution, collection, storage and inventory of all balls, nets, cones, field markers, goals, first-aid and training equipment required by the Region.

The first task will be to determine what equipment the league will supply and what equipment the coaches and players will have to provide on their own. Unless your Region has a particularly generous supplier, you might give some thought to purchasing equipment in large quantities for wholesale discounts and then resell them as a fund raiser to the coaches, players and families. Practice balls, shinguards and cones are good examples of products that can be purchased at quantity discounts.

Field Markers

Begin by determining from the owner (school Board, rec & park department, etc.) and from the field director what type of field markings are permissible. Determine whether they have field markers which can be used by the Region, and the cost of using that method of marking. If marking equipment is available, from whom do you obtain it and when? Where do you find the paint or chalk for their markers?

Markers are available from a number of sources and are fairly inexpensive. Liquid markers work well, but tend to clog. Spray paint can last up to two weeks, depending on how fast the grass grows and how often it is cut. Chalk markers are practical and inexpensive, but this method most likely needs to be redone each week.

Balls

Soccer balls can be the most difficult choice for the equipment director due to the tremendous variation in quality and price in the market. The equipment director should measure the quality of the soccer balls needed against the quantity needed and the budget available. Soccer balls will be lost, and plans should be made to have replacements on hand, if the budget permits.

The covering (vinyl or leather) usually dictates the major price difference between two soccer balls. Leather balls are more expensive. Because leather is porous, leather balls will lose air more quickly from week to week and are more susceptible to damage from water. Vinyl balls will stay inflated for a longer period of time; however, most players say that a vinyl ball hurts more when they are hit with it during play, and the ball's covering is more likely to fall apart after heavy use.

A decision must be made regarding how many balls to issue to each team. Many Regions purchase a "match ball" for each team and encourage parents to purchase an inexpensive soccer ball that can be brought to practice for each of their players. If parents cannot afford to provide a soccer ball, some leagues may wish to investigate buying additional soccer balls for the team to use during practice. Team numbers and telephone numbers should be burned or written in permanent ink on each ball.

Some Regions buy each soccer field a "match ball" to be controlled by the equipment manager and the referee. Match balls are normally of better quality than practice balls. Air pumps should be available at the fields for use by referees and coaches as needed to inflate each ball to proper levels for matches. Coaches and referees, just like players, should be responsible for the safekeeping and control of soccer balls in their possession during the season.

Ball Nets

Ball nets provide an inexpensive means of carrying the practice balls used by coaches.

Practice Cones

Cones are available from general sporting goods stores and from soccer supply houses. Generally, such cones are inexpensive. Two general styles are available: a typical roadway style cone and a sliced-disk style of cone. The taller cones are easier to see, but the smaller cones take up less storage space. The taller cone will be more easily overturned in the wind or when contacted by a player or the ball. Some believe that the taller cones also create a greater risk of injury to players than the small sliced-disk style of cone. If cones are provided to teams by the Region, a sufficient number of cones for roughing out a practice playing field should be supplied (10 to 15 cones).

Giving coaches different colored sets of cones makes it easier for players on the practice field to define their space.

Goals

There are a number of high-quality goals available on the market. In terms of potential liability, the choice of goals may be the most expensive decision made by any Region. The Regional Commissioner and safety director, field director, referee administrator and coach administrator should be consulted for their opinions on the type of goal to use. Goals are available in a variety of sizes, in a choice of durable materials, and either for permanent placement or temporary use.

Portable goals may be the only type allowed on the fields used by your Region. Portable goals also have the advantage of being movable and can be easily installed on another field for matches or practices. However, temporary or portable goals, if not properly secured to the ground, can collapse or tip over, and for that reason are more prone to cause injury. If temporary goals are not supervised, or if they are left standing during the season, they could be an attractive nuisance inviting children to climb them. A great number of goal injuries occur because an unsupervised goal is misused by a child with a natural instinct to climb. Therefore, these goals must be adequately staked down so that they will not be a danger to anyone at the field and, when not in use, should be put into a shed or chained to a fence or other permanent fixture. Consider using four such stakes to anchor each goal. Staking the net taught at the ground at several places in the back will provide further stability to portable goals.

Permanent goals can only be erected with the permission and consent of the owner of the fields (i.e., the school Board, park commission, etc.). Permanent goals usually are constructed with cast iron, PVC pipe or other durable plastic, or metal. Such goals are usually designed with a section to be buried underground to secure the goals and make them less likely to be tipped over in case of accident or misuse. PVC pipe, however, might crack or break in colder climates, creating a hazard. Cast iron can rust and be unforgiving to a player who falls against it during the excitement of play. Permanent goals require maintenance and may even need to be replaced from time to time. Permanent goals should be checked regularly for damage, paint, rust, and other maintenance needs.

A word about padding goalposts. Based upon the information currently available regarding padding of goal posts, we cannot conclude that padding of goal posts would make AYSO players materially safer in matches and practices. Soccer experts we consult also agree that padded goalposts would bring about a change in the way the match is played. Additionally, there currently is no provision for the padding of goalposts during matches under *IFAB Laws of the Game*. Accordingly, as with other soccer safety issues, unless and until additional information comes to our attention regarding the padding of goal posts, AYSO will continue to take direction from IFAB on this issue.

Some Regions have goals built professionally. If iron is used for such goals, welds must be secure and safe. If the goals are to be movable, they need to be built on sleds or with the capability of being dismantled. If the goals are to be permanent, can they withstand the abuse of children climbing or swinging upon them when no adult is there to stop such activity? Goals can be made proportional to the field. Younger children playing small-sided matches have different requirements for goals. Check AYSO's "Small-sided Matches Guidelines", available from the Programs Department for suggested sizes.

Goal Nets

Another major purchase is goal nets. More expensive nets will be assumed to last longer. Nets should be taken down at the end of each practice or at the end of each match day to avoid injuries when there is no supervision. Duffel bags work well for the storage and transportation of nets and their anchors to and from the fields.

The equipment manager should purchase nets which fit the style of goalpost used by the Region. Some nets are equipped with metal clips to attach to the edge of the net wrapped around a goalpost or crossbar. If the goalpost and crossbar have net hooks, those hooks should be removed and Velcro strips or twine should be used instead. Anchors or nylon tent pegs that hold the net to the ground are essential particularly with temporary goals.

The equipment manager and field manager should work together to train those who put up the nets. A sloppily attached net will leave openings which could result in injury to the goalkeeper or other players. A particularly

Selection and Purchase of Equipment

hard shot to a corner passing right through the inner post might be ruled by a referee to be a no goal if the net is not attached properly.

Corner Flags

Corner flags are inexpensive. Look for safety factors when purchasing them. Corner flags must be a minimum of five feet tall. A corner flag which does not collapse or bend when taking a player's weight might break and seriously injure the player. Corner flags with spring mounting are one solution; flexible reed flag poles are another solution. Four corner flags are required and one each placed three feet off of the intersection of the halfway line and touch line are recommended.

Referee Equipment

The needs of the referee staff should be coordinated with the referee administrator. The Region should fit and supply each referee with the equipment needed. This equipment will include:

- a referee uniform (shirt, shorts, socks, and optional hat)
- an official AYSO referee badge of the appropriate certification level
- two whistles of good quality with wrist lanyard
- one set of yellow and red cards
- one set of assistant referee flags (sometimes provided per field rather than per referee)

Referees come in all sizes and shapes. Uniforms styled for women are available and should be considered for purchase. Some Regions purchase a standard short-sleeved shirt, shorts and socks for new referees and reward veteran referees with long-sleeved shirts or other colored shirts.

Referee kits containing match card wallets, whistle, red and yellow cards and a flip coin are available from many referee outfitters.

Uniform Purchasing

Uniforms are probably the largest annual expenditure for your Region.

The uniform/equipment director should understand what constitutes uniform selection and ordering—material, sizing, color and style selection.

Decisions

Before the uniform/equipment director can order uniforms, the Region must decide:

- whether to issue new uniforms each year or to reuse uniforms, (See “Cost Comparisons” later in this manual).
- how many teams in each division will be formed,
- how many players will be assigned to each team.

Make sure that vendor quotations

- are in writing
- meet your requirements
- contain all data necessary for decision making
- use consistent criteria, if you are seeking comparison quotes.

Comparing Quotes

Comparing price is obvious. However, there are several other factors to take into consideration before selecting a uniform supplier:

- Vendor availability (local vendor may be a sponsor)
- Vendor capability to supply shirts with the AYSO logo as required by the National Rules & Regulations
- Vendor reliability and helpfulness
- Do they know what they are doing?
- Do they follow through?
- Will they help you prepare your order?
- What is the experience of other Regions with the vendor? Get references.
- Quality of uniform — compare samples
- Delivery time — can they deliver in time for your season?

Placing the Order

- Allow yourself plenty of time.
- Determine the number of teams per division.
- Set the latest date for delivery.
- Arrange for delivery date and location with your supplier.
- Try to submit everything on one order.
- Deliver the completed order to the vendor, making sure it is in writing and has been double checked by a helper for completeness and accuracy before submitting.

Suggestion: Consider ordering one extra jersey for each set.

Sample Team Sizing Chart

6U	3 Youth XS	12 Youth S	
8U	5 Youth S	7 Youth M	3 Youth L
10U		7 Youth M	3 Youth L
12U	4 Youth M	8 Youth L	3 Adult 2
14U	3 Youth L	8 Adult S	4 Adult M
16U	3 Adult S	8 Adult M	4 Adult L
18U	7 Adult M	6 Adult L	2 Adult XL

Color Selection

This will depend on the size of the divisions. If there are fewer teams than color selections, choose different colors for each team. Some Regions opt to select white or black shorts for everyone. It's easy to do, but limits extensive color alternatives. Jersey base color and shorts limit the alternatives. If there are more teams per division than color selections, consider these alternatives:

- mix shirt and short colors
- mix vendors
- use reversible shirts
- change uniforms when two similar teams play each other
- purchase several sets of mesh overlay jerseys (also called "pinnies") in contrasting colors that can be used when there are color conflicts

Six Color Selections: Jersey, trim, stripes, shorts, socks and cuff or stripe.

Receiving the Order**Check for:**

- correct quantities
- correct colors
- completeness — all with logos and numbers
- no duplicate numbers

Log in each set and identify them.

- Sizes for jerseys and shorts will be the same.
- Goalkeeper jersey should be one of the largest sizes.
- Socks will be within brackets, i.e., stretch socks are sized as small, medium and large and fit all sizes within the range.

Notify the vendor of an adjustment. Pay promptly.

Cost Comparisons**Comparison between Annually Buying Uniforms & Reusing Uniforms****New Uniforms:**

- Advantages
 - Easiest to do
 - Can change colors/styles yearly
 - No hassle getting uniforms back
- Disadvantages
 - Recurring cost passed on to families in annual fees
 - Usually cheaper uniforms

Reused Uniforms:

- Advantages
 - Initial cost spread across several seasons – lower reg fees
 - Wider selection – can afford higher quality and more styles
 - Uniforms available for off-season play
- Disadvantages
 - Hard to get them back
 - Must store during off-season
 - Must be able to replace losses
 - Problems when styles are discontinued
 - Requires much more effort

Questions to ask before deciding:

- Is there someone in your Region who cares enough to organize and carry out the work of reissuing uniforms?
- Is the size of the annual player registration fee a problem in your Region?
- Can money be saved by reusing uniforms?
- If your Region cannot answer “yes” to these questions, decide against it. Your program should be based on new uniforms each year.

Sample of Request for Quotation

To: Uniform Supplier

Request for Quotation

Please furnish a quotation for the following uniforms for our soccer teams:

Style 469 C, 10 sets consisting of:

14 team jerseys: style 469C

1 goalkeeper jersey: style 483B

15 pair shorts: style 84M

15 pair socks: nylon with stirrup, contrasting cuff

Include 3" AYSO logo imprinted on jersey fronts and 6" numbers on backs.

Delivery date required: July 15, (*year*); base quotation on receipt of order by April 1, (*year*).

Quoted price to include all taxes, packaging and shipping costs for delivery to the above address.

(State payment terms as understood).

Please mail price quotation to the undersigned.

Thank you,

Name

Region (#), Uniform/Equipment Director

XXX Street

City, State Zip

Vendor Questionnaire (sample form)

Vendor Questionnaire for Soccer Uniforms

Vendor: _____ Mfg _____ or Mfg Rep _____

_____ Sports Store _____

_____ Distributor/Dealer _____

Contact: (Name) _____ Telephone _____

(Title) _____ Fax/800 _____

Best time to call: A.M. ☐ P.M. ☐ Evenings ☐ or _____

Collect calls accepted? Yes / No

Catalog: Date Published _____ Next Revision _____

Prices as of _____ Prices good until _____

Materials: Available Cotton Nylon Poly/Cotton Other

Jerseys _____

Shorts _____

Socks _____

Notes _____

Colors: Color Samples Available? Yes / No

Number of colors available:

Jerseys: _____ adequate _____ or limited _____

Shorts: _____ adequate _____ or limited _____

Socks : _____ adequate _____ or limited _____

Trim : _____ adequate _____ or limited _____

AYSO logo: _____ adequate _____ or limited _____

Can color combinations be varied from those shown in catalog? Yes / No

Are Colors matched year to year? Yes / No

Styles: Number of styles available: _____ adequate _____ Limited _____

Vertical stripes on front and back of jerseys? Yes / No

Pattern (stripes or panels) on front and back Yes / No

Sizes: Selected by manufacturer? Yes / No / If Desired

Selected by Region Yes / No / If Desired

Variations for girls/boys/all-stars? Yes / No / If Desired

Replacements available from stock on hand? Yes / No / If Desired

Packing: How are shipments bundled?

By Team _____ By Uniform Size _____ By Item _____ Not Sorted _____

Quotation Comparison Form (sample form)

Quotation Comparison Form**Quotation:** (Refer to Sample Form)**Name of Vendor providing Quote:** _____

Minimum quantity _____

Base price for complete team? Yes / No

(i.e., 14 team plus 1 goalkeeper jersey, 15 shorts & 15 socks)

Extras:

Material Change _____ Yes _____ No

Collars _____ Yes _____ No

V-Neck insert _____ Yes _____ No

Stripes on shorts _____ Yes _____ No

Numbers on Back _____ Yes _____ No

AYSO Logo _____ Yes _____ No

Different Color Sleeve _____ Yes _____ No

Length of time quote is valid: _____ at Receipt _____ 30 Days _____ good until stated date**Financial:**

% Due when order is placed? _____ %

Balance due: Net _____ Days

Discount for early payment? _____ Yes _____ No

Charge for late payment? _____ Yes _____ No

Prior Credit Approval Required? _____ Yes _____ No

Adjustments:

Handled by supplier? _____ Yes _____ No

Referred to manufacturer? _____ Yes _____ No

None available – sold as is? _____ Yes _____ No

Time limit for adjustment: _____

Shipping:

Pickup at vendor _____ Normal _____ Special

Parcel Post _____ Normal _____ Special

UPS _____ Normal _____ Special

Air Freight _____ Normal _____ Special

Truck Carrier _____ Normal _____ Special

Uniform Record (sample form)

AYSO Region _____ Team _____

Jerseys

Manufacturer: _____

Supplier: _____

Material: _____

Style #: _____

Style Desc: _____

Year Purchased: _____

Ordered: Jerseys _____ GK _____

Replacements:

Date: _____ Date: _____

Date: _____ Date: _____

Colors	Team	Goalkeeper
Body		
Trim		
Stripes		
Number		
AYSO Logo		

Size Distribution:

Shorts

Manufacturer: _____

Supplier: _____

Material: _____

Style #: _____

Style Desc: _____

Year Purchased: _____

Ordered: Jerseys _____ GK _____

Replacements:

Date: _____ Date: _____

Date: _____ Date: _____

Colors	Team	Goalkeeper
Body		
Trim		

Size Distribution:

Socks

Manufacturer: _____

Supplier: _____

Material: _____

Style #: _____

Style Desc: _____

Year Purchased: _____

Ordered: Jerseys _____ GK _____

Replacements:

Date: _____ Date: _____

Date: _____ Date: _____

Colors	Team	Goalkeeper
Body		
Stripes		
Cuff		

Size Distribution:

Volunteer Recruitment, Development and Retention

A successful volunteer recruitment, development and retention effort must consider these four words: **Volunteering is an exchange.**

Volunteers understand that they will not be paid with money, but they do wonder what's in it for them.

The traditional view of assuming that people volunteer for purely philanthropic, altruistic or philosophical reasons has been revised. There are still people who will do good things because of a personal belief in doing what's right and making a difference, but even these people can fade if the exchange over time doesn't meet their expectations. The new view of volunteerism recognizes that volunteers feel a benefit for themselves, too.

The Volunteer's Dilemma

These are the judgments that potential volunteers make when considering a volunteer activity:

1. How much time will this require of me?
2. What skills/talents do I have to do this activity?
3. How does this commitment fit in with existing commitments to family, work, friends, and other community activities?
4. What are the risks for making this commitment?
5. What will my family or I gain for making this commitment?
6. How will it improve the quality of life for us or others?

Volunteers are often motivated by a combination of factors. These factors are unique to each individual, but they tend to fall under some common themes. Understanding these themes and acknowledging potential concerns can go a long way in the volunteer recruitment process.

Here are some of the factors that virtually all volunteers have questions about:

1. Can I do the task?
2. Are there others like me who are doing this, and can they help me to be successful?
3. Will what I do help others in a meaningful way?
4. Do I really believe in the organization and its philosophy?
5. Do I have free will in this or am I being forced?
6. Will I learn important new skills, abilities, and proficiencies?
7. Is love—not money—a sufficient reason to do this?
8. Will doing this make me feel better about myself? Will not doing this make me feel guilty?
9. Is there another part of my life that is less important that I can give up in order to do this?

Regions need to be prepared with solid information to anticipate these questions before they're asked. This is done by having a marketing plan for recruiting volunteers instead of just advertising for help.

Advertising vs. Marketing

Why simple advertising won't work

Everyone knows that volunteer organizations need volunteers. This simple knowledge does not motivate sufficient numbers of people to fill all the positions. Too often, volunteer organizations respond to this shortfall by saying, "We need more volunteers." This kind of advertising is pointless because it imparts no new information, states a redundantly obvious fact, and provides no additional motivation or incentive to potential volunteers.

People today have to be motivated by more than obvious need. You need to make joining the volunteer ranks in your Region a desirable choice for which volunteers give their time – more desirable than something else!

Why marketing will work

Marketing your volunteer positions requires some work, but the payoff can be large. If you review the questions above that potential volunteers ask themselves, you will find the keys to your marketing strategy.

To get volunteers you actually need to ask. One obvious place to market your Region's volunteer opportunities is at player registration. Try some of these:

- Have a smiling recruiting corps on site.
- Use females to recruit females.
- Use youth to recruit youth.
- Use uniformed coaches and referees to recruit coaches and referees
- Post biographies and pictures of some of your volunteers.
- Show AYSO's Parent Orientation video or the EPIC video
- Show home video of a volunteer having fun.
- Have a picture display of coaches and referees in action.
- Stress the AYSO Team and the organizational philosophy.
- Distribute a fun test for those who "don't know the game."

If you use these marketing techniques, you show potential volunteers the fun, camaraderie and sense of personal achievement that shines through the people they interact with. Your future helpers can see others just like themselves participating, succeeding and having a good time!

Taking away some of the anxiety helps, too. When potential volunteers learn about AYSO's supportive environment and its "kids first" approach to soccer, they are eager to join. If you make them want to belong, then they will choose AYSO activities over other things they might do. They see a positive exchange.

There are some less obvious places to market Regional volunteer opportunities. These often produce surprising results.

- Put brochures in doctors' and dentists' offices.
- Set up a display in a local store.
- Put a kiosk or stand in the mall.
- Visit sports medicine clinics to inform therapists and staff about AYSO opportunities and to leave recruitment materials.
- Get an announcement or article in the local paper or on public access radio or television.
- Visit fire, police, and civic offices to put up posters.
- Publicize at schools, colleges, retirement homes, and community churches.
- Target specific community leaders for specific needs.

These methods can help you find volunteers. Professional offices, malls and schools are the first places new people in the community are likely to go. Capitalize on this by making AYSO's presence known. Be the first to appeal to them and they might come to AYSO as their first opportunity to join the community.

People who go to sports medicine clinics frequently are injured athletes who may have lengthy rehabilitation before they can reenter sports—or they may not be able to play again. These people are longing for opportunities to be involved in sport in some capacity. Give them a reason to call you.

Often civic, school and community groups require their members to perform service to the community. If you promote AYSO as a great way to meet this requirement and to have fun, they will come. Don't underestimate the attraction that community leaders have for visible positions in your program. Recruiting your school district's superintendent for your Regional Board may have a surprising impact on the availability of school fields for your Region's matches!

Your marketing efforts should continue throughout the soccer season, both to boost the morale of current volunteers and to entice others to join them.

- Recruit enthusiastic or dependable spectators at matches.
- Feature a volunteer in the local newsletter.
- Create a special patch for volunteers' jackets.

Volunteer Recruitment, Development and Retention

- Treat volunteers and spouses to a special night.
- Send thank you notes to the spouses.
- Provide quality equipment and up-to-date books.
- Send dedicated volunteers to camp or to a clinic
- Send as many volunteers as you can to your Section meeting.

When people get positive recognition, they feel important and appreciated. When volunteers get positive recognition, other people notice. Since most people want positive reinforcement, when your volunteers are treated well publicly, then others will want that recognition, too.

Treat the spouses or significant others of your volunteers well, and they are likely to join your volunteer ranks, too. Nothing sells like success, and if the perception is that your volunteers are appreciated, praised and rewarded, the partner will want to participate. It is often a benefit to their families when both of them are participating.

Volunteers who learn more, who grow and develop with your program and who can translate the AYSO experience into a living, talking role model are your best marketing tools. Consider training some of these outstanding ambassadors as instructors so they can go out and positively influence others.

Developing Volunteer Resources

Being reliant on volunteers to get the job done can sometimes create a paradox. There is so much to do that you have a job for nearly every person you can get. But the daily newspaper headlines and stories on the ten o'clock news remind you that there are people out there you just shouldn't use. This is why volunteers need to be screened.

Your first line of defense is to be sure that every person who wishes to volunteer for a job in your Region registers on-line through AYSO's system of record. The important thing is that these applicants provide all the key information that will be used to be sure they are the right people for your program. Screening can include checking references, doing background checks, training, testing, and monitoring. Under current AYSO procedures, the Region has responsibility to check the volunteer's references. Criminal background checks are conducted by the Safe Haven Department at the AYSO Office.

For the large majority of volunteers who pass this screening process, we have an obligation to comply with federal legislation designed to protect them against frivolous legal action. The Volunteer Protection Act tells us that volunteer organizations need to do three things for volunteers to protect them.

- They must be trained and certified.
- They must be given job descriptions, preferably in writing.
- They must know and perform their duties within the policies, procedures and guidelines of the organization.

You can easily meet these criteria by seeing to it your Region takes advantage of AYSO's well-respected volunteer development programs. The training should use AYSO lesson plans taught by AYSO-certified instructors. If you don't have the right AYSO-certified instructors in your Region, contact your Area Director for help. When this training is conveniently available it makes being an AYSO volunteer especially attractive. They approach their volunteer commitments with confidence. Empowered volunteers will make your job a lot easier.

- Entry level coach, referee and staff training can be done locally by the Instructors in your Region.
- Area clinics, which may include the Intermediate or Advanced Referee Courses, the Intermediate Coaching Course and instructor courses can be done by Regional or Area Intermediate and Advanced Instructors and Instructor Trainers.
- Section clinics, which may include the National Referee Courses, the Advanced Coaching Course and instructor courses can be done by National Instructors and Instructor Trainers.
- Section meetings, held annually in each Section and staffed in part by national representatives, include Board and staff training, management training, coach training, referee training and instructor training.

- Section super camps that may include all levels of training.

Once your volunteers have had their basic, introductory training at the Regional level, encourage them to seek additional training at other AYSO venues and offer to pay for it. This is money well spent because a trained volunteer is a greater asset to the Region and has a higher sense of personal achievement and satisfaction. For more information, contact the AYSO Programs Department.

Volunteers need empowerment to do their jobs. Once you have told them what to do, give them the power to do it. Avoid micromanaging. Allow them to participate in the decisions that affect their positions and their performance.

Volunteers need variety in their jobs to grow and develop. Too much mindless work can be frustrating; too much demanding work will burn them out. Routinely (every one-to-three years) alternating jobs among developing staff will keep them around longer and will give your Region greater depth.

Retaining Volunteer Resources

You need to recognize that volunteers sign up for one year at a time. If the exchange for their efforts is not positive, they will not return for another year. In addition, what motivated them to join is not the same as what will motivate them to stay. Your marketing campaign must shift its focus to keep them. Fortunately, it's fairly simple to provide enough incentive and motivation to keep good volunteers returning.

- Make staying desirable. If your volunteers are having fun and feel part of the team, they're likely to stay. If your Region has its act together, is successful and has good community visibility, they're likely to stay.
- Provide the proper environment. AYSO has its own culture. When that culture of safe, fair, fun thrives, then volunteers enjoy the time spent in AYSO – sometimes more than anything else. Ensure that the AYSO philosophies are alive and well and volunteers will return.
- Reward the effort. Be sure to match any reward to both the person and the achievement. Be timely with your rewards so enthusiasm stays high. Make your rewards highly public and thank people by name for specific deeds. Rewards can include patches, pins, shirts, jackets, bags, hats, plaques, letters or certificates. Just be certain to keep the value reasonable and appropriate, and don't ever give cash.
- Make volunteers feel special. Learn their names. Publish their names (not addresses or phone numbers) in your newsletter or local paper. Write thank you notes during the season. Send birthday or holiday cards. Ask for suggestions from them of what other things would be meaningful to them.
- Send them out on a high. A party, special event or ceremony will end the season on a positive note that should leave your volunteers looking forward to coming back next year.
- Make the best ones feel indispensable. Those who contribute a lot have a heavy personal investment in the Region. This leads to a feeling of some ownership, which gives them a vested interest in the ongoing success of the enterprise. With your encouragement, these volunteers see the Region's future success linked to their ongoing participation. This is a powerful way to retain a nucleus of experienced volunteers from year to year.

Each of these six suggestions provides a good exchange for the volunteer. If you capitalize on several of these with each volunteer, you'll see your retention rate grow. The more people you retain, the fewer new people you will need to recruit.

Summary

Five things you need to remember about volunteers:

1. Volunteering is an exchange: When they give, they need to receive.
2. Volunteers don't respond to advertisements: Marketing is the best way to get volunteers.

Establishing Good Community Relations

3. Volunteers need to be trained: They can neither protect nor be protected without child and volunteer protection and job specific education.
4. Volunteers need to be screened:
5. Volunteers have a shelf life: They volunteer one year at a time. Make them want to be back year after year.

If you really understand these truths about volunteers, then you are well on your way to grasping the volunteer recruitment, development and retention process.

Good luck with your volunteers! If you need help, call your Area Director, Section Director or the AYSO Volunteer Programs Department for more information.

Establishing Good Community Relations

Your role as Regional Commissioner is a complex, challenging task and requires many skills and insights to be successful. You are a spokesperson, arbitrator, counselor, planner, facilitator, teacher, judge and public relations director. These are but a few words to describe the demanding yet satisfying role you have accepted. Perhaps “communicator” would cover many of the hats you wear. This is especially true in the area of community relations.

An effective communications program is the key to gaining and maintaining community support for your Regional program. The Regional Board must define their public relations philosophy; translate that philosophy into goals and work together to reach its established goals.

The communications program for the community must be a planned program of honest two-way communication. The Board must continually evaluate this program and strive to improve on it. Communications and public relations go hand in hand. A well planned communication program will ensure an excellent public relations program, and likewise, positive public relations result from comprehensive communication policies.

People you should contact:

- city hall
- department of parks and recreation
- school district and Board
- local service organizations—YMCA, churches, etc.
- Community Web Sites
- local newspapers
- sports groups—youth and adult
- chamber of commerce
- local business sponsors
- state assembly representative

Notify the above with information listing the names, addresses and phone numbers of the Regional Commissioner and other key Regional personnel. Include statistics of the Region, number of teams, players and volunteer support. Identify the objectives of your Region and how you feel the Region will support the welfare of the community. Update this information as the Region grows and changes.

These groups should be included on your mailing list and be invited to all Opening Day ceremonies, award ceremonies, social and fund raising events. They should receive copies of your periodic newsletter so they have first-hand knowledge of your activities.

Complimentary tickets should be sent for all events and recognition made of their attendance. Their participation gives them the opportunity to meet your Regional personnel and witness how well organized you are.

The Regional Commissioner or a representative should periodically attend city council or school Board meetings. Your interest in them will enhance their interest in AYSO.

Avoid asking for something each time you have contact with them. If a request is necessary, present it in a professional manner. Provide plenty of backup material to support your request.

Should you need additional leverage in the individual situation, a letter from your Area or Section director or the National Board of Directors may help.

In all things, present a positive and professional image to the community. Your prior preparation and efforts will ensure recognition of AYSO in your community and reap its own rewards!

Certain issues, if not addressed, can cause unrest and problems in the Region, which in turn, damage the AYSO image in your community. Your Board should establish policies to be followed—write them down. Here are some of the items which must be made public and communicated to your members:

- registration dates
- registration fees
- waiver of registration fees – the criteria
- registration cut-off date
- registration fee refund policy
- policies on:
 - team formation
 - waiting lists
 - transfer to another team
 - missed practices and matches
 - disciplining participants
 - field set-up and take-down
 - playing in inclement weather
 - makeup matches
 - lodging complaints
 - protests of matches

Good and timely community relations efforts assure a well-established and accepted AYSO program, which will gain increased support over the years.

Media Relations

Publicity is an important part of any successful Region. What is publicity and how do you manage it?

This guide, prepared by the American Youth Soccer Organization Office, will outline the basics of establishing a publicity campaign for your Region. It will help you isolate the news in your community and the most effective means of promoting the value of AYSO soccer programs.

As an AYSO volunteer, you are the organization's best spokesperson. Who knows the value of AYSO better than you? Publicity, in essence, is spreading the word about how much we love AYSO!

We hope you find this guide useful in establishing your publicity efforts. As always, we are open to your comments and suggestions.

What Publicity Can Do For You

Publicity can:

- Increase awareness of programs or services
- Increase involvement of current volunteers
- Attract new participants (children and adults)
- Encourage contributions
- Win support for causes or issues
- Clarify misunderstandings

- Create, build, change or enhance the public's image of AYSO

Your first order of business is determining what you want to achieve with your publicity program. Then, you must realize you have almost no control over how, or if, your message will appear in the media. Your news release may appear word for word in one paper and be rewritten almost beyond recognition in another, then not used at all in another.

A graphic artist with marketing and media expertise, AYSO founder Hans F.W. Stierle utilized print and broadcast media when he introduced AYSO to Southern California in the mid-1960. News coverage helped AYSO gain acceptance within the community and helped create a mainstream interest in soccer.

"We learned that media exposure was critical to the success and growth of AYSO. It gave our members a sense of pride to read and hear about the organization," recalls Stierle. "The media helped us acquire strength. It helped us become legitimate in the eyes of local business people and later with major corporations when we requested support. Publicity encompasses more than the matches, the most valuable player, the goals that were scored, or the soccer boosters group get-togethers.

"It's important to get a feel for people in the media, to assess them and recognize what it takes to get them to pay attention to AYSO," Stierle continues. Every soccer program should only present consistent and professional materials to the media. "I encourage every publicity director to develop a rapport with local media representatives. On the other hand, don't be pushy or get on their nerves. If you think they've had enough of you, back off for a while. Analyze the people who represent the media and ask yourself, 'How are we going to get this reporter to listen to us?'"

News does not just randomly appear in your newspaper or on television or radio stations. It is the result of a dedicated volunteer who has done a superior job of promoting your Region's activities. Unfortunately, the Regional publicity director position is often left unfilled because a Region may feel intimidated by the media or unsure of what to do to gain publicity. However, every Region should be prepared to appoint someone to coordinate publicity efforts. It is a critical duty in today's information age.

Your publicity director will be responsible for distributing information to the general public through newsletters and news releases. He/she needs to be creative and organized with strong communication and writing skills.

Your Publicity Program

One of the keys to good publicity is developing an organized approach or match plan. What do you want to achieve? What is your goal?

The more specific you are in answering these questions, the more effective your strategy. The answer to these questions will help you determine your course of action.

For example, wanting your AYSO Region to become better known is too general a statement to be effective. However, wanting AYSO to be "the premiere youth recreation organization in the community" is more specific and identifiable. Ideally your goal should not only state what you want, but it should also reflect AYSO's mission and vision statements.

Your goal(s) need to be:

- Specific, so you know exactly what you're setting out to do
- Measurable, so you can tell if you're actually doing it
- Achievable, so you're not wasting your time
- Compatible, so you're in harmony with the AYSO mission

Whenever possible, emphasize the origin and development of the AYSO program in your community. In most instances, you will want to position your organization as an important and positive element within your community and not just another youth sports program. Your plan needs to emphasize the positive elements of

your program including AYSO's philosophies: Everyone Plays, Balanced Teams, Open Registration, Positive Coaching, Good Sportsmanship and Player Development.

Finally, you must follow through with your program, constantly evaluate it, and be patient.

Your objectives

The first step is to determine what your Region, Area, or Section wants to accomplish through its publicity campaign.

Outline your objectives. They should encompass what you want to achieve: increased registration, enhanced reputation, improved sponsorship support, etc. Establish your priorities and work on them in order of importance and timeliness.

Your audience

The aim of a publicity program is to reach and influence your community. Your "audience" could be:

- Organizational leadership (Board and committee members or administration staff)
- Volunteer coaches, referees, team administrators
- Parents/Players
- Supporters, including family, friends, sponsors, or community representatives
- Colleagues, including organizations and individuals with similar interests in child development and/or soccer
- Key individuals, like influential people in business, government, or other professional positions
- Specialized groups, including those professions, industries or population sectors who you want to reach
- General public

Identify which of these groups is important to you. Then decide how to reach them.

Techniques

The following approaches may be utilized to expand your program:

- news releases
- feature stories
- photographs
- news conferences
- newsletters
- public speakers
- brochures
- posters or fliers
- radio or television appearances
- public service announcements (PSA's)
- special events and programs
- mass mailings
- community web sites, blogs and message Boards

For the best results, you should use several techniques that support one another. For instance, a speaker at a special event should be publicized through news releases and photographs and promoted in advance through posters, fliers and articles in your Regional newsletter. Perhaps the speaker could procure more coverage by making a series of local radio and TV appearances.

Be creative

Use your imagination and creativity. Occasionally, a great idea will come out of the blue, but usually ideas are generated by discussions with other people. A brainstorming session, where everyone contributes ideas, can be effective.

Give some thought to a few things your Region should be known for and publicize them. AYSO may be the largest, oldest, or newest organized youth sports group in your community. Include these things in all the materials you publish or send to the news media. In many cases, the material will be repeated by the media, and the public will

come to associate these facts with your Region. In any case, the media will at least learn more about AYSO and the game of soccer.

Evaluation and follow through

You have determined your objectives. You have identified your audience and chosen your techniques. The bulk of your program is done, except for one important detail. Feedback and execution.

The communications process is one of continual evaluation. It is not enough just to contact the media. You must know you are influencing and educating them.

Have you gained support for the issues important to you? Is your membership increasing? Talk to people. Solicit reactions through questionnaires or interviews. Find ways to measure the effectiveness of your actions.

If you find that your news items are rarely used, take some time to figure out why. Examine the items that are printed or broadcast. Are yours equally compelling and timely?

Getting Your Message Across**Go on a fact-finding mission**

Your publicity efforts can be a win-win situation for you and your local media. Your AYSO program gets news coverage and the media outlet gets news to disseminate! However, for the press to see your efforts as helpful...you need to follow the designated etiquette.

Call your local newspaper, radio, or television station and ask the following questions:

- When are their deadlines?
- How do they like to receive news releases? (i.e. mail, fax, e-mail)
- Do they need your news releases formatted a certain way?
- How far in advance do they need notification of a special event?
- Does the reporter/editor have any special considerations? (i.e. doesn't take calls after 2 p.m., is off on Fridays, works out of a home office, etc.)

You want your media contacts to see you as a valuable source for news. Be helpful, considerate, and as accommodating as possible. By giving them the information they want, the way they want it, and being respectful of their time, you increase the chances of having your message told.

Features

Features are stories that explore situations, events and trends that have special human interest. People, your players and/or volunteers, are excellent subjects for features. Readers and viewers identify with them, and the media want to appeal to their audiences.

Magazines are full of features. Newspapers run them every day. So do television and radio newscasts. Features appeal to the heart as well as the mind.

Print and broadcast feature stories take time to research and write properly. Furthermore, broadcast outlets don't accept feature stories written by outsiders. However, they are usually interested in feature story ideas.

Email or write feature editors and news directors to suggest a feature about someone in your organization—maybe a volunteer (someone with an interesting job or a “name” in the community) or a player (someone who has overcome a disability or unusual life experience). Use the most colorful and dramatic facts and organize them well.

One of the great things about features is they tend to be fairly comprehensive and will usually be accompanied by a photograph, relevant video, or sound bites.

News releases

If your news releases are relevant, well-written, and professional, chances are you will gain acceptance and credibility with your local media. On that same note, editors will not pursue releases that are poorly written,

unorganized, inaccurate, trivial, or wordy. Not only will “undesirable” releases not be used, they can alienate the media.

The key to a well-written news release is the lead paragraph. This is where you must grab the editor’s interest. Your news releases should tell the “who, what, where, when, why and how” of your activity in the first paragraph. That may be all they read! Use the subsequent paragraphs to elaborate and give more detail.

What are you publicizing? When is the event? What time? Where? How does the event affect the community? What does your organization do? Who is conducting the event?

Think of your release as an inverted pyramid. The most important information should be at the top with additional information in descending order of importance. Write, rewrite and polish. Your paragraphs should not be more than three or four lines each. Also, be sure to include a contact name and telephone number at the end of your release in case anyone has questions.

Just the facts

Never editorialize in your news release—opinions have no place in your publicity efforts. Also, don’t use flowery adjectives. Just include the facts. Let the media decide if your event is wonderful.

However, there are ways to include opinion into your articles without being obvious. Quotes, for example, are a great way to say things that you, as the writer, are not at liberty to write.

For example:

“AYSO has given the children of our community a wonderful program. It’s by far the most ambitious and organized youth athletic program we’ve ever had in Center City,” said Regional Commissioner Chris Brooks.

Consider this

So, what is the secret to getting your message placed in your local newspaper or on a local newscast? Initially, there are a few important elements to consider.

If you appoint a Regional publicity director, publicity efforts are less likely to fall through the cracks. Have all Regional publicity, media contact and correspondence, and news releases go through this individual.

Determine how your story affects your local audience. How many kids in your community play AYSO soccer? How many residents volunteer their time for AYSO? How long has your AYSO program been around? What has your Region done to influence your community positively? Find out as many local statistics as possible and tell the media why these numbers are important.

Newspapers receive hundreds of local story requests and news releases each week, so be realistic in your expectations.

Newspapers tend to be supportive of nonprofit community programs. However, do not expect the newspaper to support your organization more than it would any other.

Make sure your message is worth the editor’s attention. Don’t waste your time and theirs by putting out a lot of frivolous information. By doing so, you damage your credibility. This affects your chances of being taken seriously when a “real story” comes along.

The Basics

News release format:

- Use 8 1/2 x 11 letter-size white paper.
- Always use a computer.
- Make sure your release is neat and double-spaced, with one-inch margins. (This allows the editor to make corrections.)
- Create stationery to use for all your news releases. The AYSO “traditional” logo should be placed at the top left-hand corner of the page. In a pinch, you may also use the “promotional” logo.

- Include the name of your local contact (your publicity director) and his or her telephone number and email address.
- Give your release a headline (i.e. NEW SOCCER PROGRAM COMES TO HUNTINGTON CITY). Center and type it in capital letters.
- When mentioning AYSO for the first time, refer to it as the American Youth Soccer Organization. You can refer to it as AYSO in subsequent mentions.
- Keep the language simple and easy to understand. Don't use lingo that only "soccer people" can interpret.
- Indicate there are more pages by centering the word "MORE" at the bottom of the each page.
- At the top of subsequent pages, write the title of your release (i.e. AYSO Opening Day) and Page ____ of ____ (i.e. Page 2 of 3) in the upper left-hand corner.
- At the end of your release type and center "-30-" or "###", which indicates to the editor or typesetter the end of the article.

Additional guidelines

- Never use the back of a page.
- Only use one typeface (i.e. Times Roman, Arial), and never use script.
- Do not send your news release on colored paper.
- Avoid using big words, AYSO-isms and acronyms, or clichés in your release.
- Specify the exact day and date of your event (i.e. Tuesday, Oct. 24, 1999).
- List the location and address of your event.
- Spell out numbers from one to nine, use numerals for numbers over 10.
- Be concise.
- Check and double-check the telephone numbers and email addresses listed in your news release.
- Use your spell check.
- Always ask someone to proofread your news release before you submit it.
- Write a short thank you note to your media contact if the news release or photograph is used.

Sending out your news release**Deliver**

In smaller communities it is recommended that you hand deliver your news releases. This gives you an opportunity to establish a relationship with a reporter. However, don't forget to make an appointment and always make your visit brief.

Come prepared with written information about AYSO and the answers to all possible questions. Be prepared to suggest additional material and topics that might be of interest to the reporter.

Email

If a personal visit isn't possible, emailing your release is the next best thing. Contact the newspaper before emailing your release to verify the email address and use a soft-sell approach to emphasize the timeliness of your event.

Mail

Once you have established your relationship with the media, you may also mail your release. Always be sure the media receives your release at least two weeks prior to the event. The sooner, the better.

Follow Up

If you send your release by US Postal Service or email, you may want to make a follow-up call. Again, be brief and to the point and always ask if it's a good time to talk. Because of the daily avalanche of paper that piles up in a newsroom, don't be surprised if the reporter says he/she has not seen your release. If asked to send it again, graciously agree to do so.

Courtesy

Never call a reporter so frequently that you may be considered a nag. Furthermore, if a reporter does not feel a story is right for publication or broadcast, don't push it. No matter how certain you are that you have the ideal

story, you are not going to endear yourself by forcing it on someone. Remember, the one thing you never want to do is alienate your media contacts. Without them, your story will never be told.

What Is News?

Every day we are bombarded with information from newspapers, magazines, television and radio. Issues like war, crime, economics, politics, and sports all command our attention. They all compete against us for news coverage.

It's important to remember that not everything you do is news. However, many things can become newsworthy with the proper spin. Some examples could include the following topics:

A Regional overview

Every year, prior to the start of your regular season, write and distribute a news release about your AYSO program. Explain what your program offers and what AYSO brings to your community.

Registration dates

In addition to sending sign-up flyers to your schools, submit a news release to your local newspaper at least one week before scheduled sign-ups. The release should include the registration day, time, location, age restrictions, fee information, season dates, and contact numbers. Keep your release short, no more than one page.

Season opening

Send a news release to the sports section of your local newspaper two weeks before the start of the regular season. Tell them the date of the opening match, location, time, schedule, and list any special activities. In the case of a tournament, avoid singling out one match.

Post-season matches (i.e. all-star, playoffs)

Be sure to notify the newspaper at least two weeks prior to any all-star or playoff activity. A news release should be written and distributed that lists matches, sites, and times. Arrangements should be made to provide match results to the newspaper no later than two days following the matches. The results could be called in or submitted on the Monday following the match.

All-star honors

Many newspapers will include a list of players named to all-star teams. Be sure to include player names, ages and team affiliations. However, do not write more than one page.

Human interest profiles

Is there a special child or volunteer in your Region who has overcome a disability or has an interesting background? If you need some feedback as to whether an individual is "newsworthy," contact the AYSO Office and ask to speak with one of our public relations experts.

Special events

Media outlets like to know when organizations are putting something back into the community. Encourage your members to get involved with a special project that helps others and, once the project is going, notify the media. Charity donations, neighborhood clean-up campaigns, and holiday giving programs may be just the thing to warrant media attention in your community.

Sports Scoreboard

Some local newspapers may print standings and scores from previous weeks' matches. Such arrangements should be made with the sports editor at least one month before the start of the season.

Photographs

Pictures are a nice accent to any print story. Here are a few possible photo opportunities that you can publicize during the year.

Off-season

Once your Regional leadership has been appointed, write a news release announcing your new Board. Include a 3x5 picture of the Regional Commissioner and be sure to write his or her name on the back of the photo.

Opening day

Send a photo of your opening day ceremonies (newspapers love pictures of kids being kids) along with a news release.

Sideline shots

Encourage someone in your Region to look for photo opportunities on the sidelines. An anxious team mom, kids eating oranges, an enthusiastic coach. Select four or five of your most interesting photos and submit them to your newspaper.

Playoffs

Send your local newspaper photos of your end-of-season playoffs or all-star team along with a news release.

Keep in Mind

Is the subject of your release important to the community's readers, listeners, and viewers? If you were the editor and had dozens of releases to choose from, but only limited space, would you honestly publish your Region's release? Is the information in your release really important? Does it appeal to the community at large? If not, regroup and look for a new angle.

Is it really news or just an advertisement in disguise? Editors are not in the business of giving away free advertising, so don't try to slip anything past them. They already know all the tricks! However, it's always a nice idea to pass along a trinket to a friendly reporter. Maybe an AYSO bumper sticker or lapel pin.

Speaking Out

When you are being interviewed by the media:

- Never say anything that you don't want to see in print or hear over the airwaves.
- Be conversational. Learn to speak in short, clear sentences.
- Use examples to make your point.
- Express passion and enthusiasm for your topic, but don't be phony.
- Tell the truth and never make up information. If you don't know the answer to a question say, "Offhand, I'm not sure. But I will find out for you." And then ALWAYS find out and let them know the answer.
- Remember the reporter is the middleman to your audience. Conduct your interview as if you're talking to your community members directly.

9. AYSO Safe Haven

The American Youth Soccer Organization's (AYSO's) Safe Haven® Program was the first of its kind to address the growing need for child and volunteer protection in youth sports. AYSO's Safe Haven is an umbrella program that strives to create an environment where both children and adults are able to participate in a safe, fair, fun, positive environment or a "safe haven" for experiencing the benefits of sport by taking steps to preserve the culture of AYSO while responding to demands from the legal and legislative communities.

AYSO is member organization of U.S. Soccer and as such, adopts the established guidelines under the U.S. Soccer Model Minor Athlete Abuse and Prevention Policy (MAAPP) www.ussoccer.com/governance/bylaws

AYSO Safe Haven Certification

With our emphasis on child and volunteer protection, the primary components of the Safe Haven program include:

- Registering and screening all volunteers.
- Requiring training and certification.
- Providing child and volunteer protection guidelines.
- Promoting safety and injury prevention.

Registering and screening those who wish to volunteer in AYSO is just the first step toward protecting our children, volunteers and Region resources. Requiring training and certification is the only way to provide volunteers with the knowledge and skills necessary to protect themselves from misunderstandings and false accusations while protecting our children from harm. Implementing child and volunteer protection guidelines and promoting safety and injury prevention are keys to creating a safe environment. These together will help to fulfill the vision of AYSO as a Safe Haven.

AYSO educational opportunities afford volunteers maximum protection under the Volunteer Protection Act of 1997 for all volunteers who fulfill these requirements:

- Complete and sign a volunteer application each and every year,
- Are authorized to perform their job by the Region, Area, Section, National Board of Directors or other AYSO authority,
- Act within the scope of their job description and AYSO's policies, procedures and guidelines,
- Complete child and volunteer protection training ((AYSO's Safe Haven, SafeSport and State required Concussion Awareness and Sudden Cardiac Arrest)) and
- Be properly trained for their position.

The AYSO Safe Haven program is the best way to provide protection for players and volunteers. It's built by AYSO, delivered by AYSO volunteers, and it's free.

Safe Haven Prevention and Intervention

Child protection is expressed through two cycles: the Prevention Cycle and the Intervention Cycle.

1. **Prevention.** In response to child protection laws and our sense of duty, there are elements in the Safe Haven Prevention Cycle for child protection. These are intended to stop the possibility of child abuse in our programs before it occurs:

- **Register and Screen Volunteers** - All AYSO adult volunteers are asked to consent to a background check and to provide character references. To secure an accurate check and with the least inconvenience and cost to the volunteer, AYSO requires that all volunteer applicants over 18 years of age provide personal identifying information including social security number, date of birth and a U.S. government issued photo identification, such as a state driver's license, state I.D card, passport, military I.D. or resident alien card. AYSO recognizes the sensitivity of this information and incorporates all known measures to protect its security. AYSO recognizes the individual's right to keep this information private but regrets that it cannot accept any application that does not include all requested information.
- **Train and Certify Volunteers** - It is a requirement that all AYSO coaches, referees, and Regional board members be trained and certified. The certification program provides every volunteer with the highest level of protection at the lowest possible cost and offers the hope that every AYSO child will be treated with understanding, compassion and respect.

To make this certification program effective for both the players and the volunteers, the process includes:

- AYSO certified instructors.
- Child-centered curriculum.
- Developmentally based sports activities.
- Complete instructional plans.
- Complete learning spectrum for children and adults, through:
 - Education, testing, and confirmation through unified instruction.
 - Experience through participation in a focused environment.
 - Observation by trained evaluators for performance enhancement.
 - Opportunity with graduated participation.
- **Provide Child and Volunteer Protection Policies** — These policies offer guidance and protocol. They also place power in the hands of the Regions. The primary Safe Haven policies relate to the following:
 - Requiring a Child Volunteer Protection Advocate (CVPA)-trained Regional Board position
 - Mandatory Safe Haven training and reporting of suspected abuses
 - Regulated Supervision, to protect children and adults through simple policies.
 - Codes of Conduct, defining how to work and act in the AYSO environment.
- **Promoting Safety and Injury Prevention** — AYSO also promotes safety measures and guidelines to minimize the risk of injury to all participants.

2. **Intervention.** Additionally, there are eight elements in the Safe Haven Intervention Cycle for child protection. These are proactive steps that provide for positive, healthy child development:

- Foster meaningful relationships.
- Make children and players full participants.
- Promote ethical behavior.
- Model and teach proper conflict resolution.
- Encourage players to speak up.
- Cultivate positive self-images.
- Instill excellence in individual achievement.
- Keep things FUN.

Safe Haven Training and Certification Matrix

Volunteer Position	Safe Haven Training	Job Training	*Suggestions for Continuing Education
Regional Commissioner	AYSO's Safe Haven SafeSport *Concussion Awareness, Sudden Cardiac Arrest	RC Orientation RC Training Regional Board Member	Dispute Resolution/Due Process Governance Made Easier Treasurer, CVPA. Safety Director, CEUs
Regional Coach Administrator	AYSO's Safe Haven SafeSport *Concussion Awareness, Sudden Cardiac Arrest	Coach Administrator Training Regional Board Member	Coach Update/Dispute Resolution/Due Process Governance Made Easier, CEUs
Regional Referee Administrator	AYSO's Safe Haven SafeSport *Concussion Awareness, Sudden Cardiac Arrest	Referee Administrator Training Regional Board Member	Referee Update/Dispute Resolution/Due Process Governance Made Easier, CEUs
Child and Volunteer Protection Advocate	AYSO's Safe Haven SafeSport *Concussion Awareness, Sudden Cardiac Arrest	Child and Volunteer Protection Advocate (CVPA) Regional Board Member	Safe Haven Annual Update Dispute Resolution/Due Process Governance Made Easier, CEUs
Treasurer	AYSO's Safe Haven & SafeSport *Concussion Awareness, Sudden Cardiac Arrest	Treasurer Regional Board Member	Budgeting for the Regional Governance Made Easier What's a Budget For? CEUs
Safety Director	AYSO's Safe Haven & SafeSport *Concussion Awareness, Sudden Cardiac Arrest	Safety Director Regional Board Member	Safe Haven Annual Update Governance Made Easier, CEUs
Regional Registrar	AYSO's Safe Haven & SafeSport *Concussion Awareness, Sudden Cardiac Arrest	Registrar Regional Board Member	Registration Events Governance Made Easier, CEUs
Assistant Regional Commissioner	AYSO's Safe Haven & SafeSport *Concussion Awareness, Sudden Cardiac Arrest	Regional Board Member	Dispute Resolution/Due Process Governance Made Easier Any job training or CEU
Auditor	AYSO's Safe Haven & SafeSport *Concussion Awareness, Sudden Cardiac Arrest	Auditor Regional Board Member	Treasurer Governance Made Easier CEUs
Division/Age Group Coordinators	AYSO's Safe Haven & SafeSport *Concussion Awareness, Sudden Cardiac Arrest	Division Coordinator Regional Board Member	Dispute Resolution/Due Process Governance Made Easier Advanced Dispute Resolution, CEUs
All Other Regional Board & Staff	AYSO's Safe Haven SafeSport *Concussion Awareness, Sudden Cardiac Arrest	Regional Board Member	Any Discipline-Related Training, Workshop or Annual Update, Dispute Resolution/Due Process Governance Made Easier, CEUs
Coaches	AYSO's Safe Haven & SafeSport *Concussion Awareness, Sudden Cardiac Arrest	Age-Appropriate Coach Course	Annual Coach Update, Stewards of the Game or CEU
Referees	AYSO's Safe Haven & SafeSport *Concussion Awareness, Sudden Cardiac Arrest	Age-Appropriate Referee Course	Annual Referee Update, Stewards of the Game or CEU
Team Parents/Managers	AYSO's Safe Haven	Orientation by Region	Kids Zone Workshop, CEUs

All Instructors	AYSO's Safe Haven SafeSport *Concussion Awareness, Sudden Cardiac Arrest	Introduction to Instruction Discipline Specific Instructor Course	Any Discipline-Related training, Instructor/Assessor Update
EPIC/VIP Administrator & Volunteers	AYSO's Safe Haven & SafeSport *Concussion Awareness, Sudden Cardiac Arrest	EPIC/VIP Volunteer Training	Any Annual Update
Area Director	AYSO's Safe Haven & SafeSport *Concussion Awareness, Sudden Cardiac Arrest	Area Director Training	Dispute Resolution/Due Process Advanced Dispute Resolution Annual Updates
Section Director	AYSO's Safe Haven & SafeSport *Concussion Awareness, Sudden Cardiac Arrest	Section Director Orientation	Dispute Resolution/Due Process Advanced Dispute Resolution Annual Updates
National Board of Directors	AYSO's Safe Haven & SafeSport *Concussion Awareness, Sudden Cardiac Arrest	NBOD Orientation	Dispute Resolution/Due Process Advanced Dispute Resolution Annual Updates

*As required by State laws for adults working with children.

Kids Zone

AYSO's Kids Zone program is one of the first programs of its kind to promote good sportsmanship and appropriate sideline behavior – key to promoting a safe, fair, fun, family-friendly environment for experiencing the benefits of playing soccer. Parents and spectators pledge to respect the tenets of Kids Zone. Coaches, referees, parents and players agree to abide by a code of conduct. AYSO asks that all participants agree to help make every AYSO venue a Kids Zone where spectators agree to respect the following guidelines:

- Kids are #1.
- Fun, not winning is everything.
- Fans only cheer, only coaches coach.
- No yelling in anger.
- Respect the volunteer referees.
- No swearing.
- No weapons.
- Leave no trash behind.
- Set a proper example of good sportsmanship.
- No alcohol, tobacco products, smoking, controlled substances.



Kids Zone Pledge

Coaches, referees, parents, and players all agree to abide by the following code of conduct as a condition to their participation in AYSO activities:

1. I pledge to be on time or early when bringing my child to his/her practices and games. I understand that it may be uncomfortable for my child to be late to a game or practice and that he/she is subject to physical risk if not provided with adequate time to warm up. I understand that I am encouraged to stay during practices and games, but if I do not, I will be there when he/she is finished. Being punctual shows respect for the coach, who has other time commitments, and it tells my child that he/she is my top priority.

2. I understand that the top three reasons kids play sports are to have fun, make new friends and learn new skills. I understand that the game is for the kids, and I will encourage my child to have fun and keep sport in its proper perspective. I understand that athletes do their best when they are emotionally healthy, so I will be positive and supportive.

3. I will redefine what it is to be a “Winner” in my conversations with my child. Winners are people who make the maximum effort, continue to learn and improve, and do not let mistakes, or fear of making mistakes, discourage them. I understand that mistakes are an inevitable part of any game and that people learn from their mistakes. I understand that all children are born with different abilities and that the true measure of success is not how my child compares to others, but how he/she is doing in comparison to his/her best self.

4. I will “Honor the Game.” I understand the importance of setting a good example of sportsmanship for my child. I will show respect for all involved in the game including coaches, players, opponents, opposing fans, and referees. I understand that officials, coaches, and players make mistakes. If the referee makes a call I do not agree with, I will refrain from questioning, insulting or making personal attacks against him or her.

5. I understand that games can be exciting for my child as he/she deals with the fast-paced action of the game, responds to opponents, referees, teammates, and listens to coaches. I will not yell out instructions. During the game, I will make only sportsmanlike comments that encourage my child and other players on both teams.

6. I will not make negative comments about the game, coaches, referees or teammates in my child’s presence. This sets a bad example, which can negatively influence my child’s motivation and overall experience. I agree to act in a sportsmanlike manner and make every effort to foster a friendly and nonviolent atmosphere. I agree to honor the AYSO Parent Pledge in my words and actions.

7. I will not use alcohol, tobacco products, e-cigarettes or other vaping products, or controlled substances at any practices or games. I will not bring firearms or other weapons to any practices or games.

I am responsible for making my child, my spouse, other family members, and any persons I invite to an AYSO activity aware of this code of conduct and getting their agreement to abide by this code of conduct as a condition to their participation in any AYSO activity.

10. National Coaching Program

Purpose

The AYSO National Coaching Program is designed to develop good soccer players who have a positive image of themselves, their teammates, coaches, match officials, and opponents. Coach training is the key. It is the goal of AYSO that every coach be a trained and certified coach. This shall be accomplished by providing coaching expertise through clinics, manuals, videos, online courses and reference materials. A full coach training program has been developed for each division of play.

Coaching Structure

The AYSO National Coaching Program is administered by the AYSO Player Development Department.

Section Coach Administrators, are appointed by their respective Section Directors, and direct and implement the programs established by the National Coaching Program within their respective Section.

Each Section is comprised of several Areas, each with its corresponding Area Coach Administrator. The Area Coach Administrator provides support and training opportunities to the Regions and the coaches in the Area. The Area Coach Administrator should assist new Regional Coach Administrators in conducting Regional coach clinics

For questions, consult the Area and Section staffs, along with the resources of the AYSO Office.

Materials Available

AYSO National Rules & Regulations

Section Rules and Regulations (does not apply to some Sections)

AYSO Playground Soccer Manual

AYSO Schoolyard Soccer Manual

6U Coach Manual

8U Coach Manual

10U Coach Manual

12U Coach Manual

Intermediate Coach Manual and instructor notes

Advanced Coach Manual and instructor notes

National Coach Program Manual

Coach Administrator Manual

AYSO's Safe Haven Manual

Holding an AYSO Coaching Course

Step 1:

All training courses must be registered on AYSOU.org. Coach Administrators and certified AYSO Coaching Instructors may register a course in AYSOU.org. Call the AYSO Office, Player Development Department if you have any questions, (800) 872-2976.

Accreditation

Step 2:

To register a course online or fill out the Coaching Course Request Form, you will need to have the following information:

- Section, Area, and Region
- Course Name (Safe Haven, 6U, 8U, 10U, 12U, Intermediate or Advanced)
- Name of the Certified Instructor, qualified to lead the course (see the matrix at the end of this chapter)
- Course Date
- Course Location

Make sure to include contact information so course attendees are able to contact you with any questions!

Step 3:

Conduct the course and have all attendees fill out the course roster completely and legibly.

Step 4:

Have course attendees keep their tests, once graded for future reference.

Step 5:

Coaching Course rosters can be input directly online via AYSOU.org. We strongly encourage all instructors to enter their own rosters into AYSOU.org.

Note: If the roster is not entered into AYSOU.org, attendees will not receive credit for the course. If a roster is outstanding more than sixty (60) days, it can cause the course instructor to be ineligible to conduct further coaching courses. If you do not hold the course, please cancel it in AYSOU.org or notify the Player Development Department (800) 872-2976 for further assistance.

For our volunteer's protection, every course must be registered with AYSOU.org. Thank you for your cooperation and thank you for taking the time to provide quality coaching courses to AYSO coaches.

Accreditation

The AYSO Coaching Program and our Safe Haven certification are fully accredited by the United States Center for Coaching Excellence (USCCE). The essential function of USCCE is to review the quality of coaching education programs and encourage continuous improvement of coaching education. The Council endorses The National Standards for Athletic Coaches.

A trained and certified coach who keeps his or her education current with changing standards is the best vehicle for delivering a positive, quality experience to the players of AYSO.

Our goal is to have every AYSO coach trained, certified, and keeping up-to-date through continuing education for the welfare of players and volunteers alike.

Required Coach Training

Beginning August 1, 2010, coaches and assistant coaches in the 6U age division in every AYSO Region were required to have AYSO's age-appropriate training and AYSO's Safe Haven certification when they take the field.

The coach training policy will roll forward each year adding one additional level of required age-specific coach training until, by the 2015 membership year, every AYSO coach and assistant coach, at every level, will be appropriately trained for the team they will coach.

This policy was approved and adopted by the AYSO National Board of Directors at their July 2009 meeting and is supported by the AYSO National Coaching Advisory Commission.

Coaches will continue to be required to be currently registered AYSO volunteers and have AYSO's Safe Haven certification. AYSO's Safe Haven certification, which is designed to protect both volunteers and children alike, is available as an online or in-person class.

Following is the training that will be required for each of the age levels in all AYSO matches and the schedule for implementation:

Division	Minimum Training Requirement
6U	6U Coach (beginning 8/1/2010)
8U	8U Coach (beginning 8/1/2011)
10U	10U Coach (beginning 8/1/2012)
12U	12U Coach (beginning 8/1/2013)
14U	Intermediate Coach (beginning 8/1/2015) Including all pre-requisites
16U/18U	Advanced Coach (beginning 8/1/2015) Including all pre-requisites

To schedule training for any of these courses, contact your Regional Coach Administrator for more details or contact the Player Development Department at the AYSO Office for more information, (800) 872-2976.

Certification/Training Policy - National Games and AYSO Sanctioned Tournaments

The following policy was approved and adopted by the National Board of Directors at their October 2006 meeting in Hawthorne California:

Effective August 1, 2009, all AYSO coaches and assistant coaches who wish to coach in the AYSO National Games, or nationally sanctioned AYSO Tournaments must, at a minimum:

1. Be a registered volunteer in AYSO's system of record for the current year.
2. Be Safe Haven certified and trained.
3. Be trained per the National Coaching Program Guidelines at the age/skill level of the team they wish to enter/coach.

Many Sections and Areas have already adopted this requirement for those coaching in Area and/or Section sponsored competitions. This policy is also supported and backed by the National Tournament Advisory Commission and is to be included in the Tournament Handbook.

To schedule 'age appropriate' coach training and AYSO certification please contact one of the following:

- **Regional Coach Administrator** (10U & 12U Training)
- **Area Coach Administrator** (Intermediate Training)
- **Section Coach Administrator** (Advanced Training)

Contact information for any of these administrators can be accessed through the Regional Commissioner or by contacting the Player Development Department via email to coaching@ayso.org or by calling the AYSO Office (1-800-USA-AYSO).

Although only the age-specific course is required to meet the new requirement at the 10U and 12U levels, it is best for the players if each coach at 10U and 12U has the full range of AYSO coach training (6U, 8U, 10U, and 12U). Please note, however, there are prerequisites that must be met before taking the Intermediate, Advanced or National Coach courses. *For those who are coaching (or are going to be coaching) at the 14U level or above, please see the following “Coach Course Catalog” for the prerequisites for Intermediate, Advanced or National Coach Training.*

11. National Referee Program

Administrative Overview of the AYSO National Referee Program

The AYSO National Referee Program is administered by the AYSO National Referee Council. AYSO referees are supported by an administrative structure that is similar at the Region, Area and Section levels, each of which has a Referee Administrator, Referee Director of Instruction and Referee Director of Assessment. The individuals in these roles are responsible for implementing the AYSO National Referee Program in response to the needs of the referees within their designated areas of responsibility.

Training and Certification

One of the most important features of the AYSO National Referee Program is the AYSO Referee Certification and Training Program. All AYSO referees are required to be certified and trained. Referee certification is obtained by attending AYSO's Safe Haven. Referee training is available in six different training courses: 8U Official, Assistant Referee, Regional Referee, Intermediate Referee, Advanced Referee and National Referee. There is also an online Regional Referee Course, which coupled with an in-person Companion Course, completes the training for the Regional Referee.

AYSO referee training is designed to provide education for referees and prospective referees that will enable them to officiate AYSO soccer matches in accordance with the *Laws of the Game* and the *AYSO National Rules & Regulations*. It is the intent of the AYSO National Referee Program to provide practical, incremental referee training that will ensure consistency throughout AYSO.

With the exception of training for the 8U Official, referee designations and training are not directly associated with any specific age group. The AYSO 8U Official may officiate only AYSO players under the age of 8. Completion of one of the additional AYSO referee courses is required to officiate at any other level of AYSO play.

To effectively officiate higher-level matches, a referee must have experience, physical conditioning and mental preparation along with appropriate training. Training in AYSO is a continuing process. Referees are encouraged to take additional courses and to participate in continuous education whether or not they desire to upgrade to a higher level.

Every referee must have a sound foundation in the *Laws of the Game* as a prerequisite to being certified as a referee. At all levels of the training program, referee candidates are tested on their knowledge of the Laws.

At each referee certification level, there are requirements in addition to training (including the law exams). It is the responsibility of the individual referee to ensure that he/she meets all other requirements.

The training program has been organized as a series of short courses intended to provide training supplemental to the previous courses. In addition, modular elements of the courses may be presented individually as part of continuing education that may not necessarily result in upgrade. All referee training courses are open to anyone who wishes to attend. Though there are no prerequisites for attending any referee training course, certification upgrade requires each requisite level of course completion.

Referees who attend training for upgrade must maintain their individual training record and obtain appropriate signatures for training completed. When all of the elements of an upgrade are complete, the paperwork is submitted to the AYSO Office.

Cross-certification between certain AYSO and United States Soccer Federation (USSF) referee certification levels is available upon application.

Observation and Assessment

An additional service is available to AYSO Referees through the observation or assessment of the on-field performance of the official. This observation/assessment serves at least three purposes. First, it measures an official's competency at the level required to officiate a typical, regular season AYSO match. Second, it provides a mechanism for officials to obtain positive and constructive feedback and to measure the progress of their officiating skills. Third, it provides a means of recognition for that progress.

Additional Information

A more detailed explanation and information regarding the AYSO National Referee Program is available in the National Referee Program Manual. This manual plus additional information regarding the AYSO National Referee Program is available online www.aysou.org. An AYSO ID number is required for access or call the referee department at the AYSO Office in Torrance, CA at (800) USA-AYSO.

AYSO Referee Certification Requirements

8U OFFICIAL	
Age:	10 or older
Training:	Complete 8U Official Course
Test:	Take 8U Official Exam
Notes:	1,2,3
ASSISTANT REFEREE	
Age:	12 or older
Training:	Complete Assistant Referee Course <u>or</u> be a 8U Official and complete 8U to Assistant Referee Upgrade Course
Test:	Take Assistant Referee Exam
Notes:	1,2,3
REGIONAL REFEREE	
Age:	12 or older
Training:	Complete Regional Referee Course <u>or</u> be a 8U Official and complete 8U to Regional Referee Upgrade Course <u>or</u> be an Assistant Referee and complete AR to Regional Referee Upgrade Course
Test:	Score 75% or higher on the Regional Referee Exam
Notes:	1,3,4
INTERMEDIATE REFEREE	
Age:	14 or older
Matches:	25 as referee with at least 5 in 12U matches
Prerequisite:	Certification as Regional Referee
Training:	Complete Intermediate Referee Course
Test:	Score 90% or higher on the Intermediate Referee Exam
Observation:	One observation as a referee in a 12U match is required
Verification:	Area (or Section) Referee Administrator or Area (or Section) Director of Assessment
Notes:	1,3,4,5,6,13
ADVANCED REFEREE	
Age:	16 or older
Matches:	50 as referee with at least 10 in 14U matches and 5 as assistant referee in 14U matches
Prerequisite:	Certification as Intermediate Referee
Training:	Complete Advanced Referee Course
Test:	Score 90% or higher on the Advanced Referee Exam
Assessment:	One as a referee in a 14U match <u>and</u> one as assistant referee in a 14U match
Fitness Test:	Complete the AYSO Physical Fitness Test for the Advanced level
Verification:	Area (or Section) Referee Administrator or Area (or Section) Director of Assessment
Notes:	1,3,7,9,10, 13
NATIONAL REFEREE	
Age:	18 or older.
Matches:	100 as referee with at least 30 in 16U and 18U matches, of which at least 15 must be in 18U matches if available, <u>and</u> 25 as assistant referee with at least 10 in 18U matches, if available
Prerequisite:	Certification as Advanced Referee
Training:	Complete National Referee Course. It is strongly recommended that the candidate complete at least 80 matches as referee before attending the National Referee Course
Test:	Score 90% or higher on the National Referee Exam
Assessment:	Two as a referee in 16U or 18U matches with at least one in 18U, if available, <u>and</u> one as assistant referee in a 18U match, if available
Experience:	A minimum of one year of experience as an AYSO Advanced Referee
Fitness Test:	Complete the AYSO Physical Fitness Test for the National level
Verification:	Section Referee Administrator or Section Director of Assessment
Notes:	1,3,8,9,10,11,12,13

Notes to Referee Certification Requirements:

1. Certification at all levels requires (one-time) completion of AYSO's Safe Haven certification.
2. No minimum score required on written exam.
3. In exceptional cases, certification requirement(s) may be waived through the use of the exemption process (see p. 22 of the NRP manual).
4. Although there is no physical test requirement at this certification level, an introduction to the AYSO Physical Fitness Test is recommended.
5. An observation is not an assessment, though it has some similarities. See the section "Concerning Observation", p. 43 of the NRP manual.
6. As indicated in the Referee Training Matrix (p.58 of the NRP manual), taking the Regional Referee Course and passing the Regional Referee Exam are prerequisites for the Intermediate Referee Course when it is being taken to satisfy an upgrade requirement (the usual case). Regional Referee certification is a requirement for Intermediate Referee certification, but is not a prerequisite for the Intermediate Referee Course.
7. As indicated in the Referee Training Matrix (p.58 of the NRP manual), taking the Intermediate Referee Course and passing the Intermediate Referee Exam are prerequisites for the Advanced Referee Course when it is being taken to satisfy an upgrade requirement (the usual case). Intermediate Referee certification is a requirement for Advanced Referee certification, but is not a prerequisite for the Advanced Referee Course.
8. As indicated in the Referee Training Matrix (p.58 of the NRP manual), taking the Advanced Referee Course and passing the Advanced Referee Exam are prerequisites for the National Referee Course when it is being taken to satisfy an upgrade requirement (the usual case). Advanced Referee certification is a requirement for National Referee certification, but is not a prerequisite for the National Referee Course.
9. Field assessments for upgrade must be done based on the officiating skills needed in a typical regular season AYSO match, in the age group specified, in any soccer match using the Diagonal System of Control. Matches used for upgrade assessments are recommended to be of the duration specified for that particular age group in the AYSO National Rules and Regulations (NRR). Where NRR length matches are not readily available, the duration of matches used for upgrade assessments may be reduced to no less than 30-minute halves with the concurrence of the ARA or ADA for Advanced Referee candidates, SRA or SDA for National Referee candidates.
10. If requested by the referee being assessed, a higher age group match or a non-AYSO match of the equivalent age level (or higher) may be used for the assessment.
11. The SRA may authorize substitution (for both match count and assessment) of 116 matches for 18U matches if 18U matches are not available.
12. The verifier of certification requirements for upgrade must serve in one of the specified roles in the Region, Area, or Section in which the upgrade candidate is registered. The verification must be completed within 30 days of the submission of the completed upgrade form by the candidate to the verifier. If the verifier is unable to complete the verification for any reason, he must notify the upgrade candidate of the reason in writing within the 30 day period.
13. The assessor for an Advanced Referee upgrade assessment will be assigned by the candidate's Area Director of Assessment (or designee) if the assessment will take place within the Area in which the candidate is registered; assessor assignment will be coordinated with the candidate's ADA (or designee) if the assessment will take place outside the Area in which the candidate is registered. The assessor for a National Referee upgrade assessment will be assigned by the candidate's Section Director of Assessment (or designee) if the assessment will take place within the Section in which the candidate is registered; assessor assignment will be coordinated with the candidate's SDA (or designee) if the assessment will take place outside the Section in which the candidate is registered.

12. Management Program

The National Management Program provides volunteer board members and local administrators with support and educational programs to help them effectively organize and run local programs. Mandatory training is provided for all seven required Regional Board positions and many other volunteer positions. The management training program provides information on how to fulfill specific roles within the Region like Registrar, Treasurer or Safety Director. It also provides training on a variety of specialized topics such as team balancing, fund raising, and volunteer recruiting and retention. By attending, supporting and offering these educational programs, Regional volunteers enhance the AYSO experience for everyone. These programs are offered throughout the year in the various AYSO Regions, Areas and Sections.

Management Training

In addition to job specific training, AYSO offers a series of management training courses that allow Regional Board members to develop and improve their management skills.

Regional Board Member Training

This core training course is for AYSO's Regional Board members -- Regional Commissioners, Coach Administrators, Referee Administrators and other Regional Board members. The purpose of Regional Board Member Training is to provide all Board Members with the fundamental responsibilities for running an AYSO program.

Regional Commissioner Training

AYSO provides a training opportunity for all Regional Commissioners. This training is designed to emphasize tools that will empower Regional Commissioners that enable effective Region operations and leadership.

Area Director Training

AYSO provides a training opportunity for all newly appointed Area Directors. Topics covered during this training include Budgeting, Regional Commissioner and Regional Board Orientation, Communications, Conflict Resolution, and Area Director and Staff Job Descriptions.

Dispute Resolution

"Where there's smoke...there's fire." Regional Board Members and Area/Section Staff learn to recognize potentially explosive situations and how to deal with them before they flare up. This course reviews the many tools available to properly deal with difficult people and the difficult situations which, if left to smolder, can turn your "sunny Saturdays" into manic Mondays. Lots of fun role play and some new tools for your management toolbox.

Due Process

This workshop is designed for all Regional Commissioners, Regional Board Members, Division Coordinators, Area and Section staff. Learn the process to use when limiting, suspending or removing a Non-Executive Member from further participation in AYSO. This course reviews the steps necessary to ensure proper and fair notice, the right to be heard, fact-based decisions and avoiding arbitrary and unjust actions.

Continuing Education Programs

In addition to specific job training courses, AYSO offers continuing education that provides Section, Area and Regional staff members with informational updates on topical issues.

13. Additional Programs

14U/16U/19U Play

MONITORED SUBSTITUTION

Free substitution will be permitted in the 14U/16U/19U Program, but only if it is handled in a manner which will ensure that every participant plays at least one half of every match by requiring a separate time monitor, independent of either team or coach, who checks each player in or out of the match.

Where Monitored Substitution is being used in AYSO 14U, 16U and 19U matches, substitutions will be permitted with the referee's permission during any stoppage in play as specified in the *Laws of the Game*, Law 3 (The Number of Players) as well as in the section titled "Interpretation of the *Laws of the Game* and Guidelines for Referees". Substitution rules used in High School, College or other soccer organizations do not apply to AYSO matches. The substitution procedures used in matches played according to the *Laws of the Game* will be in effect. Namely, when a substitution is requested (the assistant referee signals a substitution has been requested), the referee will determine when there is an appropriate stoppage in play and will then allow the substitution to occur as outlined by the *Laws of the Game*.

Stoppages in play include the eight identified restarts plus other stoppages where, in the opinion of the referee, the substitution will not unfairly interfere with play, e.g., injury stoppages, outside agent stoppages, stoppages to administer misconduct sanctions and free kicks where the team taking the kick has not elected to take a quick kick.

AYSO Adult Soccer

AYSO Adult Soccer is a division of AYSO. AYSO Adult Soccer was developed to give adult AYSO players and volunteers a place to keep playing soccer in a safe, fair and fun environment in accord with AYSO principles. AYSO Adult Soccer can offer AYSO Regions the administrative support to start leagues with the tools they need to organize the adults in their geographical area to play soccer.

AYSO Adult Soccer strives to:

- Provide opportunities for every adult to play soccer
- Educate adults on AYSO principles
- Develop coaches and other volunteers
- Provide volunteer and financial support to local AYSO youth soccer programs
- Promote Good Sportsmanship
- Get everyone playing matches— co-ed, gender specific, small-sided, friendlies or competitive.
- Support the love of the game
- Offer opportunities for adults to exercise through playing soccer

Three currently registered AYSO volunteers must be authorized by the Regional Commissioner to start an adult league. The Area Director and Section Director are notified prior to approval. Leagues work with the AYSO Office to submit applications and seek approval, and obtain information about setting up a bank account, registration of players, submitting player registration fees and insurance coverage.

Adult Leagues affiliate with the United States Adult Soccer Association, the only adult soccer member organization of USSF. USASA's mission is to promote the game of SOCCER for men and women, in an atmosphere of Fun, Fair Play and Friendship.

EPIC

Additional information and specific guidelines for AYSO's Adult's Soccer division are available by contacting the Player Programs Department at the AYSO Office.

EPIC

The AYSO EPIC (Everyone Participates in our Communities) program provides a quality soccer experience for children and adults whose physical or mental disabilities make it difficult to successfully participate on mainstream teams.

EPIC Vision Statement

The vision of the AYSO EPIC program is to create EPIC teams in every AYSO Region whenever possible and to maximize opportunities for EPIC player participation where EPIC teams are not available.

EPIC Mission Statement

The mission of the AYSO EPIC Program is to provide a quality soccer experience for individuals whose physical or mental disabilities make it difficult for them to successfully participate on mainstream soccer teams. What is successful participation? It should be defined by the player's enjoyment and the safety of all team members.

EPIC Participation information

The minimum age corresponds to AYSO's age eligibility – currently 3 years of age by July 31 prior to the start of the playing season or, in some Regions with permission of the Section Director, by the date of the Region's first organized activity – camp, practice or match. If a player remains on an EPIC team, there is no upper age limit for participation.

There may be a wide range of ability and age levels on EPIC teams, so sometimes younger (ages 5-12) and older (12+) teams are created. Some Regions form their teams according to mobility and/or ability. Regions are allowed flexibility to design their programs to fit the needs of the community.

EPIC as Part of an AYSO Region

Most EPIC programs are administered as another "division" of an AYSO Region, affording EPIC teams the opportunity for participation in Regional activities such as Opening Day, Picture Day and awards celebrations. The EPIC Administrator for the Region should serve on the Regional Board and coordinate operations of the programs with the help of other volunteers. The EPIC Administrator works with other key individuals in the Region to secure uniforms, field space, practice and match schedules and other necessities for the EPIC teams.

An equally important opportunity is afforded mainstream players to participate in EPIC as buddies where they get to know EPIC players as individuals and friends. Buddies are able-bodied players who provide prompts and guidance on the field for those EPIC players who need assistance.

As an EPIC League

A second option is available for starting an EPIC program in communities where there are no AYSO Regions close by. In such cases, an "EPIC League" can be formed in much the same way – but on a smaller scale – that AYSO Regions are formed.

An equally important opportunity is afforded mainstream players to participate in EPIC as buddies where they get to know EPIC players as individuals and friends. Buddies are able-bodied players who provide prompts and guidance on the field for those EPIC players who need assistance.

Resources

Available resource materials from the AYSO Office include the EPIC Program Guide, EPIC Coach Manual, EPIC Referee Manual, EPIC Buddy and Family Manual and the EPIC brochure in both English and Spanish. Additional EPIC items including posters, pins, badges and certificates are available through the AYSO Supply Center. EPIC Volunteer Training, Buddy Training and the EPIC Instructor Course are also offered for volunteers working with EPIC programs.

Contact the Programs department at the AYSO Office for information about finding an established EPIC program, starting a EPIC program or holding a training session.

Section EXPOs

Section EXPOs are annual educational meetings conducted in various geographical portions of the country. These weekend meetings for volunteers include workshops, training seminars and motivational speeches to encourage the exchange of ideas and information. The scope and variety of these meetings varies to ensure the broad spectrum of volunteer needs is met.

Workshops are held on programs, financial and risk management, legal questions, registration, coaching, refereeing, national development, support services available from the AYSO Office, and special programs. All Section EXPOs feature a vendor show where volunteers can see products, equipment and services that could improve their local program.

National Games

Purpose of the National Games

The National Games is AYSO's biannual celebration of all that is AYSO – and Regions are invited to participate based on a lottery which is held at the preceding year's National Annual General Meeting. The National Games is awarded to an Area or a Section to host and is planned in concert with the National Board of Directors and the AYSO Office.

The National Games offers an opportunity to bring together different Regions and Sections to share in the diverse soccer culture of the AYSO family. This occasion focuses on sportsmanship, team spirit and making new friends through the activities and events that are offered during this weeklong event. The Games should not be interpreted nor represented as any form of an AYSO national championship.

Events of the National Games

Opening Ceremonies

This Olympic-style parade of coaches, referees and over 200 teams -- behind state banners, their team banners, some in "local" dress and tossing "local souvenirs" – the cheering of thousands in the crowd as the teams circle the field and take their places in a sea of AYSO players of all shapes and sizes and colors meshing into a landscape of cheering, waving young people, and the inevitable announcement, "Let the Games begin!" All players gather in the middle of the field for welcomes from local and AYSO dignitaries and state-inspired entertainment. The Opening Ceremony is a huge splash of color, energy, soccer enthusiasm and goodwill.

Soccerfest

The next morning, building on the excitement and stimulation of the Opening Ceremonies, soccer matches begin with the Soccerfest --the most unique and important tradition of the week! Soccerfest sets the tone and establishes the philosophy of the Games and of AYSO – focus on sportsmanship, team spirit and making new friends. All National Games team members are included, and all AYSO players and non-AYSO players of the appropriate ages are invited to sign up and play in two matches. Players are randomly placed on teams with coaches whom they have just met, giving everyone the opportunity to meet and play with kids from all over the country! What a day!

Ask almost anyone who has participated in the National Games in any years past what they liked best about the Matches and the most frequent answer is "the Soccerfest!"

Sportsmanship Awards

"Good Sportsmanship" is one of AYSO's six philosophies, added to our organization's high profile tenets in 1991. "AYSO strives to create a positive environment based on mutual respect rather than a win-at-all-costs attitude, and our program is designed to instill good sportsmanship in every facet of AYSO."

Thus, the most important element of the Games is the Sportsmanship. It is built into all of the competitions through field monitor and referee evaluation of the sporting behavior of players, coaches and spectators, based on AYSO expectations. Teams are recognized with medals or trophies for their sporting efforts at a special awards ceremony at the end of pool play. It may not be possible for every team to win in their pool play matches, as the skill levels of teams are usually quite diverse. But every team can strive to win the sportsmanship award! This should be considered the most important “hardware” that can be earned at the Games!

Pool play matches, medal rounds

All National Games teams are placed into pools made of teams from different Sections from across the country. This guarantees the cultural exchange which is such an important element of the Games. With 24 teams per most age divisions, the pools are six teams and round robin play allows five pool play matches for each team – two on Thursday, two on Friday and one on Saturday. A full one-third of the teams move into the medal rounds – after the quarter finals they play in either the championship or consolation bracket and are awarded 1st, 2nd, 3rd and 4th place medals in each bracket.

EPIC (Everyone Plays In Our Communities) Participation

Every National Games should feature a EPIC component in the form of a Fun-Fest, pool-play or other activity. All EPIC players are invited to participate in the Opening Ceremonies and other scheduled player events. Both teams and individual players are welcome to attend the Games.

Who Hosts and How?

The National Games are awarded to an AYSO Section or Area through a bidding process, which gives the potential hosts 30 months in advance of the dates to consider hosting this national event.

The AYSO National Games Bid Package provides information necessary to help assure a successful event. The eventual host of any Games must understand both the enormous scope of the event and the responsibility that falls to those who submit the successful bid.

Each Games venue provides a unique experience for participants enhanced by the special qualities of the locale and the local volunteers. During the last decade, the Games have been hosted in Albuquerque, West Point, Honolulu, Lancaster, CA, Chicago and West Palm Beach, FL. It is experiencing an AYSO national event in such different geographical areas that further create a true cultural exchange and an opportunity to experience the AYSO family all across the nation.

Additional Programs

AYSO’s philosophy, Everyone Plays, provides the impetus for collaborating with groups outside of AYSO. Partnerships with like-minded organizations make for a powerful networking that channels positive child development through organized sport to never-before-reached children.

Team-Up

The Team-Up program exists to provide support and guidance to groups seeking to establish Regions in economically-challenged communities, or to existing Regions expanding their participants to include children in such areas. The AYSO Office will provide support and guidance by:

- Sending materials which include informational brochures, application forms, a fund-raising packet, and a proven model for inner-city and Native American Region development.
- Administering Team-Up funds and designated sponsor product to qualifying Regions.
- Establishing, with the Area Director’s help, one or more “sister Regions” that will promote interplay, networking, and other forms of neighborly support to the new Region.
- Maintaining close contact with Regional administrators to ensure that the Region is receiving the services it needs.

Optimist International

AYSO is an endorsed organization of Optimist International. That means that the Optimists have examined our philosophies, principles and structure and have found AYSO worthy of their support. AYSO is the only youth soccer program and one of only three youth sports programs to have this distinction. Optimists are the “friends of youth,” providing tireless service to benefit young people. One way they help children is by operating or assisting with sports programs. Check with your local Optimist Club to see how your Region may benefit from assistance with field development, fund-raising and other forms of volunteer help.

American Legion

AYSO is the recommended Youth Soccer program of the American Foreign Legion and the organization that the Legion recommends to returning Veterans and their families. AYSO is proud of its association with the American Legion and honors all veterans who have served our country.

14. Tournaments and Secondary Play

Overview

AYSO Tournaments and Secondary Programs are administered by the AYSO National Tournament Advisory Commission (NTAC). Many players and their families see no reason why the positive and fulfilling experience of AYSO soccer must cease at the end of the Standard Primary program or during seasonal or holiday breaks. Their love of the Game and of the AYSO experience is sustained through involvement in soccer tournaments and other post-season or concurrent secondary play. AYSO encourages additional playing opportunities for its players and facilitates the operation of these programs under AYSO Rules and Regulations, Policies and By-laws.

Tournaments provide a valuable opportunity for those who wish to play the game of soccer beyond the Standard Primary program. This additional experience is good for the kids and good for the Match. This should be the main reason that a Region, Area or Section hosts a tournament. Other reasons to host tournaments include Regional, Area or Section development through publicity; player and volunteer camaraderie; the opportunity to provide an enjoyable time for players, coaches, referees and spectators; and secondarily, as fundraising events. Whatever the reason, participating in a successful tournament should be the source of good memories and lasting friendships for all involved.

Staging a tournament can be a highly beneficial experience for a Region, Area or Section. The countless hours of hard work and preparation by a staff of dedicated volunteers unites them behind a common objective and generates a spirit of camaraderie and cooperation that is invaluable. This often pays dividends into the next Standard Primary program season and beyond.

Holding a tournament can also provide much-needed funds to support the long-term goals of a local program. To be a successful fundraiser, though, a tournament must be looked upon as a business venture entered into by the Region, Area or Section. It must be well-promoted so as to attract maximum participation. It must be well-organized and smoothly operated. Being entrusted with fees by teams to provide a service (a tournament) implies an obligation on the part of the hosts to deliver an experience that the participants consider a good value. A Region's or Area's reputation is at stake as well as the desire for teams to return year after year to their event.

Tournaments must be self-sustaining – that is, all costs related to the staging of the event must be paid for from entry fees, sponsorships, snack bar sales, etc. General Regional funds may not be used. While most tournaments hope to generate revenue, tournaments should be started on the conservative side and build in size as resources grow. All involved must be aware of the risk of economic loss that can occur due to unforeseen circumstances such as weather or loss of field permits. It is prudent to have the Region or Area set aside a startup fund for the following year's event from proceeds derived from the current tournament.

Terminology

It is important to have a clear understanding of the various terms AYSO uses in conjunction with tournaments. This Section is a brief overview of the AYSO Tournament Handbook. To request the Tournament Handbook please contact the Programs Department at (800) USA-AYSO.

A/B PROGRAMS:

A/B Programs are those in which a form of tryout or player rating determines participation. Run concurrently, and often side-by-side with the Region's Standard Primary program, they draw from the entire registrant base but limit participation. These are run by and are self-contained within the Region or Area, and volunteers from the Region(s) support both programs. These programs must have approval of the National Board of Directors to operate in AYSO. Currently players in these programs are prohibited from participation in the AYSO National Games and most AYSO-hosted tournaments. (See EXTRA)

AUTHORIZATION:

Permission has been obtained to host a tournament or Soccerfest. Prior written approval gives the hosting Region, Area, or Section permission to use the AYSO name for publicity, sponsor support and other support from the organization. It ensures AYSO liability insurance for fields and Soccer Accident Insurance (SAI) for players and volunteers.

ALL-STAR PROGRAMS:

An "All-Star" program is any program which is an extension of the Standard Primary program (i.e., the first playing season in the Region in which all registered players participate) and which selects players for participation based primarily on their ability. (National Policy Statement 2.7.)

ALL STARS:

All-stars are players selected to play on an AYSO all-star team for the purpose of participating in the all-star program.

AREA TOURNAMENT:

Open to AYSO teams within a specific AYSO Area. The Area Director is responsible for authorization.

AYSO INVITATIONAL:

In an AYSO Invitational tournament, participation is limited to AYSO teams consisting of players currently registered with the AYSO Office and playing or having just played in the local AYSO Standard Primary program. Invitational tournaments must be approved by the appropriate level(s) of authorization. Non-AYSO teams may be excluded from entry only if the tournament is designated as an AYSO Invitational.

AYSO OPEN INVITATIONAL:

An AYSO Open Invitational tournament is sponsored by an AYSO Region, Area or Section but is open to entry by both AYSO teams and non-AYSO teams. Open Invitational tournaments must be approved by the appropriate level(s) of authorization, which include the National Director of Tournaments or designee. The entry of even one non-AYSO team in a tournament makes that tournament an Open Invitational Tournament. All players must be currently registered with their sponsoring organizations and proof of insurance is required. AYSO and non-AYSO teams participating in an AYSO Open Invitational tournament must adhere to AYSO's Rules and Regulations, including the requirement that all participants play at least half of every game.

AYSO TOURNAMENT HANDBOOK AND FORMS:

A comprehensive document containing AYSO's step-by-step plan for organizing and executing a successful tournament within the best practices of AYSO. A myriad of forms, including samples invitations, rules, income and expense are all available for use by specific tournaments which can modify the documents to fit their event, retaining the required AYSO compliance information. Contact programs@ayso.org for more information.

CULTURAL EXCHANGE:

Any match, series of matches or tournament in which AYSO players travel to another country, or where an AYSO Region, Area or Section hosts a team from another country, for the dual purpose of playing soccer, learning about different cultures and geographic areas and making friends through the universal language of soccer. Specific forms are required by the United States Soccer Federation (USSF) to either host a foreign team or to travel to a foreign country. These are available for download at:

http://www.ayso.org/resources/tournament_forms/open_invitational_international_forms.aspx

EXTRA CONCURRENT PROGRAMS:

Extra Concurrent Players are rostered on an Extra team and a Standard Primary program team at the same time and participate fully with both teams. Players are eligible for All Star, tournament, National Games, travel and other secondary program teams.

EXTRA SIDE-BY-SIDE:

Players are rostered on an Extra team only. Players are eligible for tournament, travel or other secondary program teams.

FRIENDSHIP GAMES:

An event recommended to be played small-sided in which no scores or standings are kept. All teams must play an equal number of matches and, if participation mementos are given, all players are to receive the same keepsake.

GUEST PLAYER:

A player on an AYSO tournament team temporarily borrowed from a different AYSO team (if the competition is for Standard Primary program teams) or from a different AYSO Region than the one entering the team. A guest player must have a signed letter of approval from the Regional Commissioner of that player's home Region stipulating the tournament(s) in which the guest player may participate. A good rule of thumb is to limit guest players to three (3) on a roster unless extenuating circumstances are outlined and the necessary approval is granted. Each tournament has the authority to further limit or prohibit these types of players.

INTERNATIONAL TEAMS:

A team composed of players who reside outside of the United States and enter a tournament or other non-league AYSO competition.

NON-AYSO TOURNAMENT:

A tournament hosted by a group that is not affiliated with or registered in AYSO. AYSO teams competing in a non-AYSO tournament must still adhere to AYSO Rules and Regulations, including AYSO roster maximum sizes, the requirement that all participants play at least half of every game, positive coaching, etc. "Travel" papers – or permission documents—often are required by non-AYSO tournaments, and those forms are also available for download at www.ayso.org.

OUTSIDE PLAYER:

Any player not currently registered in AYSO or not participating in the current or just-concluded primary AYSO program. Under special circumstances, when all efforts to obtain a registered AYSO player within the Region or neighboring Regions have been exhausted, an outside player may be invited to participate in an AYSO secondary program or tournament. Prior to any participation in AYSO activities, outside players must have the written approval of the Regional Commissioner, Area and Section Directors, and must register with the AYSO Office. A maximum of three (3) outside players are permitted on any team roster. Each tournament has the authority to further limit or prohibit these types of players.

STANDARD PRIMARY PROGRAM:

The AYSO Standard Primary program is that set of scheduled matches in a Region for which open registration is held, balanced teams are formed and all registrants play. This is also the first time in each AYSO membership year (August 1 – July 31) for which team member registrations have been paid, national fees remitted and insurance is in effect.

Terminology

Most Regions have their Standard Primary program only in fall; a small number have a winter or spring or summer Standard Primary program; a few have a different Standard Primary program time of year for each upper age gender based on the high school play season. Some Regions split their Standard Primary program into two sets of matches, usually due to weather and field issues. When the program is split, both sets of matches count toward a player's total participation in the Standard Primary program.

Currently, only participants in Standard Primary programs are eligible to participate in the AYSO National Games and most AYSO-hosted tournaments.

SECONDARY PROGRAMS:

Any program other than the primary season program (whether in single or split form) and any associated playoffs. (See National Policy Statement 2.2.)

SECTION TOURNAMENT:

Open to AYSO teams from within a specific Section. Hosting Regional Commissioner or Area Director and the Section Director must authorize.

SELECT PROGRAMS/PLAYERS:

Select programs are usually run at the Region or Area level. Players chosen to participate in tournaments or other secondary program opportunities are selected based on interest, skill and attitude.

SOCCERFEST:

An event in which AYSO registered players either (a) affiliated with a team; or (b) as individuals randomly distributed onto teams on match day, come together for the express purpose of playing for fun and camaraderie. Coed and cross-age teams may be formed. If participation mementos are given, all players are to receive the same keepsake. Non-AYSO players may take part in Soccerfests with the permission of the hosts and after filling out an AYSO Player Registration Form and paying the required fee.

TOURNAMENT:

Any organized special event that brings together teams of soccer players for the purpose of competing in soccer matches, whether for sportsmanship, a championship, or other competitive recognition, with or without awards or other recognition, in an environment that is good for the players and good for the match.

TOURNAMENT AUTHORIZATION FORM AND OTHER APPLICATION RESOURCES:

The Tournament authorization packet can be downloaded from the AYSO Web site at http://www.ayso.org/resources/tournament_forms.aspx or by calling the AYSO Office at (800) USA-AYSO.

TOURNAMENT SCOPE:

Types of AYSO tournaments are defined and limited by who is able to participate. Tournament scope also indicates the necessary authorizing level.

8U PLAYERS:

Regions, Areas and Sections are discouraged from including players who are currently or have just concluded participation in a Standard Primary program 8U and under division players in any tournament or secondary program. Subject to the philosophy of a Section, 8U players

(those players just completing the 8U primary season program, NOT specifically all players who fit within the current age minimum and maximums), may participate in Soccerfests or friendship games with the written approval of the Area and Section Directors and subject to close monitoring and evaluation by the Area and/or Section Director(s) to ensure that a healthy, positive, and fun environment is maintained for these youngsters.

Nothing in these guidelines is to be interpreted as endorsing the participation of 8U and under players in multiple post-season events. Rather, participation by players under the age of eight should be on a limited basis and/or in connection with an Area, Section or state event.

EPIC TOURNAMENTS:

Tournaments are a great experience for everyone, so it is important to remember that EPIC teams can participate as well. The key to the EPIC program is flexibility. You may include a EPIC division in your annual tournament or start a whole new standalone EPIC tournament that is structured to meet the needs of the EPIC players. Contact the AYSO Office for more information or to find the closest EPIC program to you.

Whether or Not to Host a Tournament

The first responsibility of the executive member in charge is to appoint a committee to determine the feasibility of hosting a tournament. The committee should consist of no more than three or four people each of whom possesses good organizational skills and sound business sense. Committee members should be chosen with the thought that they may be part of the tournament committee if the decision is made to host a tournament. One member should be appointed to chair the committee.

Measure the interest:

Is there sufficient volunteer support to make this happen? Poll coaches, referees and volunteers. Do the volunteers want to limit the tournament to teams from the Region or open it to AYSO teams from the Area, Section, or across the country? Should non-AYSO teams be allowed to enter?

Reason for hosting a tournament:

Will the tournament be held solely for the fun of participation (a Soccerfest) or will it seek to increase player development through more competitive play? What about fundraising opportunities? All are worthwhile reasons, but the choice will determine various aspects of the tournament.

Dates for the tournament:

Tournament date(s) should be selected carefully. Choose a couple of dates based upon what appears to be best for the community, the staff and the schedules of local players. The date(s) should not conflict with the primary/regular (league) season, other local tournaments in the Area or Section, religious holidays, special local events, Section meetings, the National Games or other special national events. Alternate dates should also be investigated in the event of extreme weather or other unforeseen postponements. Cancelled tournaments must issue full refunds to entered teams.

Availability of a playing site:

A determination should be made if field space is available on the desired dates. Try to get the field use donated. If there is a cost, this will have to be budgeted. Determine the availability of alternate fields as a backup in the case of unforeseen circumstances that might limit or eliminate access to the original playing site(s).

Format of tournament:

Determine whether the tournament will include Standard Primary program teams only, all-star teams only, select teams only, a combination of teams and/or inclusion of non-AYSO teams or international teams. Decide if a Soccerfest will be included. Determine which age divisions and genders will participate in the tournament. It is strongly recommended that all tournaments adopt a format for small-sided play and rosters maximums that are consistent with the AYSO National Coaching Program.

Player eligibility:

Once the scope of the tournament or secondary program has been decided, a decision on player eligibility should be made. Player participation in secondary programs (a) shall require, absent special circumstances, prior participation as a player in the concurrent or just-concluded Standard Primary program; (b) should be inclusive (open registration) and not exclusionary but may be limited by age and/or gender. A player may participate in a Standard Primary program league-team and in a secondary program team at the same time but may not participate in more than one Standard Primary program league-team at any one time. (See Rules & Regulations III, H.) A good rule of thumb for player participation would be to have played in at least one half of the Standard Primary program matches.