



Division Coordinator

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everyone plays[®]



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AYSO Vision & Mission

The American Youth Soccer Organization was established in 1964 with the dream to bring soccer to American children. AYSO continues to be a leader in providing quality youth soccer programs.

AYSO Vision

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

AYSO Mission

To develop and deliver quality youth soccer programs in a fun, family environment based on the AYSO philosophies:

Everyone Plays®

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

Balanced Teams

Each year we form new teams as evenly balanced as possible—because it is fair and more fun when teams of equal ability play.

Open Registration

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

Positive Coaching

Encouragement of player effort provides for greater enjoyment by the players and ultimately leads to better-skilled and better-motivated players.

Good Sportsmanship

We strive to create a safe, fair, fun and 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.

Player Development

We believe that all players should be able to develop their soccer skills and knowledge to the best of their abilities, both individually and as members of a team, in order to maximize their enjoyment of the game.



Division Coordinator Duties

The Division Coordinator serves as a liaison between the Regional Commissioner (RC) and the coaches, referees and parents regarding any questions, problems or general information throughout the season.

Division Coordinators are known by many similar titles including Age or Gender Coordinators or Directors. They are responsible for managing communications and team formation within a player division. Typically, their responsibilities include:

- Recruiting coaches, referees, team parents and other volunteers.
- Ensuring that player evaluations fairly reflect the abilities of the players.
- Turning in evaluations to the Regional Commissioner.
- Coordinating team formations, separating players by age and skill level and forming balanced teams.
- Ensuring each team has a trained and certified Team Coach, Assistant Coach, and Team Parent.
- Generating complete team rosters.
- Ensuring uniforms are distributed in a timely manner.
- Organizing and scheduling games, practices and any make up games.
- Serving as a mediator between coaches, referees and parents for issues occurring during the season.

Division Coordinators are critical to AYSO's philosophy of providing "Balanced Teams" for all participants and ensuring that everyone has the opportunity to experience youth soccer in a fun, fair, positive and safe family environment.

Any size Region can benefit from having Division Coordinators whether one Girls and one Boys Coordinator for the entire Region or Division Coordinators for each gender and age division. Division Coordinators can play a vital role in helping the Regional Commissioner and Regional Coach Administrator manage the teams.

The exact duties and responsibilities for the Division Coordinator position can vary slightly depending on the size of the Region and the time of year. A typical timeline of tasks may include any or all of the following:

Before the Season starts:

- Attend all registrations.
- Recruit coaches, referees, team parents, etc.
- Identify field assignments.
- Complete or assist with scheduling.
- Ensure coaches, referees and team parents are Safe Haven[®] trained and certified.
- Delegate responsibilities.
- Balance teams.
- Develop team rosters.
- Distribute uniforms.

During the Season:

- Inspect and monitor coaches and teams to ensure that Safe Haven[®] protection guidelines are followed.
- Implement Kids Zone[®].
- Handle difficult situations that arise involving coaches, referees, parents and players.
- Find coaches for teams without one.
- Recognize and thank volunteers who are helping you.
- Encourage coaches to do player evaluations.
- Serve as liaison between RC and coaches or parents.
- Attend Regional board meetings.
- Set up a process for player evaluations.
- Collect scores.

After the Season ends:

- Turn in player evaluations.
- Debrief the season with the RC.
- Reward, recognize and retain volunteers.
- Evaluate coaches and note compliance with Safe Haven guidelines.
- Re-evaluate team balancing techniques
- Prepare for the next season.
- Attend Section Meeting

Division Coordinator Position Description



Division (Age Group) Coordinator

Purpose

The AYSO volunteer position of Division Coordinator is intended to handle activities and communication within the divisions established by age groups and/or gender.

Specific Duties and Responsibilities

The Division Coordinator is expected to:

1. Serve as a liaison between Regional Commissioner, Coaches, Referees and parents regarding any questions, problems, or general information throughout the season;
2. Organize and chair team formation night with all Coaches and Assistant Coaches to review evaluations and modify as necessary;
3. Separate players by age and skill levels and form BALANCED teams;
4. Ensure each team has a Coach, an Assistant Coach, a Team Parent/Manager;
5. Generate complete team rosters (players, Coaches, Assistant Coaches);
6. Ensure uniforms are properly distributed;
7. Organize and schedule divisional games, practices, fields and make-up games if necessary;
8. Monitor Coaches and teams to ensure Safe Haven protection guidelines are followed;
9. Collect scores and standing to distribute appropriate plaques and trophies to teams for tournaments and regular season play;
10. Ensure all Coaches complete player evaluation forms and collect forms by end of regular season;
11. Ensure evaluations fairly reflect demonstrated abilities of players; and
12. Turn in player evaluations to Regional Commissioner.

Qualifications and Desired Skills

To be considered for the position of Division Coordinator, the applicant must:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;
3. Be annually approved and duly appointed as a Division Coordinator by the Region;
4. Have discretion as well as strong communication and organizational skills.

Supervision Protocols

While performing as the Division Coordinator, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;



2. Under the overall authority of and directly supervised by the Regional Commissioner; and
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

Time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the Division Coordinator will devote about 8-10 hours per week during the season.

Orientation, Training, Certification, and Continued Education Provided

To fully prepare for the position, the Division Coordinator is expected to participate in the following training, certification and continuing educational opportunities:

1. Orientation by the Regional Commissioner – 1 ½ hours.
2. AYSO's Safe Haven – 2 hours.
3. Division Coordinator training – 1 ¼ hours.
4. eAYSO Training.

Activity Locations

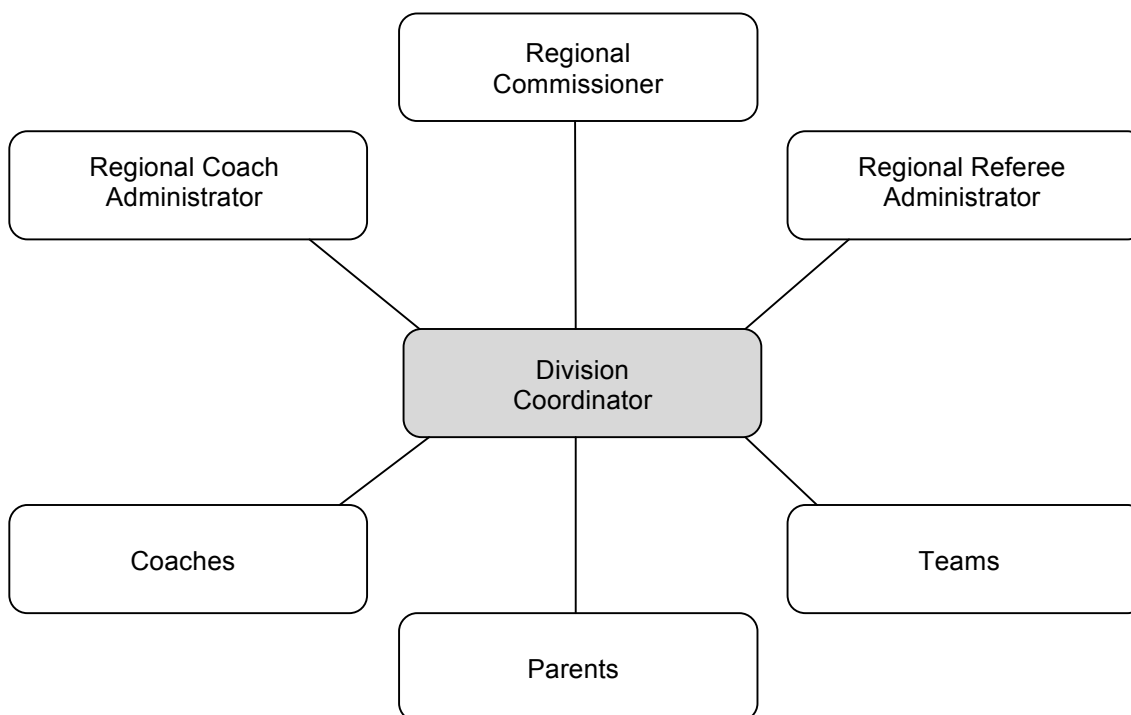
While performing the duties of Division Coordinator, the volunteer is limited to the following locations, unless expressly authorized in writing by the Regional Commissioner to hold or participate in activities in another location.

1. Regularly scheduled and duly approved inside or outside AYSO activities; and
2. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.

Division Coordinators

From time to time, there are disagreements and differences of opinion among parents, coaches, referees and even players. When these disagreements happen, Division Coordinators can play an important role in helping to resolve these differences. Division Coordinators are often thought of as mediators.

The Division Coordinator is a Mediator



What does it take to be a good Division Coordinator and mediator? It takes self-confidence, patience, tolerance, open-mindedness, listening skills and a sense of fairness to mediate differences and resolve conflicts – to help everyone enjoy the game. It takes leadership, management, and strong communication, administrative and organizational skills to coordinate an age group or division. But most of all, it takes a happy, energetic and optimistic team player to help a Region deliver the best AYSO soccer experience possible.



Recruiting Coaches, Referees and Team Parents

When it comes to recruiting volunteers for the Region, everyone should play a role in encouraging parents to become involved in the program and contribute in any way possible. No matter how little time they may have, if everyone takes one task, in the end, it means less work for someone else. “The more, the merrier” should be the philosophy of recruiting.

It is also helpful to understand some of the reasons why people may want to volunteer:

- For the love of soccer or the Game.
- Wanting to help children have a positive experience.
- Volunteered by a spouse.
- Love dealing with problems.
- Friends are involved.
- Real job is boring.
- Team would be dissolved if someone didn’t step up.
- Thought they could do a better job.
- Want to contribute to the community.
- Just want to help.
- Someone just quit.
- Want to be a role model for kids.
- Believe in AYSO’s Philosophies.

Appealing to these possible motivations or needs, can be a way of gaining someone’s support for helping out. Remember, it’s easier to encourage people to lend a hand in a small way to start. If they have a positive experience, they may be called upon later to help in a larger way.

One key to a successful division is determining how many volunteers are needed early in the process. Division Coordinators should attend Registration events and work with the Registrar to keep tabs on the number of players registered in the division. Why? Registration events are generally the single most important way to meet potential volunteers. The number of players determines the number of teams and the number of teams determines the number of Team Coaches, Assistant Coaches and Team Parents that will be needed. The number of teams will also determine the number of games and the number of referees needed.

One way to track recruiting is to start a chart of volunteers recruited/needed for each team.

Team Coach	Assistant Coach	Assistant Coach	Team Parent
1.			
2.			
3.			



Division Coordinators should share recommendations for volunteers, especially coaches, with other Division Coordinators for age groups above their particular division. Coach evaluations and notations on Safe Haven compliance can be extremely valuable for the next playing season.

As Division Coordinators, you have a unique opportunity to recruit new volunteers. Interacting with parents on a weekly basis, you can observe who is most involved and offer them the opportunity to step up and volunteer their time as a referee, coach, assistant coach or even a board member. Encourage them by pointing out they are already volunteering by being at their child's practices and games. Make the most of this opportunity and recruit someone new each week.

Dealing with Difficult People

The simple truth is most people do not believe they are being difficult. The key is to try and understand why they are being difficult to deal with.

What makes people difficult? The reason usually falls into one of these categories:

1. Someone wants something you can't give them.
2. Someone wants something you won't give them.
3. Someone refuses to listen.
4. Someone makes threats; is disruptive and abusive.
5. Someone violates AYSO governing rules or commits an illegal act.
6. Someone takes a problem to the wrong individual.

Someone Wants Something You Can't Give Them

Generally speaking, these situations arise out of a lack of understanding about a policy or procedure. The best remedy is to listen patiently to the concerns, investigate the source of conflict, determine if there are alternatives available and take the opportunity to explain the policy, guideline or procedure. It pays to know the answer to the question, "Where does it say...?" in AYSO's governing documents and policies.

Some common examples of situations when an individual cannot be given what he/she wants might include:

- Parents want two sons ages 9 and 14 on the same team. (National Rules & Regulations)
- Parents want child to play with newly pierced ears. (Laws of the Game)
- Parents want child registered without showing birth certificate. (National Rules & Regulations)

- Parent wants to coach but refuses to provide Social Security Number on volunteer registration form. (AYSO Criminal Background Check Policy 2009 – Chapter 9, AYSO Reference Book)
- Referee will not let a player on field with new baseball cleats. (Laws of the Game)

Someone Wants Something You Won't Give Them

There may be situations or requests that may not be already defined or addressed by a specific policy or statement. These situations may require understanding the spirit and intent of policies and may require decisions that must be made to protect the integrity of the AYSO program whether it's in support of the six philosophies, participant safety or simply in the interest of fair play.

What decisions should be made when:

- A coach wants to keep an entire team together the next season versus AYSO's philosophy of Balanced Teams.
- A parent demands a full refund in the second week of season. Is it a question of good will/customer satisfaction versus out-of-pocket expenses?
- A coach wants two assistant coaches with children who have been on his team the last two years. Coaches rarely show up for practices. What are the Regions policies for team formation?

Someone Takes a Problem to the Wrong Individual

There are many reasons why people take a problem to someone else. It may be because they didn't like an answer they received and want to make sure the answer was correct or it may be simply because they didn't know who to contact. In any case, contacting the wrong person will generally add to someone's frustration when they cannot resolve their problem. Examples of situations that can be elongated by contacting the wrong person for resolution include:

- Coach calls the AD because he/she is not happy with referee at last game.
- Parent calls National Office for daughter's team assignment.
- Parent complains to referee about her son's coach.
- Parent calls RC to find out child's game time.
- Parent demands refund from National Office.

Someone Refuses To Listen

Sometimes, people are just hard of hearing. Sometimes they just won't take "no" for an answer. In either case, the conflict created by this breakdown in communications can be extremely frustrating and ignoring the problem will not make the problem go away:

- A coach will not stay in technical area despite repeated referee warnings.
- A parent runs up and down the sideline screaming at his child, even though the coach and referee have asked him to stop.
- A parent demands that her child be placed on the same team with her friends and wants to speak with someone else to fix the problem.

Someone Makes Threats; Is Disruptive and/or Abusive

When situations or conflicts escalate, and someone makes threats or is abusive, Regions must intervene for the safety and protection of others. These individuals should be afforded the opportunity to understand that their behavior is not conducive to a safe haven and provided the opportunity to respond to claims of abusive behavior. The circumstances surrounding the incident must be documented on an AYSO Incident Report. Examples include:

- U-8 parent threatens to punch a referee over call at a game.
- Coach instructs player to “take-down” an opposing goal keeper.
- Coach instructs goal keeper to let in a goal for seeding in a tournament.
- Parent threatens to sue over her right to “coach” her child on Silent Saturdays based on freedom of speech.

Someone Violates AYSO Governing Rules/Commits Illegal Act

There are some issues that simply cannot be ignored without jeopardizing the safety and integrity of the program, requiring immediate action and documentation of the incident. Incidents of this type usually require a disciplinary review process of some kind.

- Coach adds new player without a signed Player Registration Form.
- Board Members pick own team at formation meeting.
- Parent refuses to stop smoking on touchline.
- Spectator violates Kid Zone[®].
- Coach gives a beer to a U-19 player.
- Coach tells player to remove cast before arriving at field.
- Female coach takes U-19 boys team to an out-of-state tournament without appropriate male supervision.

Prevention

The easiest way to deal with difficult situations is to prevent them. And the key to preventing difficult situations is a strong communication strategy designed to set expectations and to provide participants with contacts for questions and issues. Sample communications/prevention strategies include:

- Parent Handbook (Parent Contract – something they have to sign.)
- *A Parent's Guide to AYSO* (Available from the Supply Center.)
- Training and Certification (coaches, referees, board members and staff)
- Use of Kids Zone[®]
- Newsletters/websites/other forms of communication.

In the end, when dealing with difficult people, try these basic techniques to defuse the conflict:

- Maintain or enhance their self-esteem.
- Listen and respond with empathy.
- Get them involved.
- Make procedural suggestions.
- Turn the one who is in conflict into a partner of the solution.

Remember to:

- Use key communication styles appropriately - face to face conversation, telephone call, email, formal written letter, etc.
- Be positive and patient.
- Focus on the problem, NOT the person.
- Keep an open mind.
- Explore all alternatives for resolving the conflict.
- Try to understand the other person's point of view.
- Seek the other person's ideas.
- End on a positive note.

Try to avoid:

- Pre-judging people.
- Assuming you have all the facts.
- Focusing on the other person's attitude, personality, or presumed motive.
- Meeting practical needs at the expense of personal needs.
- Reacting immediately or when on an emotional high.
- Taking things said personally.
- Cutting the other person off.
- Disrespecting the other person.
- Raising your voice.

Creating a Safe Haven

AYSO's Safe Haven[®] program was designed to protect both players and volunteers while fulfilling a promise for a safe, fun, fair and family-friendly environment. Division Coordinators can help Regions ensure compliance with Safe Haven[®] guidelines and protocols.

First and foremost, AYSO wants to ensure all volunteers receive maximum protection under the Volunteer Protection Act of 1997 and therefore requires that all volunteers:

- Complete, sign, and submit a Volunteer Application each year,
- Are authorized to do their jobs by the Region, Area or other AYSO authority,
- Act within their Position Descriptions and the scope of AYSO Policies, Procedures and Guidelines,
- Complete Safe Haven[®] Training, and are properly trained in their jobs.

A key role of the Division Coordinator is to help verify that all team coaches, assistant coaches, referees and team parents are registered volunteers who have submitted a current Volunteer Application for Safe Haven[®] screening and that they have completed Safe Haven[®] training and the appropriate job training including age specific coach training for coaches.

- All coaches, referees and board members are required to be trained and certified.
- Practices and games are NOT permitted without an AYSO trained and certified team coach.
- Official games are NOT permitted without an AYSO trained and certified referee for the U-8 division and above.

Training and Certification is the only way to ensure the fulfillment of the AYSO vision and the protection of Volunteers and Players.

Once the teams are formed, coaches are assigned, games are scheduled and everyone is trained and certified, it's time to enjoy the season. And for the most part, that's what it is – the enjoyment of seeing children experiencing AYSO soccer.

Throughout the season, Division Coordinators should monitor coaches and teams to ensure that Safe Haven[®] supervision protocols and protection guidelines are being followed. Remind teams about any omissions and make notes about coaching styles and skills for the year-end evaluations.

AYSO requires the following Supervision:

- One adult for every eight or fewer children.
- At least two adults present at ALL times.
- At least one adult of the same gender as players.
- Adults should never be alone with a child.
- Team coach is responsible for the players on his/her team until they are picked up or otherwise leave the area.
- No child shall be left unsupervised after a game or practice.
- The AYSO "Buddy System" requires a minimum of 3 players.

In order to prevent misunderstandings, physical contact with children should be:

- In response to the need of the child only.
- With the child's permission.
- Respectful of any hesitation.
- Careful to avoid private parts.
- In the open, never in private.
- Brief in duration.
- Age and developmentally appropriate.

Other Protection guidelines also include:

- Adults should avoid being alone with a child, other than their own, including transporting a child in a car.
- When it is necessary to speak privately with a child, select a spot out of earshot but within sight of others.
- Adults set appropriate boundaries and maintain adult privacy.
- Respect the privacy of children; intervening only as necessary for health and safety.
- Hug from the side.
- No sexual jokes, comments.
- No corporal punishment.

AYSO also requires transparency in all electronic communications, requiring that all messages regarding AYSO activities be conveyed through parents or copied to older players and no private messaging between adults and minors. The identities of players must be protected at all times by not posting the names of players with pictures or jersey numbers either on public websites or team banners.

AYSO coaches, referees, officials and participants are expected to present a healthy and safe athletic environment by not consuming alcoholic beverages, using tobacco products, smoking or simulating smoking or the use of tobacco products during AYSO activities.

All AYSO volunteers are asked to role model good sporting behavior and to help create an environment that enriches children's lives fosters the development of our young players.

Kids Zone®

Kids Zone® guidelines encourage appropriate sideline behavior – key to promoting a fun, safe, family-friendly environment or “safe haven.” Every AYSO venue should be a Kids Zone® and every team should be encouraged to follow the Kids Zone® program.

- Parents and spectators pledge to respect the tenets of Kids Zone®.
- Coaches, referees, parents and players abide by a Code of Conduct.

Division Coordinators can help make Kids Zone® a key part of the AYSO experience in a Region. Encourage Team Parents to help distribute and collect signed Parent/Spectator Pledges. The signed pledges can be helpful in the event there is a need to address someone’s sideline behavior during the season. Make Kids Zone® buttons and patches available for all participants and post Kids Zone® signs along the sidelines of fields.

The Kids Zone® Sideline tenets require that spectators agree to respect the following rules:

- 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 alcohol, tobacco products or other controlled substances
- No weapons
- Leave no trash behind
- Set a proper example of Good Sportsmanship



AYSO Codes of Conduct

AYSO has always encouraged good sportsmanship in its programs. In fact, "Good Sportsmanship" is one of the six philosophies listed in the AYSO National Bylaws. AYSO strongly recommends that its individual Regions promote good sportsmanship through dynamic programs.

Elements of these programs may vary from Region to Region, but all define the conduct of players, coaches, referees and even parents. They explain the



fundamentals of good behavior - which is simply showing courtesy and respect for all involved in the game.

If players, volunteers and parents understand what is expected of them when it comes to good sportsmanship, they will act accordingly. AYSO is proud of its many good sports, but understands that good sportsmanship doesn't just happen. It needs to be taught, encouraged and demonstrated.

AYSO Coach Pledge:

In my words and action, I pledge to:

- Enthusiastically support and practice the AYSO mission to “enrich children’s lives” by embracing our Philosophies of: Everyone Plays, Open Registration, Balanced Teams, Positive Coaching, Good Sportsmanship and Player Development.
- Stay informed about sound principles of coaching and child development.
- Respect the Game and know the Laws.
- Emphasize to my players that they must abide by the Laws of the Game at all times.
- Develop a true respect for all referees judgments.
- Develop a team respect for our opponents and each other.
- Ensure a safe environment for my players.
- Never yell at or ridicule a player.
- Always set a good example.
- Remember that soccer is a game and all games should be fun.
- Let the players play without constant instructions or commentary from sidelines.
- Role model good sporting behavior

AYSO Player Pledge:

In my words and action, I pledge to:

- Play for the sake of playing a game, not just to please a parent or coach.
- Always give my best effort and work as hard for my teammates as I do for myself.
- Treat all players as I would like to be treated.



- Be a team player.
- Be a good sport and support good plays whether they are made by my team or my opponents.
- Follow by the Laws of the Game.
- Cooperate with and show respect for my coaches, teammates, opponents and the referee.
- Never argue with or complain about referee calls or decisions.
- Control my temper when I feel I have been wronged.
- Not use offensive or abusive language and behavior.
- Remember that the object of the game is to win, but the goal is to enjoy myself and give my best effort.

AYSO Referee Pledge:

In my words and action, I pledge to:

- Always remember that the game is for the players. Player safety and fair play come first.
- Study and learn the Laws of the Game and understand the "spirit" of the Laws. Help fellow referees do the same.
- Encourage and enforce the AYSO philosophies of "Everyone Plays," "Positive Coaching", "Good Sportsmanship" and "Player Development."
- Respect other referees' decisions, and do not publicly criticize another official.
- Wear the proper uniform and keep it in good condition.
- Maintain good physical condition so you can keep up with the action.
- Stay calm when confronted with emotional reactions from players, coaches and parents.
- Honor accepted game assignments. In an emergency, find a replacement.
- Support good sportsmanship with a kind word to players, coaches and parents of both teams when deserved.
- Always be fair and impartial, avoiding conflicts of interest. Decisions based on personal bias are dishonest and unacceptable.



AYSO Parent Pledge:

In my words and action, I pledge to:

- Attend and participate in team parent meetings as requested.
- Be on time or early when dropping off or picking up my child for practices or games.
- Ensure my child is supported and encouraged by family or loved ones at games.
- Encourage my child to have fun and keep sport in its proper perspective.
- Define winning for my child as doing his/her very best and appreciate Development over winning.
- Endeavor to understand the Laws (rules) of soccer and support the efforts of referees.
- Honor the Game and show respect for all involved including coaches, players, opponents, spectators and referees.
- Applaud and encourage players from both teams and not yell out instructions as this causes confusion to the players and ultimately hinders development.
- Refrain from making negative comments about the game, coaches, referees or players, especially from the sidelines.
- Encourage others to refrain from negative or abusive sideline behavior.
- As parents, keep the game in perspective for our children (as a pastime, sport, fun, exercise).
- Abide by the tenets of Kids Zone for appropriate sideline behavior and support AYSO's philosophies for enriching children's lives.

Age Determination & Divisions

AYSO forms teams based on age because research shows that doing so is in the best interest of Player Development and maximizes player enjoyment. To ensure the proper balance of teams, AYSO's National Rules & Regulations establish a specific date that is used to determine placement of a player in the proper age division.

Age Determination Date

The effective date of age determination is July 31st immediately prior to the start of the membership year. It is the same date throughout AYSO and conforms with the age determination date employed by most other youth soccer organizations. AYSO's online registration system, eAYSO, was designed to enforce this regulation.

Individuals who are nineteen years of age or older as of this date are not eligible to participate.

Minimum Age

The minimum age for participating in AYSO is 4 years of age in Regions which are offering a U-5 division. Regions that have secured the approval of the Area Director and Section Director, may register children not yet 4 years of age as long as they are 4 years old at the time of the Region's first organized activity (camp, practice, or game) in any season, split season or sub-season. This allows the registration of those players who will be 4 years old by the start of soccer activities, but who were not 4 years of age on July 31.

For all other divisions, the player's age as of July 31st is the age used for placement on teams throughout the entire membership year. Regions are not at liberty to use any other date to determine the playing age of its players.

Proof of Age

Since the Region has an obligation to ensure that its teams are as balanced as is reasonably possible including that players are of proper age, it is considered a best practice to have the parent present a birth certificate (or other government issued document containing the Date-of-Birth) at least once upon initial registration in the Region. If using mail-in registration, a photocopy should be considered acceptable.



Age Determination Charts

To help determine the proper age and division for players, the following chart is provided. Excerpts of two portions of the AYSO Rules & Regulations that pertain to this matter are:

Article III (B): The effective date of age determination shall be the player's age as of July 31st immediately prior to the start of the membership year as defined in Article V. Players who have reached the age of four years as of this date are eligible to participate in the program. Players who are nineteen years of age or older as of this date are not eligible to participate.

Article V: The period of official membership shall be from August 1st through the following July 31st each year.

Age Guide for 2012-2013 Membership Year		
Division	Age	Born Between
U-19	16-17-18	8/1/93 & 7/31/96
U-16	14-15	8/1/96 & 7/31/98
U-14	12-13	8/1/98 & 7/31/00
U-12	10-11	8/1/00 & 7/31/02
U-10	8-9	8/1/02 & 7/31/04
U-8	6-7	8/1/04 & 7/31/06
U-6	5	8/1/06 & 7/31/07
U-5	4	8/1/07 & 7/31/08
This guide is for competitions that begin on or after August 1, 2012.		

Age Guide for 2013-2014 Membership Year		
Division	Age	Born Between
U-19	16-17-18	8/1/94 & 7/31/97
U-16	14-15	8/1/97 & 7/31/99
U-14	12-13	8/1/99 & 7/31/01
U-12	10-11	8/1/01 & 7/31/03
U-10	8-9	8/1/03 & 7/31/05
U-8	6-7	8/1/05 & 7/31/07
U-6	5	8/1/07 & 7/31/08
U-5	4	8/1/08 & 7/31/09
This guide is for competitions that begin on or after August 1, 2013.		

U-5 Registration Exception

The AYSO Rules & Regulations has a U-5 registration option that offers an exception to the Age Determination date, only for players not yet 4 years of age as of July 31. This change was sponsored by Regions where a primary playing season (and in some cases the only playing season) does not start until later in the membership year. It allows the registration of those players who are 4 years of age by the start of soccer activities, but who were not 4 years of age on 7/31. All Regions are free to consider this option. The age determination date for all other players remains unchanged.



Age Divisions

AYSO's National Rules & Regulations describe the following standard age divisions for both boys and girls teams:

Age	Division
Under 5 years but not younger than 4 years	U-5
Under 6 years	U-6
Under 8 years	U-8
Under 10 years	U-10
Under 12 years	U-12
Under 14 years	U-14
Under 16 years	U-16
Under 19 years	U-19

Single Year Age Divisions

Regions with a sufficient number of registrants within a standard age division may, with the approval of the Area Director and Section Director, form single-year subdivisions within the standard age divisions described above. In some cases, a Region may institute single-year age divisions (i.e., U-7, U-9, etc.) to accommodate a high number of registrations in certain ages. (See the eAYSO section for set-up instructions and the online eAYSO Player Registration User Guides for details.)

Combining Age Divisions

In Regions where there are not enough registrants to make any or all standard age divisions, divisions may be combined so that teams may be formed. In this case, it is strongly recommended that such combined age divisions not exceed a span of four years in the ages of the players. These divisions are classified on the basis of the oldest registrant and cannot, after the start of the season of play, be reclassified to a lower age division should the oldest registrant(s) leave or be removed from the team.

Playing Up/Playing Down

The Region may get requests from parents or others that certain players be placed in an age division other than his/her standard division. AYSO urges caution when considering such requests. Requests to "play up" in the next older age division should be handled on a case by case basis to determine if doing so would be of genuine benefit to the child, both socially as well as athletically. Consideration should also be given to how the moving of a player will affect the balance of the teams in the younger age division.

The Region should be aware that allowing such an exception often creates an expectation that the exception will be granted in subsequent years, when the benefit of doing so may not be clear. Allowing an exception in one case makes it difficult to deny the exception to others where the request is clearly unwarranted. In the end, it may be easiest to have a blanket policy prohibiting playing outside of the designated age division or a definitive written Region guideline with criteria that will satisfy all circumstances.

“Playing down” is discouraged in all cases. If there is a player with a significant physical or mental disability who would merit consideration for mainstreaming in a younger age division if the Region is not offering the VIP program (see below), the Region must still consider the broad ramifications of granting such an exception. Full disclosure to all division coaches is required and the player would be ineligible for any play that involved another Region (including playoffs or other competitions the team might participate in).

Co-ed Divisions

AYSO strongly recommends that gender-specific teams be formed. However, in cases where there are an insufficient number of registrants to establish separate teams, mixed gender teams can be formed. The Region should remain focused on proper team balance in such cases. Many Regions find that the older players enjoy a co-ed playing experience.

VIP Players

A VIP (Very Important Player) is one whose physical or mental disability makes it difficult to successfully participate on a mainstream team. Successful participation is defined by the player's enjoyment and the safety of all team members. AYSO encourages integration of capable players into mainstream teams as much as safety allows. For others, VIP is a program designed to provide a quality soccer experience for VIP players by offering the least restrictive and safest environment in which to learn and enjoy the game. Regions are strongly urged to provide both opportunities. VIP players must meet the minimum age requirement of AYSO and the Region but there is no upper age limit as long as they are in a VIP program.



Early U-5 Program

Regions implementing an exception to the Age Determination Date for players not yet 4 years of age as of July 31st, are reminded of the National Coaching Commission's strong recommendation that, for these 4 year old players, the Region adopt the specially-developed U-5 Program. It is believed that placing 4 year olds in a U-6 division will inhibit the proper development of skills for these youngest of AYSO's eligible players.

The decision on whether or not to offer this Early U-5 registration option is solely that of the Region, but the Region must secure the approval of the Area Director and the Section Director for the exception to be implemented. Once approval is granted by the Section Director, the Region must update the Region's set up information in eAYSO for the date of the first practice or game for the U-5 players.

In no case may children younger than 4 years of age participate in AYSO activities.

Team Formation

***Balanced Teams* is one of the six AYSO philosophies and a hallmark of the organization.**

Many different methods are used to form and balance teams. Factors which determine the methods used include: maturity of the Region, geographical distribution of the players, and players' ages and skill levels. With any given method, coaches, players and parents should not expect to be re-paired in succeeding seasons.

The method used for U-6 and U-8 players is very different from the method used for older age groups.

In the youngest age groups, geography (nearness to school or park where practice is held) is extremely important. Because the youngest players have not yet had the experience, exposure or maturity to develop individual skills, team formation based on location and age usually results in balanced teams.

A blind formation performed by a committee, based on numbers of children available and taking into account nearness to schools, works well for most Regions. The child whose parent is the coach can be assigned either in the beginning or at the end of the procedure.

For the older children who have more experience in playing, and are usually coached by individuals with both more coaching background and more knowledge of the individual players, many Regions have a draft in which players are chosen one at a time by all participating coaches after the players have been rated by either the coaches or the committee. It is important that everyone agrees to the ratings of the players before the selection procedure begins, and that all coaches be present during the selection process. New or inexperienced coaches are at a disadvantage in this type of selection, unless a "blind" draft procedure is employed.

Another option is to have the coaches agree to the ratings for the more experienced players. A committee then looks only at the ratings, makes up the teams, places the coaches' children, and distributes the teams to the coaches or has the coaches make a blind draw for teams.

eAYSO has a team-balancing function built in, and will form the teams and assign the coaches using the data that's been entered into the system and confirmed to be current.

As a Region grows and matures and coaches gain more experience, there can be more complaints about unfair selection procedures. Stronger coaches will usually end up having stronger teams, no matter what method of selection was used and weaker coaches will end up losing more, and possibly complaining more. The best

answer to this is more and better training for coaches, and the use of a team formation system which does not allow coaches to participate at all in the assignment of players.

Initial rating of players can be accomplished by coaches at the end of the season or by divisional committees prior to the beginning of the season.

Skills are usually a primary factor in rating, but size, age, years of experience, and attitude are also used by many Regions.

Some Regions are disbursed so greatly by geography that all children are randomly mixed each year and everyone has to travel some distance for practice and games.

In any system where geography plays a part, coaches stand a good chance of getting at least some of the same players back each year, even when everyone is placed in a blind drawing. Entire teams never stay together as at least 30% will move up to the next division each year.

If a geographical formation of teams results in only one team per division per location, conflicts may occur. To avoid this, work toward having a minimum of two teams per division from the location or go to a more standard team formation process where all available children in the age group are in one pool.

There are several stages involved in the formation and balancing of teams. They are:

- registration
- player evaluation and rating
- team formation
- player notification
- late sign-ups and waiting list
- transfer of players

Registration

Registration should be scheduled so that ample time is available to sort the players into age groups and into new or returning players. The more players registered before teams are formed, the easier it will make the job.

Player Evaluation and Rating

Most Regions want to have all new players to be evaluated in some other way, usually at an evaluation event. Players should be notified of the evaluation date and location well in advance of the actual evaluation; a good time to do this is on registration day. They should also be given an alternate date in case the player is unable to make the original scheduled time. If coaches will be allowed to choose their own teams, they also must be notified of the evaluation time and date.

Many Regions have returning players evaluated and assigned a rating by their previous season's coach. If this is done, a review committee should be formed to ensure the ratings are fair.



Evaluation — the method used to evaluate a new player's ability and often, players returning from previous season. Evaluations are usually held by age group, when coaches from the age group can be present to form their own opinion of the players participating.

A player evaluation committee can be formed whose job is to observe each player, form an opinion and decide upon a rating for each player. Ratings must be recorded and should be made available to the coaches, if the coaches are to select their own teams. An age-appropriate skills list can be obtained by calling the AYSO Player Development Department. This may prove helpful in determining a player's ability.

Rating — this is usually given by number, i.e., 1 through 5, 1 through 10, or 1 through 15, with 1 being the low rating. An additional option is rating players weighted by team standings and age of players, i.e., first or second year in age group.

Some Regions take many things into account when determining this number. For instance, age, number of years played, height and weight are often given a specific value which, when added to the ability rating, are used to give a final value for use in team formation.

Some Regions will only use the ability rating determined at the evaluation or by the previous season's coach.

Note: Sample Player Evaluation Forms are provided in the Appendix.

Team Formation

Now that each player has a rating number, a method for team formation must be decided. There are many methods, but usually a variation of one of the following two methods is used:

1. Each coach is allowed to select his/her own team by picking players one at a time in a predetermined order. (The order can be decided by drawing lots for position.) If the coach has a son or daughter, then this player is selected during a certain round. It is a good idea to decide which round individually, depending upon the ability or rating of these players.

This system has an advantage because each coach knows their selections and can have other reasons for making a selection than a player's rating alone. The main disadvantage is that some coaches do a very fine job of selecting a team, while others fail miserably for one reason or another. This can create a very unbalanced situation.

It is also recognized that coaching ability varies considerably, so even with meticulous balancing some teams will bypass other teams in skill and overall performance.

2. Select teams based only on the rating numbers without reference to the player's name. If this is done, some provision must be made for the coach's son or daughter so that they are held aside and inserted into the team based on their rating or traded for a like-rated player after formation.

A method can be used which does not require a computer. Simply make up a card for every player which contains personal history on one side and a rating on the other. Separate all sons and daughters of coaches and keep them turned rating side up. Turn all the remaining cards so the rating side is up. Determine how many teams are to be formed. Balance each team based on age and rating without referring to the players' names. Place each son and daughter of a coach on different teams, also subject to their age and rating. The team will now be coached by the coach whose son or daughter happens to be on that particular team.

Recommended Guidelines for Balancing Teams – “Blind Draw”

These guidelines are offered as a model for balancing teams. These suggestions have proven their merit many times in many Regions and are endorsed by AYSO's National Coaching Advisory Commission.

Geographic dispersion may not allow the use of these guidelines. However, in all instances for the enjoyment of all players, coaches, and parents, the primary goal is to strive to balance teams within each Region. Use this method.

1. Under the direction of the Regional Coach Administrator or appropriate Division Coordinator, a meeting of all coaches in each age division and gender should be scheduled. These meetings will take about one hour for each group and can be scheduled consecutively during an evening or on a weekend.
2. In advance of the meeting, a 3" x 5" index card with each player's name, age and prior soccer experience is made up. The meeting commences with each 3" x 5" card placed face up on a table. The coaches are instructed to rate the soccer/athletic ability of each player they know personally and to write that rating, using a scale of 1 to 5 (5 being most skilled), on the player's card. Players whose playing skills are unknown may be assigned a (3). If ratings are made at the close of the prior season by each coach of each player in the Region, these can be used to great advantage in this exercise.
3. After all coaches present have recorded their rating on each player's card, a consensus rating is noted in a different colored pencil or pen by the Regional Coach Administrator or Division Coordinator. Now all players have been rated. Recognize that an absent coach will not be at a disadvantage in this draft system.
4. All players in the older of the two ages in the division are equally, distributed by talent rating, to each team. The player name cards should be placed in columns equal to the number of teams in the division. This generally occurs by having the highest rated players distributed first to the lowest rated players distributed last. The same is now done for the younger age of the division. At the conclusion of



this effort, there should be “x” number of columns of 3" x 5" player cards, equal to the number of teams in the division.

5. All coaches suggest as many switches of cards as required to more equally balance the teams. This effort generally is of a short duration. Once each coach feels all the teams are generally equal the switching is concluded.
6. Now each column is numbered and a corresponding number is written on a piece of paper. The pieces of paper are placed in a “hat,” mixed, and each coach selects a piece of paper, noting the column of player cards that is now “theirs.” If coaches’ children are not on the coach’s team, a switch is made with an equally talented player from another team. This switch is done by the Coach Administrator or Division Commissioner with the consensus of all coaches. At this point each team is equal and complete. The players on each team are recorded on a piece of paper from the cards. The 3" x 5" player cards should not be released to coaches but be retained by the Division Commissioner or the Coach Administrator. The coach’s copies of the appropriate registration forms can be given to each coach and the next draft can commence.

Balancing Teams in Age Groups with Limited Enrollment

Often Regions find themselves with a problem of how to balance teams when they only have enough players in an age group to make up two or three teams. To compound the problem, these Regions often do not have a neighbor Region to inter-play with or the nearby Region does not want to inter-play.

One suggestion which has proved successful is to let the players choose their own teams at each game. It works like this: Determine the number of players in the age group and what playing dates are available for this group. Once the field, date and time schedules are known, schedule the players to show up in groups.

Schedule a minimum of 12 players per game (six-a-side); between 14 and 16 players will assure full teams and substitutes. Two players are designated as “captains” for each game and are responsible for choosing teams. The captains should be of somewhat equal skill. Coaches and assistant coaches are involved in this program by conducting practices and being present at every game to coach the “teams” as they are chosen up each week. This system will not work for everyone, but those who do use it, will relish the opportunities it creates.

Late Sign-ups and Waiting Lists

It is recommended that if players sign up after teams have been formed, they be placed on a waiting list. Be sure that you have a rating on each of the players either from the year before or according to the Region policy on new player ratings. As players drop from teams, those on the waiting list can be assigned based on rating. The newly assigned player’s rating should as closely as possible equate to the rating of the one being replaced -- assignment to teams should retain the balance. If there is no way to rate the player, then it is recommended that they be placed on teams on a first-come, first-served basis. The main thing to remember is to always be consistent; do not say you will do something, and then fail to follow through.

Player Notification

Once teams are formed, everyone is anxious to know what team they are on. A good way to avoid returning numerous phone calls is use the Region's voice mail to update information that teams have been formed and that they should be hearing from a coach by a certain date. To avoid receiving numerous calls, strongly advise coaches to contact the players assigned to their teams immediately upon receipt of their rosters. If you have a small Region or small divisions, you could arrange in advance for all players and coaches to meet at a certain time and place where they will be notified of their teams. This meeting place should be made known to them well in advance, and might be considered the team's first practice.

Transfer of Players

Sometimes as teams are formed there are personality and scheduling problems which must be resolved. It is suggested that, whether or not they have been involved in the team formation, coaches should be given a chance to review their teams, preferably as soon as they are formed. If problems are anticipated, a transfer of player(s) can be arranged with another coach. This process should not be delayed and should be completed prior to any player notification.

Once teams have been notified, transfers are discouraged unless serious conflicts exist.

A Region retains the right to transfer players in order to help balance a particularly weak or strong team. Bear in mind that once players are on teams, they usually do not want to be moved. The Region, not the coach, is responsible for any transfer. Under no circumstances should coaches be allowed to move players between teams.

AYSO's National Rules & Regulations have specific conditions under which players may be transferred.

IV. TRANSFER OF PLAYERS:

"A player may transfer from one team to another within one Region or from one Region to another, after the following three conditions have been met:

1. Approval of both coaches of the teams involved.
2. Approval of Regional Commissioner(s).
3. Approval of team member and parent/guardian; parent/guardian approval is not required if team member is of legal age."

These rules must be adhered to when considering transfers. Sections, Areas and Regions may also have guidelines that prohibit transfers after a certain time in the season.

Game Scheduling

Following are regular season game schedules for 4-team through 16-team divisions. These schedules are generally devised to have each team play against every other team at least once during a 12- to 16-game season. With a 4- or 5-team division, each team will play the other teams twice or more. In the larger divisions, further breakdowns are recommended, with teams within a grouping playing each other, and also playing the teams in the other groups in a later round.

There are other items which must be considered before the scheduling is completed.

1. With a small number of teams, break the season into at least two rounds, with the winners of each round playing off to decide the division champion. A single round of play for the season can lead to a lack of interest on the part of players, coaches and parents on the teams with poor win/loss records. If a team is a "late bloomer," the early season losses could discourage them toward the end of the season when they may be playing well but will have no chance to be one of the top division teams. Multiple rounds keep interest high because no matter how the team might be doing in the first round, there is always a later round where they might do better. Some Regions play a regular schedule where teams play each other once or twice. The season then concludes with a single or double elimination playoff where teams are placed in the brackets according to their finish in the regular season standings.
2. Rotate the teams scheduled to play the first and last games each game day. Provide the opportunity for each team to play at various starting times during the season. If a division plays on more than one field, make sure if possible that all teams are scheduled to play on each fields equally during the season.

To use the attached schedules, assign a number or letter to each team in the division, then substitute the team name for the numbers and letters.

Divisions with more than 16 teams can be scheduled using appropriate combinations of schedules with lesser numbers of teams.

**4 Team Schedule**

Round 1 Game	Round 2 Game	Round 3 Game	Round 4 Game	Round 5 Game
1 – 2	2 – 1	Repeat Round 1	Repeat Round 2	Repeat Round 1
<u>3 – 4</u>	4 – 3			
1 – 3	3 – 1			
<u>2 – 4</u>	4 – 2			
4 – 1	1 – 4			
<u>2 – 3</u>	3 – 2			
3	6	9	12	15
Total Cumulative Games / Team				

5 Team Schedule

Round 1 Game Bye	Round 2 Game Bye	Round 3 Game Bye	Round 4 Game Bye
1 – 2	2 – 1	Repeat Round 1	Repeat Round 2
3 – 4 5	<u>4 – 3 5</u>		
1 – 3	3 – 1		
<u>5 – 4 2</u>	<u>4 – 5 2</u>		
2 – 3	3 – 2		
<u>1 – 5 4</u>	<u>5 – 1 4</u>		
2 – 4	4 – 2		
<u>3 – 5 1</u>	<u>5 – 3 1</u>		
1 – 4	4 – 1		
<u>2 – 5 3</u>	<u>5 – 2 3</u>		
4	8	12	16
Total Cumulative Games / Team			

**6 Team Schedule**

Round 1 Game	Round 2 Game	Round 3 Game
1 – 2	2 - 1	Repeat Round 1
3 – 4	4 - 3	
<u>5 – 6</u>	<u>6 - 5</u>	
4 – 1	1 – 4	
2 – 5	5 – 2	
<u>6 - 3</u>	<u>3 – 6</u>	
1 – 3	3 – 1	
2 – 6	6 – 2	
<u>4 – 5</u>	<u>5 – 4</u>	
5 – 1	1 – 5	
3 – 2	2 – 3	
<u>6 – 4</u>	<u>4 – 6</u>	
1 – 6	6 – 1	
3 – 5	5 – 3	
<u>2 - 4</u>	<u>4 - 2</u>	
5	10	15
Total Cumulative Games/ Each Team		

7 Team Schedule

Round 1 Game Bye	Round 2 Game Bye	Round 3 Game Bye
2 - 7	7 – 2	Repeat Round 1
3 – 6	6 – 3	
<u>4 – 5 1</u>	<u>5 – 4 1</u>	
7 – 1	1 – 7	
5 – 2	2 – 5	
<u>4 – 3 6</u>	<u>3 – 4 6</u>	
1 – 6	6 – 1	
7 – 5	5 - 7	
<u>2 – 3 4</u>	<u>3 – 2 4</u>	
5 – 1	1 – 5	
6 – 4	4 – 6	
<u>3 – 7 2</u>	<u>7 – 3 2</u>	
1 – 4	4 – 1	
5 – 3	3 – 5	
<u>6 – 2 7</u>	<u>2 – 6 7</u>	
3 – 1	1 – 3	
2 – 4	4 – 2	
<u>7 – 6 5</u>	<u>6 - 7 5</u>	
1 – 2	2 – 1	
4 – 7	7 - 4	
<u>6 – 5 3</u>	<u>5 – 6 3</u>	
6	12	18
Total Cumulative Games/ Each Team		

**8 Team Schedule**

Round 1 Game	Round 2 Game
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 Games/ Each Team

9 Team Schedule

Round 1 Game Bye	Round 2 Game 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 Games/ Each Team

**10 Team Schedule**

Round 1 Game	Round 2 Game
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 Games/Each**



10 Team Interlocking Schedule

ROUND 1				ROUND 2		ROUND 3			
Section 1		Section 2		Section 1	Section 2	Section 1		Section 2	
Game	Bye	Game	Bye	Game	Game	Game	Bye	Game	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 Games/Each Team									

**11 Team Interlocking Schedule**

ROUND 1		ROUND 2		ROUND 3	
Section 1	Section 2	Section 1	Section 2	Section 1	Section 2
Game	Bye	Game	Bye	Game	Bye
1 - 2		1 - A		2 - 1	B - A
<u>3 - 4</u>	<u>5</u>	2 - B		<u>4 - 3</u>	<u>5</u> D - C
1 - 3		3 - C		3 - 1	<u>F - E</u>
<u>5 - 4</u>	<u>2</u>	4 - D		<u>4 - 5</u>	<u>2</u> D - A
2 - 3		<u>5 - E</u>	<u>F</u>	3 - 2	E - B
<u>1 - 5</u>	<u>4</u>	B - 1		<u>5 - 1</u>	<u>4</u> <u>C - E</u>
2 - 4		C - 2		4 - 2	C - A
<u>3 - 5</u>	<u>1</u>	D - 3		<u>5 - 3</u>	<u>1</u> F - B
1 - 4		E - 4		4 - 1	<u>E - D</u>
<u>2 - 5</u>	<u>3</u>	<u>F - 5</u>	<u>A</u>	<u>5 - 2</u>	<u>3</u> A - E
		3 - B			B - C
		4 - C			<u>D - F</u>
		5 - D			F - A
		<u>1 - F</u>			<u>E - C</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 Games/Each Team					

**12 Team Schedule**

ROUND 1		ROUND 2		ROUND 3	
Section 1	Section 2	Section 1	Section 2	Section 1	Section 2
Game	Game	Game	Game	Game	Game
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 Games/Each Team					

**12 Team Interlocking Schedule**

ROUND 1		ROUND 2		ROUND 3	
Section 1	Section 2	Section 1 & 2		Section 1	Section 2
Game	Game	Game	Game	Game	Game
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 Games/Each Team					



13 Team Interlocking Schedule

ROUND 1			ROUND 2		ROUND 3		
Section 1	Section 2		Section 1	Section 2	Section 1	Section 2	
Game	Game	Bye	Game	Bye	Game	Game	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>F</u>			
*5	6		12	12	17	18	

*Total Cumulative Games/Each Team



14 Team Schedule

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



14 Team Interlocking Schedule

ROUND 1				ROUND 2		ROUND 3		
Section 1		Section 2		Section 1	Section 2	Section 1		Section 2
Game	Bye	Game	Bye	Game		Game	Game	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>
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>
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>
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>
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>
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>
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>
				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 Games/Each Team



15 Team Interlocking Schedule

ROUND 1			ROUND 2			
Section 1	Section 2		Section 1	Section 2		
Game	Game	Bye	Game	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>	D	3-B			
3-4	A-E		4-C			
5-6	D-F		5-D			
<u>8-7</u>	<u>G-C</u>	B	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>	G	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>	E	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>	C	<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 Games/Each Team						

**16 Team Schedule**

ROUND 1		ROUND 2	
Section 1	Section 2	Section 1	Section 2
Game	Game	Game	Game
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 Games/Each Team			

**16 Team Interlocking Schedule**

ROUND 1		ROUND 2	
Section 1	Section 2	Section 1	Section 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
7 - 6	G - F	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
6 - 8	F - H	8 - H	8 - D
2 - 1	B - A	B - 1	F - 1
3 - 4	C - D	C - 2	G - 2
5 - 6	E - F	D - 3	H - 3
8 - 7	H - G	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
8 - 4	H - D	A - 8	E - 8
2 - 8	B - H	1 - C	1 - G
4 - 7	D - G	2 - D	2 - H
6 - 1	F - A	3 - E	3 - A
3 - 5	C - E	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
6 - 4	F - D	8 - B	8 - F
1 - 8	A - H	D - 1	H - 1
2 - 7	B - G	E - 2	A - 2
3 - 6	C - F	F - 3	B - 3
4 - 5	D - E	G - 4	C - 4
		H - 5	D - 5
		A - 6	E - 6
		B - 7	F - 7
		C - 8	G - 8
		»	
*7	7		15
*Total Cumulative Games/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 game 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.

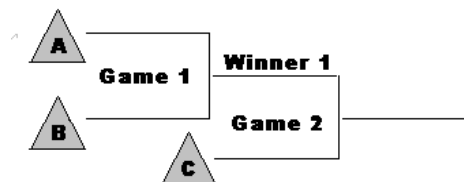
In AYSO, maximum participation by teams for as long as possible should be equally important to determining a “champion.” Consider consolation brackets and open play for “eliminated” teams.

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

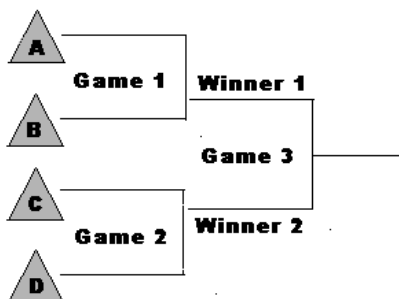
Playoffs with more than eight teams should be single elimination (because of the many weeks required for completion). These ladders should be made square (an even multiple of 4), as quickly as possible. For example, the first round of 12 team playoff should involve eight teams, with the four winners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

Single Elimination Playoff Ladders

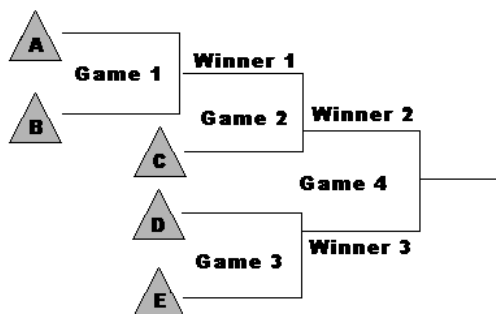
Three Teams



Four Teams



Five Teams



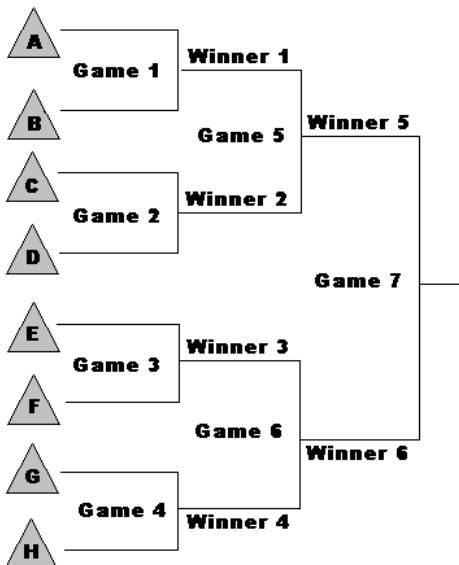
Six Teams



Seven Teams

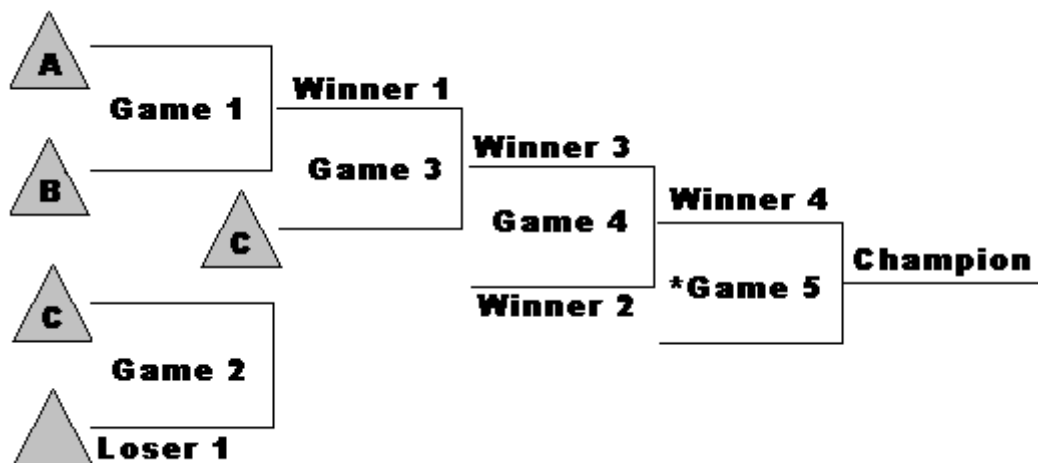


Eight Teams



Double Elimination Playoff Ladders

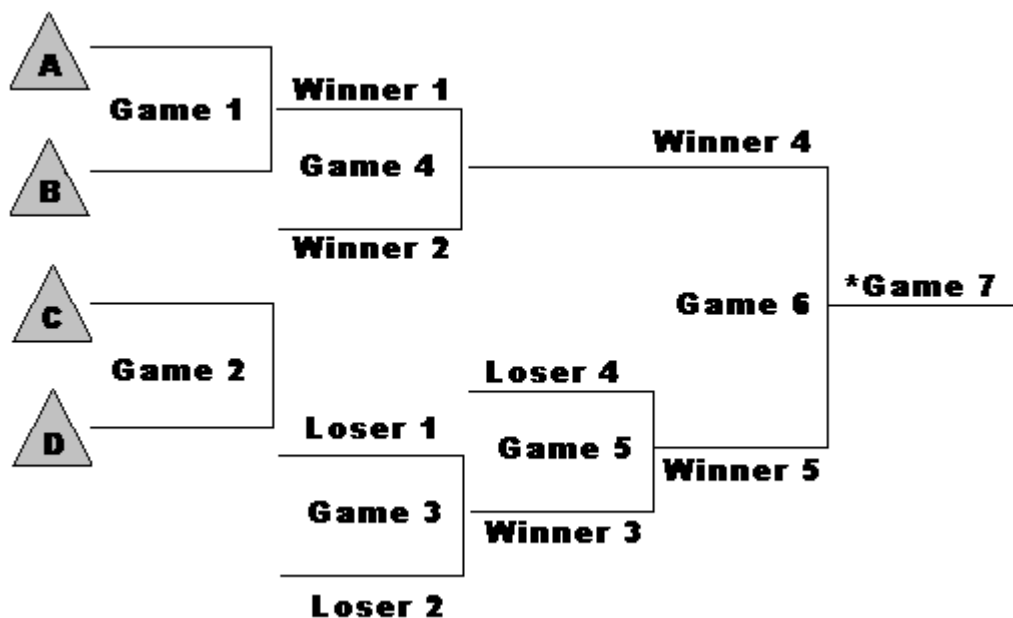
Three Teams



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

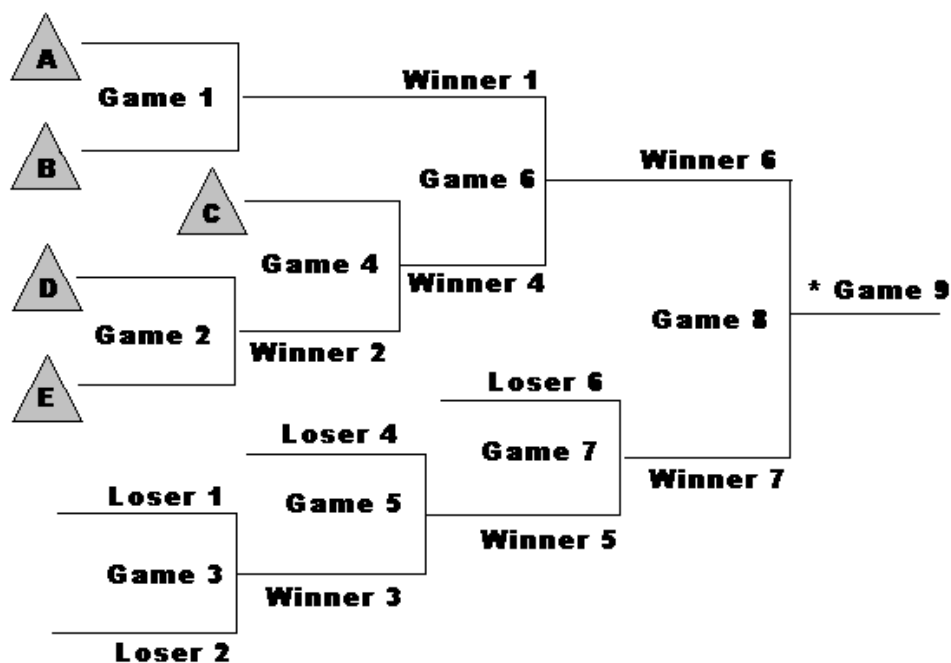
Four Teams

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



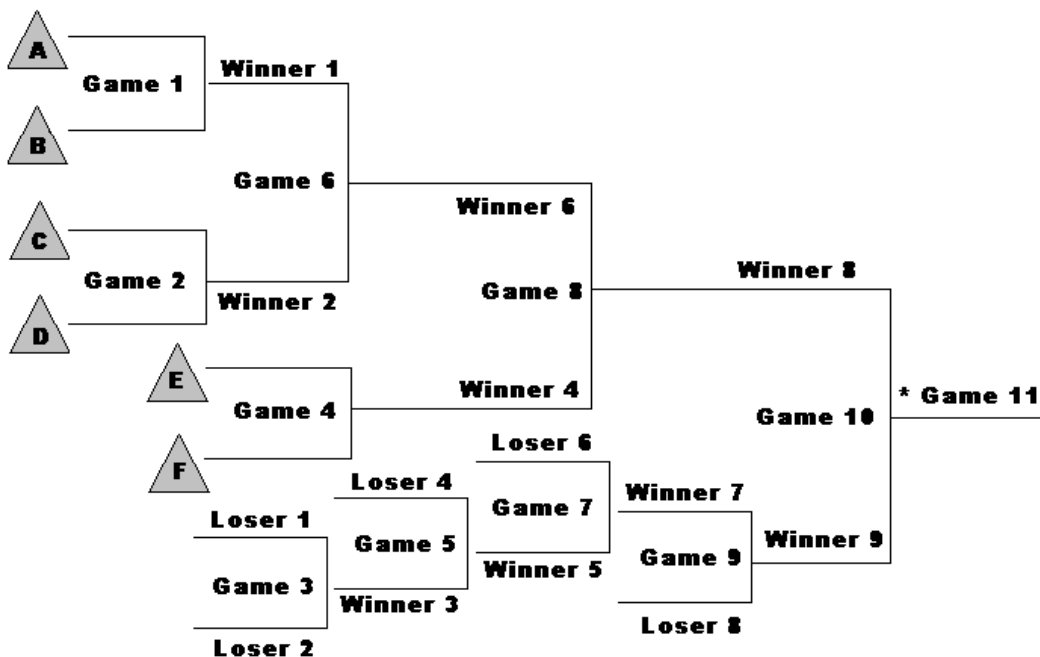
Five Teams

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



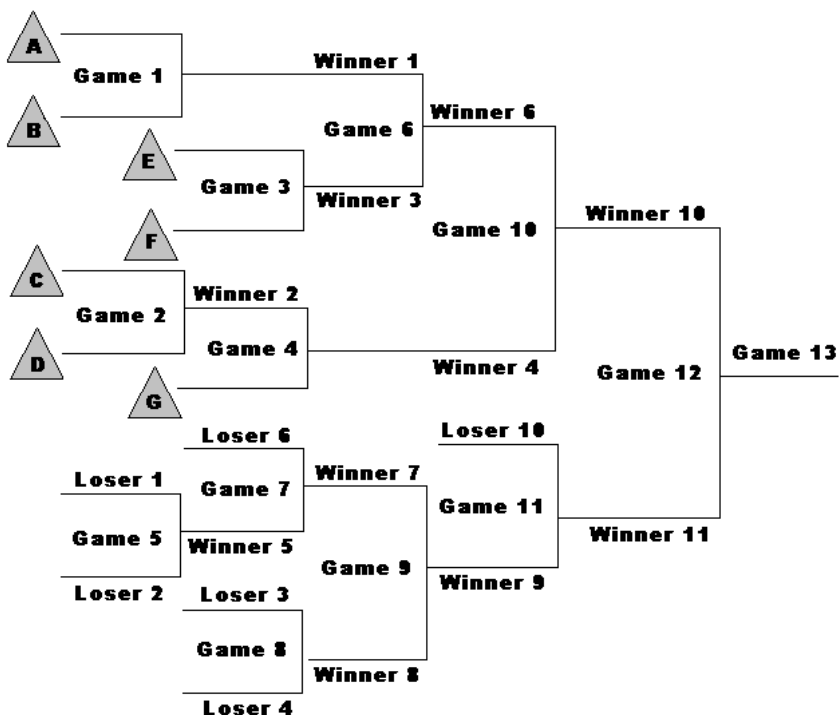
Six Teams

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



Seven Teams

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



Eight Teams

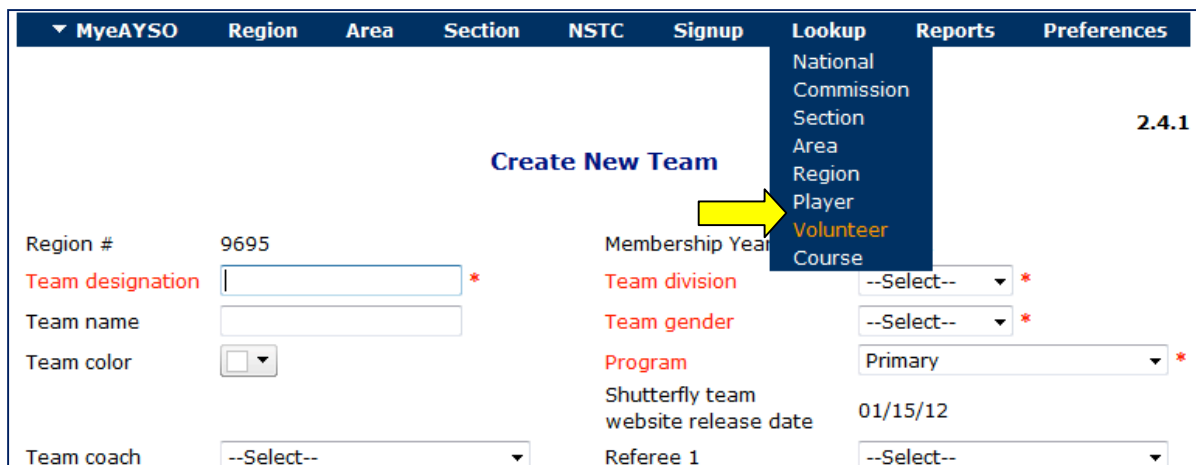
* Game 15 is only necessary if the winner of Game 13 defeats the winner of Game 12 in Game 14



The use of eAYSO, AYSO's online registration and Regional administration system, can help Division Coordinators in a number of ways. eAYSO provides Volunteer and Player Look-Up features, Certification Reports, Team Rosters, Team Formation and Game Scheduling options.

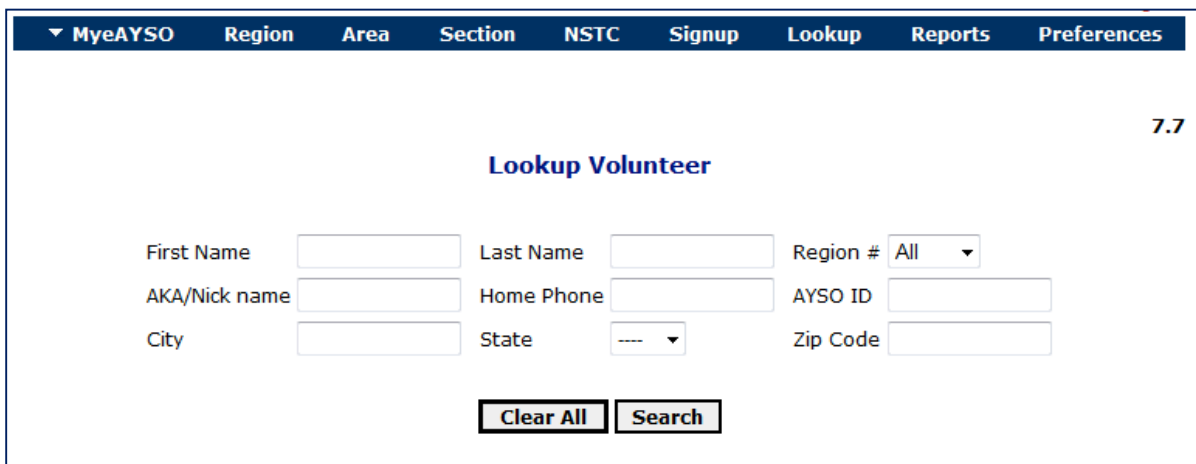
Volunteer or Player Look-Up

Use the Look Up features to find Volunteer and Player records:



The screenshot shows the 'Create New Team' form in the eAYSO system. The 'Lookup' menu is open, showing options: National, Commission, Section, Area, Region, Player, Volunteer (highlighted with a yellow arrow), and Course. The form includes fields for Region # (9695), Team designation, Team name, Team color, Team coach, Membership Year, Team division, Team gender, Program, Shutterfly team website release date (01/15/12), and Referee 1. A version number 2.4.1 is visible in the top right corner.

Search by Volunteer Name or AYSO ID Number to find a volunteer record:



The screenshot shows the 'Lookup Volunteer' form in the eAYSO system. The form includes fields for First Name, Last Name, Region # (All), AKA/Nick name, Home Phone, AYSO ID, City, State, and Zip Code. There are 'Clear All' and 'Search' buttons at the bottom. A version number 7.7 is visible in the top right corner.



Or using Player Look-Up, search by Player Name, Parents' name or AYSO ID Number to find a player record:

▼ MyeAYSO	Region	Area	Section	NSTC	Signup	Lookup	Reports	Preferences
7.6								
Lookup Player								
Player First name	<input type="text"/>	Player Last name	<input type="text"/>	Region #	<input type="text" value="All"/>			
Parent First name	<input type="text"/>	Parent Last name	<input type="text"/>	AYSO ID	<input type="text"/>			
Division	<input type="text" value="All"/>	City	<input type="text"/>	State	<input type="text" value="--"/>			
<input type="button" value="Clear all"/> <input type="button" value="Search"/>								

Volunteer Position Certification Report

eAYSO provides reports to help confirm the training and certification of all registered volunteers.

Select the **Reports> Vol Position Certification report**:

MyeAYSO	Region	Area	Section	NSTC	Signup	Lookup	Reports	Preferences
Lookup Volunteer							<div>Home Español Help Sign out</div> <div>Volunteer Vol Export Vol Applicant Export Vol Parent Jobs Vol Labels Vol Certifications Vol Position Certification Vol Access Rights Vol App Received Player Player Export Player Applicant Export Team Member Directory Ref Schedule</div>	
First Name	<input type="text"/>	Last Name	<input type="text"/>	Region #	<input type="text"/>			
AKA/Nick name	<input type="text"/>	Home Phone	<input type="text"/>	AYSO ID	<input type="text"/>			
City	<input type="text"/>	State	<input type="text" value="--"/>	Zip Code	<input type="text"/>			
<input type="button" value="Clear All"/> <input type="button" value="Search"/>								



Select the volunteer positions and certifications by discipline (Coaching, Refereeing, Management or Safe Haven®) to include the report and select EXCEL format:

MyeAYSO
Region
Area
Section
NSTC
Signup
Lookup
Reports
Preferences

8.7

Volunteer Position Certification Report

Section 90
Area C
Region 9695
Discipline Coach

Volunteer positions

(Hold the Shift or Ctrl key to select multiple fields)

National President
National Vice President
National Exec Vice President
Chairman Board of Directors
National Treasurer
National Secretary
National Board Member
National Executive Director

Selected volunteer positions

Team Coach

Volunteer certification

(Hold the Shift or Ctrl key to select multiple fields)

National Recommended Coach
Safe Haven Coach
VIP Buddy Training and Certification
VIP Coach/Referee
VIP Volunteer Training
Webinar-Coach Administrator Trainin
Z-Online Safe Haven Coach
Z-Online U-10 Coach
Z-Online U-6 Coach
Z-Online U-8 Coach

Selected volunteer certification

U-10 Coach
U-12 Coach
U-12 Coach - Cross Certification
U-6 Coach
U-8 Coach
AYSOs Safe Haven
Webinar-AYSOs Safe Haven
Z-Online AYSOs Safe Haven

Report type Excel

Generate report

Note: **The AYSO Safe Haven®** certifications appear under all disciplines.

Volunteer Position Certification produces a listing of all registered volunteers, their position and certifications as displayed in the sample below.

	A	B	C	E	F	G	H	I	J	K	L	M
1	S/A/R	FirstName	LastName	City	State	Zip	MY	Position(s)	Certification(s)			
2	90/C/9695	Jean	Smith	Hawthorne	CA	'90250'	MY2012	Team Coach				
3	90/C/9695	Tony	Stark	Hawthorne	CA	'90250'	MY2011	Team Coach				
4	90/C/9695	Kristan	Douglas	Manassas	VA	'20109'	MY2011	Team Coach	U-10 Coach, U-6 Coach, U-8 Coach			
5	90/C/9695	John	Jackson	Manassas	VA	'20109'	MY2011	Team Coach	U-10 Coach, U-6 Coach, U-8 Coach			
6	90/C/9695	Peter	Parker	Schaumburg	IL	'60173'	MY2011	Team Coach	U-10 Coach, U-6 Coach, U-8 Coach			
7	90/C/9695	Kris	Stevens	Schaumburg	IL	'60173'	MY2011	Team Coach	U-10 Coach, U-6 Coach, U-8 Coach			
8	90/C/9695	Oliver	Twist	Chicago	IL	'60622'	MY2011	Team Coach				
9	90/C/9695	Britt	Reid	Manassas	VA	'20109'	MY2011	Team Coach				
10	90/C/9695	John	Smith	Manassas	VA	'12801'	MY2011	Team Coach	U-10 Coach, U-6 Coach, U-8 Coach			
11	1/D/0018	Alan	Scott	Hermosa Beach	CA	'90254'	MY2012	Team Coach	AYSOs Safe Haven, U-12 Coach			
12	90/C/9695	Ivan	Terrible	Manassas	VA	'20108'	MY2012	Team Coach				
13	90/C/9695	Dean	Witter	Redlands	CA	'92373'	MY2012	Team Coach				
14	90/C/9695	Clare	Danes	Redlands	CA	'92373'	MY2012	Team Coach	U-10 Coach, U-6 Coach, U-8 Coach			
15	90/C/9695	Bruce	Wayne	Gotham	NY	'92373'	MY2012	Team Coach	U-10 Coach, U-6 Coach, U-8 Coach			
16	90/C/9695	Ben	Hur	Redlands	CA	'92373'	MY2012	Team Coach	U-10 Coach, U-6 Coach, U-8 Coach			
17	90/C/9695	Clark	Kent	Metropolis	NY	'92373'	MY2012	Team Coach	U-10 Coach, U-6 Coach, U-8 Coach			

Team Management

The Team Management functions allow Regions to create teams from registered players in the Region, Add/Move Players from team to team, and Look-Up teams.

Select the **Region>Teams>Create a Team** feature to get started:

The screenshot shows the eAYSO navigation menu. The 'Region' menu is open, and the 'Teams' option is selected, which has opened a sub-menu. In the sub-menu, the 'Create a Team' option is highlighted. The main menu items are: MyeAYSO, Region, Area, Section, NSTC, Signup, Lookup, Reports, and Preferences. The sub-menu items are: Player, Volunteer, Setup, Teams (highlighted), Treasurer, Instructor, Admin, Game, Ref Scheduling, and CVPA. The 'Create a Team' option is the first item in the sub-menu. Below the sub-menu, there are input fields for Player Name, Parent Name, and Division, and buttons for 'Clear all' and 'Search'.

Create the Team Designation which is usually an abbreviation for the team with a reference to the age/gender – GU10-01 for example. Enter the Team Division, Team Gender and select the Program or Season. A Team Name may also be specified if known at this time.

The screenshot shows the 'Create New Team' form. The form has a header with the navigation menu and the title 'Create New Team'. The form fields are organized into two columns. The left column contains: Region # (9695), Team designation (GU10 -01), Team name (Purple Butterflies), Team color (a purple square), Team coach (Gimple, Scott), Team Asst. coach (Mihara, Kristin), Team parent (Addington, Steve), and Team sponsor (empty). The right column contains: Membership Year (MY2011), Team division (U-10), Team gender (Girls), Program (Primary), Shutterfly team website release date (01/15/12), Referee 1 (--Select--), Referee 2 (--Select--), Asst. Referee 1 (--Select--), and Asst. Referee 2 (--Select--). At the bottom of the form are 'Back' and 'Submit' buttons. A note at the bottom states: 'Note: Color code for team coach, Asst. Coach, Referee and Asst. Referee. Green - Current MY; Blue - Previous MY; Red - Prior to previous MY'.

All registered volunteers assigned a Team Coach position within the Region will appear in the Team Coach selection drop-down box. Similarly, all registered and

assigned Assistant Coaches and Team Parents will also be available for assignment to the designated team.

Once teams are created, players can be assigned to teams using the **Region>Teams>Add/Move Players** function.

▼ MyeAYSO
Region
Area
Section
NSTC
Signup
Lookup
Reports
Preferences

2.4.2

Add/Move Players to Team

Region # 9695
Membership Year MY2011
Program Primary ▼

Division U-10 ▼ Gender Girls ▼ Team Unassigned ▼ *
Division U-10 ▼ Gender All ▼ Team GU10-01 ▼ *

Last Name

Avg Rating 0.00

Division U-10 ▼ Gender All ▼ Team GU10-01 ▼ *

Last Name

Avg Rating 0.00

	Name	Cur Rtn	Nxt Yr Rtn	Age (yrs)	Jrsy #	Head Coach Child	
<input type="checkbox"/>	Edit Allstar, Annie	0	0	10		No	<input type="button" value="]]"/>
<input type="checkbox"/>	Edit Captain, Casey	0	0	9		No	<input type="button" value=">"/>
<input type="checkbox"/>	Edit Name, Joni	0	0	8		No	<input type="button" value="<"/>
<input type="checkbox"/>	Edit Player, Susie	0	0	11		No	<input type="button" value="[["/>

4 Record(s) - Page 1 of 1

Players can be selected based on division or by name on the left and the Team selected on the right. Using the check box for a player (or the Select All box below) and the directional arrows, to move players onto and off of a team.

▼ MyeAYSO
Region
Area
Section
NSTC
Signup
Lookup
Reports
Preferences

2.4.2

Add/Move Players to Team

Region # 9695
Membership Year MY2011
Program Primary ▼

Division U-10 ▼ Gender Girls ▼ Team Unassigned ▼ *

Last Name

Avg Rating 0.00

Division U-10 ▼ Gender All ▼ Team GU10-01 ▼ *

Last Name

Avg Rating 0.00

	Name	Cur Rtn	Nxt Yr Rtn	Age (yrs)	Jrsy #	Head Coach Child	
<input type="checkbox"/>	Edit Allstar, Annie	0	0	10		No	<input type="button" value="]]"/>
<input type="checkbox"/>	Edit Name, Joni	0	0	8		No	<input type="button" value="<"/>

	Name	Cur Rtn	Nxt Yr Rtn	Age (yrs)	Jrsy #	Head Coach Child	
<input checked="" type="checkbox"/>	Captain, Casey	0	0	9		No	
<input checked="" type="checkbox"/>	Player, Susie	0	0	11		No	

2 Record(s) - Page 1 of 1

☐ Select/Unselect All ☐ Select/Unselect All

To update a player rating or assign a jersey number, select the **edit** link next to the player's name and **update**.

sign out

▼ MyeAYSO Region Area Section NSTC Signup Lookup Reports Preferences

2.4.2

Add/Move Players to Team

Region # 9695 Membership Year MY2011 Program Primary ▼

Division U-10 ▼ Gender Girls ▼ Team Unassigned ▼ *
Last Name Avg Rating 0.00

Division U-10 ▼ Gender All ▼ Team GU10-01 ▼ *
Last Name Avg Rating 0.00

	Name	Cur Rtn	Nxt Yr Rtn	Age (yrs)	Jrsy #	Head Coach Child	
	Allstar, Annie	0	0	10		No	<input type="checkbox"/>
Update Cancel	Name, Joni	0	0	8		No	<input type="checkbox"/>

2 Record(s) - Page 1 of 1

>>
>
<
<<

Select/Unselect All ☐ ☐ Select/Unselect All

The **Create All Teams** feature in eAYSO performs the basic Team Formation function using the ages and player ratings of all registered players in an age division.

▼ MyeAYSO Region Area Section NSTC Signup Lookup Reports Preferences

2.4.3

Team Formation

Region # 9695
Membership Year MY2011
Program Primary ▼ *
Shutterfly team website release date 1/15/2012

Division U-12 ▼ *
Players Per Team 13 ▼ *
Location --All Locations-- ▼

Team Gender Girls ▼ *
Or Number of teams to form
☐ Assign Coaches

Select Groupings Below

Age - Descending ▼

Current Rating - Descending ▼

--Select-- ▼

--Select-- ▼

--Select-- ▼

--Select-- ▼

☐ Check this box if you would like to delete existing teams and create new teams for the above selected division, team gender and location.

Teams can be formed by Program, Age Division and Gender. The number of teams created can be determined by selecting the number of players per team or the total number of teams. The distribution of players follows a serpentine placement pattern as selected (age descending, rating descending).

▼ MyeAYSO
Region
Area
Section
NSTC
Signup
Lookup
Reports
Preferences

2.4.3

Team Formation

4 Teams created

Team
U12B-01
Display Team

Create More Teams

When all the teams are formed, the **Teams>Look Up** function can be used to print rosters, line cards and ID cards for each team.

2.4.5

Lookup Team

Region # 9695
Membership Year MY2011

Teams All teams
Division --Select--
Program --Select--
10 Records per page

		Division ▲	Team Designation	Team Name	Avg. Rating	# of Players	Team Coach	Asst. Coach	Roster	Lineup Card	ID Cards	Team Website
Edit	Delete	U-05	Team9695		4	3	asak, asak					www.shutterfly.com/avso
Edit	Delete	U-06	U06B-01		0	3						www.shutterfly.com/avso
Edit	Delete	U-08	U08B-02		15	2						www.shutterfly.com/avso
Edit	Delete	U-08	U08B-01		0	2						www.shutterfly.com/avso
Edit	Delete	U-10	U10B-01		1	9						www.shutterfly.com/avso
Edit	Delete	U-12	U12B-04		3	6						www.shutterfly.com/avso
Edit	Delete	U-12	U12B-01		2	6						www.shutterfly.com/avso
Edit	Delete	U-12	U12B-02		3	6						www.shutterfly.com/avso
Edit	Delete	U-12	U12B-03		3	6						www.shutterfly.com/avso

No of records : 9

Export to Excel

Game Scheduling

eAYSO also provides a basic game scheduling feature, **Region>Game>Schedule**:

2.4.5

Lookup Team

Region # 9695
Membership Year MY2011

Teams All
Division --Select--
Program --Select--
10 Records per page

		Division ▲	Team Designation	Team Name	Avg. Rating	# of Players	Team Coach	Asst. Coach	Roster	Lineup Card	ID Cards	Team Website
Edit	Delete	U-05	Team9695		4	3	asak, asak					www.shutterfly.com/avso
Edit	Delete	U-06	U06B-01		0	3						www.shutterfly.com/avso
Edit	Delete	U-08	U08B-02		15	2						www.shutterfly.com/avso
Edit	Delete	U-08	U08B-01		0	2						www.shutterfly.com/avso
Edit	Delete	U-10	U10B-01		1	9						www.shutterfly.com/avso
Edit	Delete	U-12	U12B-04		3	6						www.shutterfly.com/avso
Edit	Delete	U-12	U12B-01		2	6						www.shutterfly.com/avso
Edit	Delete	U-12	U12B-02		3	6						www.shutterfly.com/avso
Edit	Delete	U-12	U12B-03		3	6						www.shutterfly.com/avso

No of records : 9

Export to Excel

MyeAYSO
Region
Area
Section
NSTC
Signup
Lookup
Reports
Preferences

2.8.1

Game Scheduling

Region #
9695
Membership Year
MY2010

Schedule
Reschedule

Division
All
Gender
All

	Schedule Name	# of Games Scheduled	Division	Gender
Delete	U084W	168	U-08	All
Delete	Spring 2011	24	U-10	All

Add New Schedule

Schedules are set by Divisions. To create a new schedule, select the **Add New Schedule** button.

MyeAYSO
Region
Area
Section
NSTC
Signup
Lookup
Reports
Preferences

2.8.1

Game Scheduling

1. Add Schedule
2. Select Teams
3. Select Fields
4. Schedule Pref
5. Schedule
Listing

Region # 9695

Add Schedule

Program
Primary
Division
U-10
Gender
All
Schedule Name
Spring 2011
Start on
3/1/2011
Ends on
5/27/2011

Previous
Next

Back

Enter the Schedule Name, Division and season dates and click on “next”.

2.8.2

MyeAYSO
Region
Area
Section
NSTC
Signup
Lookup
Reports
Preferences

Game Scheduling

1. Add Schedule
2. Select Teams
3. Select Fields
4. Schedule Pref
5. Schedule
Listing

Region # **9695** Schedule Name **Spring 2011** Division **U-10**

Select Teams

Available Teams

>>

>

<

<<

Selected Teams

GU10-2
GU10-1
GU10-3
GU10-4

Team Name	Home Field
GU10-2	-- v
GU10-1	-- v
GU10-3	-- v
GU10-4	-- v

Previous

Next

The next step is to include the teams in the schedule and identify home field locations/designations. Click “next” to continue and select/ add fields for games.

2.8.3

MyeAYSO
Region
Area
Section
NSTC
Signup
Lookup
Reports
Preferences

Game Scheduling

1. Add Schedule
2. Select Teams
3. Select Fields
4. Schedule Pref
5. Schedule
Listing

Region # **9695** Schedule Name **Spring 2011** Division **U-10**

Select Fields

Available Fields

test 2 field

>>

>

<

<<

Selected Fields

test 1 field

[Add New Field](#)



Set schedule preferences including games per team per day, maximum number of games per team, games per week and number of times teams play each other:

MyeAYSO **Region** **Area** **Section** **NSTC** **Signup** **Lookup** **Reports** **Preferences**

2.8.4

Game Scheduling

1. Add Schedule 2. Select Teams 3. Select Fields 4. Schedule Pref 5. Schedule Listing

Region # **9695** Schedule Name **Spring 2011** Division **U-10**

Schedule Preference

Max # of games per team per day 1 ▾

Max # of games each team plays 12

Min # of games per week per team 1 ▾

Max # of games per week per team 1 ▾

Max # of times each team plays against each other 4 ▾

Generate schedule

Back

A schedule is generated:

MyeAYSO **Region** **Area** **Section** **NSTC** **Signup** **Lookup** **Reports** **Preferences**

2.8.5

Game Scheduling

1. Add Schedule 2. Select Teams 3. Select Fields 4. Schedule Pref 5. Schedule Listing

Region # **9695** Schedule Name **Spring 2011** Division **U-10**

Add New Game
Unscheduled Games
Unscheduled Games
Teams
☒ Check All
 ☒ GU10-2
 ☒ GU10-1
 ☒ GU10-3
 ☒ GU10-4
Fields
☒ Check All
 ☒ test 1 field

⏪ today ▾ 2/28/2011 - 3/6/2011 Day Week Month Timeline

	Mon, 28	Tue, 1	Wed, 2	Thu, 3	Fri, 4	Sat, 5	Sun, 6
8 am							
9 am						Game 1: test 1 field: GU10-3 Vs GU10-2	
10 am							
11 am						Game 2: test 1 field: GU10-4 Vs GU10-4	
12 pm							
1 pm							
2 pm							



A schedule listing is also available:

MyeAYSO **Region** **Area** **Section** **NSTC** **Signup** **Lookup** **Reports** **Preferences**

2.8.6

Game Scheduling

1. Add Schedule 2. Select Teams 3. Select Fields 4. Schedule Pref 5. Schedule Listing

Region # **9695** Schedule Name **Spring 2011** Division **U-10**

Game #	Date	Day	Start Time	End Time	Field	Home	Visitor	Referee	Asst. Referee 1	Asst. Referee 2
Game 1	03-05-2011	Saturday	9:00AM	10:30AM	test 1 field	GU10-3	GU10-2			
Game 2	03-05-2011	Saturday	11:00AM	12:30PM	test 1 field	GU10-1	GU10-4			
Game 3	03-12-2011	Saturday	9:00AM	10:30AM	test 1 field	GU10-2	GU10-1			
Game 4	03-12-2011	Saturday	11:00AM	12:30PM	test 1 field	GU10-3	GU10-4			
Game 5	03-19-2011	Saturday	9:00AM	10:30AM	test 1 field	GU10-1	GU10-3			
Game 6	03-19-2011	Saturday	11:00AM	12:30PM	test 1 field	GU10-2	GU10-4			
Game 7	03-26-2011	Saturday	9:00AM	10:30AM	test 1 field	GU10-3	GU10-2			
Game 8	03-26-2011	Saturday	11:00AM	12:30PM	test 1 field	GU10-1	GU10-4			
Game 9	04-02-2011	Saturday	9:00AM	10:30AM	test 1 field	GU10-2	GU10-1			
Game 10	04-02-2011	Saturday	11:00AM	12:30PM	test 1 field	GU10-3	GU10-4			
Game 11	04-09-2011	Saturday	9:00AM	10:30AM	test 1 field	GU10-1	GU10-3			
Game 12	04-09-2011	Saturday	11:00AM	12:30PM	test 1 field	GU10-2	GU10-4			
Game 13	04-16-2011	Saturday	9:00AM	10:30AM	test 1 field	GU10-3	GU10-2			
Game 14	04-16-2011	Saturday	11:00AM	12:30PM	test 1 field	GU10-1	GU10-4			
Game 15	04-23-2011	Saturday	9:00AM	10:30AM	test 1 field	GU10-2	GU10-1			
Game 16	04-23-2011	Saturday	11:00AM	12:30PM	test 1 field	GU10-3	GU10-4			
Game 17	04-30-2011	Saturday	9:00AM	10:30AM	test 1 field	GU10-1	GU10-3			

Team Rosters

To print Team Rosters, Select **Reports>Team**:

MyeAYSO **Region** **Area** **Section** **NSTC** **Signup** **Lookup** **Reports** **Preferences**

Game Scheduling

Region # Membership Year

Schedule Reschedule

Division Gender

	Schedule Name	# of Games Scheduled	Division	Gender
Delete	ff	0	U-08	All

Add New Schedule

Volunteer
Vol Export
Vol Applicant Export
Vol Parent Jobs
Vol Labels
Vol Certifications
Vol Position Certification
Vol Access Rights
Vol App Received
Player
Player Export
Player Applicant Export
Team
Member Directory
Ref Schedule

▼ MyeAYSO Region Area Section NSTC Signup Lookup Reports Preferences

8.13

Team Report

Section 90 ▼ Area C ▼ Region 9695 ▼

Membership Year MY2011 ▼

Programs All ▼

Team Gender All Teams ▼

Division All ▼


Roster sort Last Name/First Name ▼

Report type Tournament Rosters ▼

Report format PDF ▼

Cancel Generate report

Tournament or Non-Tournament Rosters can be generated for teams based on Program and Divisions.



Team Tournament Roster Report

MY MY2011

S/A/R 90/C/9695 9695

Team Roster Div U-10/B (U10B-01)
Program Primary
No. of Players 9

Team Name
Team Color
Sponsor

	Name	AYSO ID	Cell Phone	E-mail	Certification/Training
Team Coach					
Asst. Coach					
Team Parent					

#	AYSO ID	Jrsy	Name/Address	Home Phone	Birth Date	Age	Reg. Date
1	69206452		aron, aron 23, dfsdf, IL-52355	(464) 363-6464	03/12/02	9	11/29/11
2	66801804	08	eeee, cccc 15, Chicago, AK-60640	(213) 456-7898	06/13/02	9	07/08/11
3	69206458		gfhgfh, dfhdfh 456, fgghfgh, KS-43634	(645) 757-5745	03/18/03	8	11/29/11
4	68241194		jjjj, jjjj	(454) 745-7455	05/26/03	8	06/16/11

When coaches are assigned, Team Coach and Assistant Coach contact information and certifications are printed.

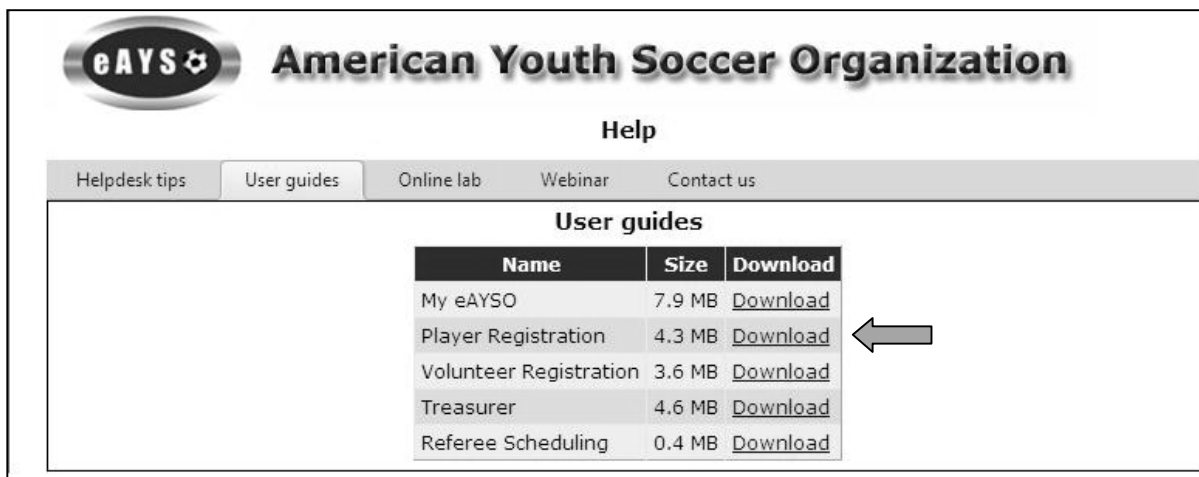
Online User Guides

eAYSO has detailed HELP features including Tips from the Help Desk, User Guides, and the Online Lab that offers Registrars an online training exercise in a practice setting.

To find the HELP features, select Help from the main menu:



For detailed eAYSO instructions on Player Registration open the *Player Registration User Guide*:



And for further assistance or questions on eAYSO call the eAYSO Help Desk at the AYSO National Office: 1-866-588-2976, or email eaysosupport@ayso.org.

Conclusion

At the conclusion of this manual, we hope that you have a greater understanding of the vital role the position of a Division Coordinator plays in promoting a fun, fair, and safe family environment for children to enjoy and experience soccer. Please follow through with your commitment to this role by completing the required certification and job training:

- AYSO's Safe Haven[®]
- Division Coordinator

Division Coordinators may also find the following Management Program workshops helpful:

- Introductory Management
- Dispute Resolution
- Dealing with Difficult People
- 30 Great Volunteer Recruiting Ideas
- Budgeting for the Regional Board
- Developing a Regional Calendar
- eAYSO Team Management/Game Scheduling webinars

If there are any questions, concerns, or issues that you and your Regional Commissioner would like assistance with, please contact the AYSO National Office:

AYSO National Office
(800) USA-AYSO or (800) 872-2976
www.ayso.org

Be sure to check the AYSO website for FAQs, updates, forms and other valuable resources.

AYSO would like to take this opportunity to thank you for volunteering your time and for helping to fulfill the vision of providing world class youth soccer programs that enrich children's lives. You are one of over 250,000 who volunteer annually to serve the children of AYSO and whose dedication and commitment make it all possible. Thank you!

Appendix

Incident Reporting

The purpose of the AYSO Incident Report Form is to capture all pertinent facts and contact information, while the information is readily available, whenever there is a serious incident involving AYSO participants, activities, facilities or property.

Incident Report Forms should be completed by any coach, referee or Regional staff member witnessing any serious incident involving, but not limited to:

- Injuries
- Threats of bodily harm
- Fighting whether or not a serious injury occurs
- Property damage
- Hospitalization of a participant
- Law enforcement summoned
- Service or notification of a pending lawsuit

Regional staff, coaches, and referees should submit Incident Report Forms to the Regional Safety Director, who in turn, should call the NATIONAL OFFICE Risk Management/Insurance Department at 800-872-2976.

AYSO Incident Report Forms are available on the AYSO website:

http://www.ayso.org/resources/insurance/insurance_forms.aspx



Incident Report Form



AYSO INCIDENT REPORT FORM

Coaches: Return completed form to the Regional Commissioner, Area Director, Safety Director or Tournament Director.

Region, Area or Tournament Staff: Forward copy of completed form to AYSO, Attn: Risk Mgmt, 12501 Isis Ave, Hawthorne, CA 90250.

Complete this form for:

1. Injuries
2. Incident – threats
3. Incident – fighting – any type
4. Property damage
5. Law enforcement summoned

AFFECTED PARTY: <input type="checkbox"/> Player <input type="checkbox"/> Official <input type="checkbox"/> Coach <input type="checkbox"/> Spectator <input type="checkbox"/> Volunteer <input type="checkbox"/> Other Section				Area		Region	
Last Name		First Name		MI		<input type="checkbox"/> Male <input type="checkbox"/> Female Birth date:	
Address:							
City:		State:		Zip:		Telephone: ()	
Contact email(s):							
Does the injured person have other medical insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If yes, please provide name of company and policy #:</small>							
Employer Name & Address:							
GUARDIAN/PARENT (if affected party is a minor):							
Last Name		First Name		MI		Telephone Number: ()	
Address:				City:		State: Zip:	
INCIDENT INFO:	Date of Incident:		Age Division:		<input type="checkbox"/> Boys <input type="checkbox"/> Girls		Time of Incident: AM / PM
Tournament Name & Location (if applicable)							
Team Involved #1:				Coach Name:		Region #	
Team Involved #2:				Coach Name:		Region #	
BODY PART INJURED				If ankle injury, was ankle:		PRIMARY INJURY	
<input type="checkbox"/> Ankle (L/R) <input type="checkbox"/> Shoulder (L/R) <input type="checkbox"/> Tooth <input type="checkbox"/> Knee (L/R) <input type="checkbox"/> Wrist (L/R) <input type="checkbox"/> Back <input type="checkbox"/> Leg <input type="checkbox"/> Finger <input type="checkbox"/> Neck <input type="checkbox"/> Foot <input type="checkbox"/> Eye (L/R) <input type="checkbox"/> Internal <input type="checkbox"/> Toe <input type="checkbox"/> Ear (L/R) <input type="checkbox"/> No injury <input type="checkbox"/> Arm <input type="checkbox"/> Nose <input type="checkbox"/> Other <input type="checkbox"/> Hand <input type="checkbox"/> Head				<input type="checkbox"/> Taped/Supported <input type="checkbox"/> Unsupported Shoes: <input type="checkbox"/> Yes <input type="checkbox"/> No If knee injury, was knee: <input type="checkbox"/> Braced/Supported <input type="checkbox"/> Unsupported Knee Pads: <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Abrasion <input type="checkbox"/> Dislocation <input type="checkbox"/> Pain <input type="checkbox"/> Burn <input type="checkbox"/> Foreign Body <input type="checkbox"/> Seizures <input type="checkbox"/> Cardiac <input type="checkbox"/> Fracture <input type="checkbox"/> Sting/Bite <input type="checkbox"/> Cold Injury <input type="checkbox"/> Heat Exhaustion <input type="checkbox"/> Strain <input type="checkbox"/> Concussion <input type="checkbox"/> Laceration <input type="checkbox"/> Sprain <input type="checkbox"/> Contusion <input type="checkbox"/> Nausea	
LOCATION		INCIDENT		DISPOSITION			
<input type="checkbox"/> Before Competition/Event <input type="checkbox"/> During Competition/Event <input type="checkbox"/> After Competition/Event <input type="checkbox"/> Competition Area <input type="checkbox"/> Concession Area <input type="checkbox"/> Parking Lot <input type="checkbox"/> Restrooms <input type="checkbox"/> Off Property <input type="checkbox"/> Bleachers/Stands		<input type="checkbox"/> Collision (participant/spectator) <input type="checkbox"/> Collision (with object) <input type="checkbox"/> Collision (participant/participant) <input type="checkbox"/> Collision (spectator/spectator) <input type="checkbox"/> Struck by falling/flying object <input type="checkbox"/> Caught in, on, between goal		<input type="checkbox"/> Animal/insect bite/sting <input type="checkbox"/> Slip/Fall <input type="checkbox"/> Overexertion <input type="checkbox"/> Assault/Sexual <input type="checkbox"/> Assault/Non-Sexual <input type="checkbox"/> Property Damage			
FIELD SURFACE <input type="checkbox"/> Dirt <input type="checkbox"/> Grass <input type="checkbox"/> Turf <input type="checkbox"/> Indoor		CLASSIFICATION		<input type="checkbox"/> Non-Injury (threat, assault) <input type="checkbox"/> Minor Injury or Illness <input type="checkbox"/> Serious Injury or Illness			
POLICE REPORT FILED: <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If yes, report number:</small>				Officer's Name & badge #:			
Describe how the incident, injury or property damage occurred: (use the backside or attach a separate sheet if necessary – may attach a copy of the Referee Game Misconduct Report)							
WITNESS INFORMATION - Confidential							
Name		Address				Telephone Number	
Person/volunteer completing/submitting this form:							
Name:		Signature:				Ph: () Cell: ()	
Position Title:		e-mail address:				Date:	
Regional Commissioner: print name		Signature:				Date:	

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Sample Player Evaluation Forms

Player Evaluation

Player: _____

Season: Spring ☐ Fall ☐ Year: _____ Team: _____

Instructions: Score each evaluation category on a scale of 1 to 10 rating by the indicated weight factor. Add all the weighted ratings to obtain the final rating.

Rating: _____ Poor Average Good

Category	1	2	3	4	5	6	7	8	9	10	Weighted Rating
Skills: Kicking, heading, trapping, ball control, shooting, dribbling, passing, tackling, throw-ins, speed											Rating x 3
Soccer Sense: Understand game strategy, plays position correctly, anticipates well, applies coach's instructions, intelligently aggressive, team player											Rating x 2
Personal Qualities: Follows instructions, listens well, good influence on other team members, attends practices, desires to succeed											Rating x 1
Rate of Improvement:											Rating x

**Player Evaluation**

All Regional Team Coaches:

Please complete all sections and return to your Division Coordinator by _____. We trust this information will be kept confidential and your cooperation is appreciated.

Coach's Name: _____ Team Name: _____

Age Group: _____ Boys _____ Girls _____ Division Coordinator: _____

SECTION A. Player Evaluation:

Complete this information under the corresponding number below.

- (1) List the players on your team in order of overall soccer ability. Start with the most skilled player and Number him/her 1. Rate goalkeepers as soccer players, not goalkeepers. Indicate GK ability under No. (6).
- (2) Indicate players' AYSO age (as of this year)
- (3) Years of experience (include this year)
- (4) Size in comparison to age group – (small, average, or large)
- (5) Evaluate player in comparison to the players on other teams in your Region or age group. Assign the letter grades only.
 - A. Exceptional Player
 - B. Good Player
 - C. Average Player
 - D. Below Average Player
- (6) Specific comments (if necessary). Examples: GK, team player, aggressive, etc.

	(1) List of Players	(2) Age	(3) Experience	(4) Size	(5) Skills	(6) Comments
1						
2						
3						
4						
5						
6						
7						
8						

**SECTION B. Player Evaluation:**

Please list at least three parents who were very helpful and enthusiastic either in terms of telephoning and paperwork, or as assistant coach, assistant referee, etc.

Name	Phone Number	Abilities

SECTION C. Suggestions:

1. Three things you really like this year:

2. Three things you really didn't like this year:

3. Three suggestions for improvement.



Evaluation Form
U-12 to U-19 Player

Player Name: _____ Evaluation Date: _____

The intent of this evaluation is to provide a neutral, qualified evaluator's opinion of the soccer skills relative to a typical U-12 and above soccer player.

TACTICAL

Has an awareness of what is happening or what might happen on the field of play; is able to communicate verbally and non-verbally with teammates; has a willingness to assume responsibility for taking charge on the field; and has the soccer skills required to develop tactical play. Is very aware of what constitutes organization and shape of play; is able to play both on and off the ball; consistently provides support for the attack and defense and creates options with appropriate runs.

Points 1-25 1= needs improvement 25=outstanding Total

TECHNICAL

When dribbling, is expert at turning, has great touch, is able to shield defender, maintains excellent field vision while incorporating feints/fakes to unbalance an opponent, and consistently uses change of speed to beat an opponent. When passing, passes are accurate, of correct pace, well timed, deceptive, and successful in advancing the ball or maintaining possession. When controlling, uses all controlling surfaces while maintaining eye contact with the ball, moves into the line of flight of the ball, has excellent balance, cushions on contact with ball, and consistently prepares the ball for the next move.

Points 1-25 1= needs improvement 25=outstanding Total

FUNCTIONAL DEFENDING

Has great defending control and balance; is able to establish appropriate marking distance; maintains a goal-side, ball-side position; is able to prevent an attacker from turning; and has exceptional tackling skills.

Points 1-25 1= needs improvement 25=outstanding Total

FUNCTIONAL ATTACKING

Is able to constantly maintain possession of the ball under pressure; is able to create individual and team space; is able to turn on a defender; has the ability to take on a defender; recognizes and takes the direct route to goal; is able to anticipate when to shoot; and has great preparation, decisiveness and timing when shooting. Is able to maintain possession of the ball most of the time under pressure; is able to create individual space and at times team space.

Points 1-25 1= needs improvement 25=outstanding Total

GOALKEEPER

Is always in the ready position; is constantly adjusting his or her position as the angle of the ball changes; is able to take the initiative away from the attacker; has the ability to read and assess the line; is focused at all times; uses communication that is instructive in nature and clear and loud enough to carry to teammates; has excellent physical and technical skills to deal with demands of the goalkeeper position; is proficient at initiating the attack; consistently makes the save; and has excellent command of distribution techniques.

Points 1-25 1= needs improvement 25=outstanding Total

Rating For: Behavior, Sportsmanship, Coachability, and Attitude

Points 1-25 1= needs improvement 25=outstanding Total

Final total:

[illegible]