



DIVISION U8 COACH HANDBOOK

2011-2012 SEASON

The Region 92 Coach Handbook is provided to coaches as a supplement to information presented in the Parent/Player Handbook.

Each coach should possess and be familiar with the information in the Parent/Player Handbook.

Welcome

Dear U8 Coach:

Thank you for devoting part of your very precious “personal time” to the children of AYSO Region 92. The American Youth Soccer Organization (AYSO) and Region 92 welcomes you to the world of coaching youth soccer.

We have some coaches and many players advancing from U7, but U8 is still the first soccer experience for a lot of coaches, players and spectators.

The U8 division is an exciting division. At this age, the player is showing an increased improvement in their coordination and ability to grasp the concepts/laws of the game. Moving from the U7 division, we now increase the team size and the concept of a goalkeeper is introduced to the kids. Along with the soccer experience, we continue to instill and reinforce a sense of fair play and good sportsmanship.

Our Regional Board will do everything possible to make this a great experience for you and your players. The information in this handbook covers just about everything, but if we left something out please use the contact list at the end of the book and let us know.

Again, thank you for your time and efforts. Have a great season!

Mike Doherty
Regional Commissioner
AYSO Region 92

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AYSO PHILOSOPHY

Our Vision is to provide world class youth soccer programs that enrich children's lives.

Our Mission is to develop and deliver quality youth soccer programs, which promote a fun, family environment based on our philosophies:

Everyone Plays - Our Region's goal is for kids to play soccer - so we mandate that every player on every team must play at least three quarters 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. Kids win when they are built up, not when they are torn down! We train and encourage our coaches to make the extra effort to understand and offer positive help to our players, rather than negative criticism.

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.

COACH JOB DESCRIPTION

The AYSO volunteer position of coach is intended to develop in players a positive image of themselves, their teammates, coaches, game officials, and opponents and provide a good role model for players. Additionally, the coach will develop in his/her players the appropriate soccer skills as recommended in the AYSO coaching manuals (refer to the AYSO U-8 Coach Manual).

A full description of Coach responsibilities/job description is found on the national website (www.ayso.org)...click on "Resources", then click on "Volunteer Position Descriptions", scroll down to "Coach-Related Positions" and then click on "Coach". Or, hardcopies are available thru the Coach Administrator and at the General Coaches Meeting(s).

It is the responsibility of each coach to go on-line and review this information and contact the coach administrator with any questions.

PREPARING FOR THE SEASON

*OK...I received my call from the Division Commissioner.
I'm getting a team. Yea! Now what do I do?*

You have already done a lot in order to be reading this Handbook. You have discussed coaching with your husband, wife, significant other, and, most importantly, your children. You have volunteered to coach and have said "yes" when your Division Commissioner called. Every volunteer (coach, assistant coach, team parent, board member, referee, etc.) in AYSO must be registered with AYSO and Safe Haven Certified.

Registration as an AYSO Volunteer: All head coaches, assistant coaches, team parents and any other adults assisting with your team/AYSO kids must complete, sign and submit an **AYSO Volunteer Registration Form** to the Regional CVPA. Log on to www.eAYSO.org and complete/print out your volunteer form. Sign it and return it to the Region's CVPA. (If you do not have access to the internet, call the CVPA for a form.)

AYSO Safe Haven Certification: Mandatory for any adult working with AYSO kids. This includes head coaches, assistant coaches and any other adults "helping out" including team parents. New volunteers may become Safe Haven Certified on-line via the region's website. For our returning (already Safe Haven Certified) volunteers, a Safe Haven "refresher" will be included at all coach certification classes, referee certification classes, general coaches meetings and the returning referees meeting. If a returning coach cannot take advantage of any of the above Safe Haven refresher opportunities, he/she should retake the full Safe Haven Certification on-line via the region's web site.

OK...I'm registered, but what do I know about soccer?

We are here to help you...AYSO Coach Certification: Region 92 U8 coaches are required to be certified at the U8 coach level or above. Classes will be available during the summer and will be listed on the website as they develop. Our coaching classes are also open to any interested parent or player.

Coaches are not restricted to taking AYSO Certified classes in El Segundo. They may also take advantage of AYSO classes being offered in other regions. If attending a class out of town, the region will reimburse you for any course fee. It is also important to notify your Coach Administrator of **the date, location, name of instructor and course roster number** so he/she can be sure you get the proper credit.

AYSO provides many other certified levels of coach training. You should notify the Coach Administrator of your interest and check the region website as well as the area website (www.ayso1d.org).

U6, U8, U10 Coach Courses have no prerequisites, but they do build on each other. These classes will be available in Region 92 as well as other regions. Information will be available through Division Commissioner and the Coach Administrator. You should also check the Region and Area web sites.

General Coaches Meeting: Mandatory for all head coaches. Assistant coaches are welcome too. Conducted by the Regional Commissioner, the Coach Administrator and the Referee Administrator to review the information that coaches need in order to have a successful season. Also includes Safe Haven Refresher.

TEAM FORMATION

How are teams formed and when can I start?

The division commissioner forms teams with a balance of age and ratings. Several other board members review the teams to insure that they are balanced and fair.

There are no scores or standings at the U8 level. Team balancing at this level becomes a bit more difficult as the players are accruing more soccer experience and the difference in skill levels become more obvious. The region will review a parent/player request, but it is highly unlikely that it will be granted. With over 20-30 teams in this division (girls and boys), it's hard enough to balance teams without a multitude of requests.

The **ONLY** player placement guarantee the region will offer is that the head coach's child(ren), or a family with siblings in the same division (if requested) will be guaranteed placement on the same team. If the region is aware of difficulties between a family and/or coach, the region will review the team rosters to avoid starting the season off with conflicts.

Once teams are finalized, there will be no changes.

DIVISION COACHES MEETING: Once teams have been formed, the coaches will gather for a group meeting with their Division Commissioner. They will review the team rosters and receive **registration forms (aka: white sheets)** for each player. The registration forms (with a wet/original signature) serve as proof of registration as well as a medical release in case of injury. The coach **MUST** have the white sheets for every player in his/her possession on-site **WHENEVER** the team has ANY function, be it a practice, game, meeting, or even a team party. It is also recommended that the coach make a set of copies for the Assistant Coach. Any copies made must be signed (again) by the parent/guardian in blue ink to be valid.

OK...I've got my roster and registration forms...now what?

Determine when and where you are going to have your first team meeting and then **CALL YOUR PLAYERS!** Kids are anxiously waiting notification, as are their parents.

Coaches should use these calls for introduction, for notification of your first team meeting and to **START RECRUITING YOUR TEAM VOLUNTEERS.** In U8 you will need:

Assistant Coach(es), to help at **most** practices and games;

Team Parent(s), to assist the coach by coordinating snacks, making phone calls, planning the team party, collecting and distributing photos, pick-up trophies and collecting and returning uniforms at the end of the season and so forth. These duties may be split up among more than one team parent. You should advise the Team parent of the scheduled Team Parent Meeting (see calendar).

Team Field Helpers: The home team of the first game of the day will be responsible for lining the field and positioning corner flags and goals. Likewise, the home team of the last game of the day is responsible for taking down the field (moving the corner flags, emergency "bucket" and goals to assigned location) and doing one last check for trash.

Remind the parents that AYSO is a volunteer-run organization. It's about what's good for the kids. It only takes a few hours to become qualified as an introductory level coach or referee. If the parents are not able to commit even that much time, there are many small jobs they can help with. Even a couple hours a season are an important contribution to the team and the Region.

YOUR TEAM MEETING

Your team meeting will set the tone for building the kind of support you and your players need for a successful and fun season. All who come to this meeting will arrive with certain expectations. Being prepared, coaches can set the stage for meeting, exceeding and/or addressing these expectations.

What should I present at the team meeting?

Suggested Agenda:

- **Introductions** all around.
- **Registration Information:** Have all parents review their white sheets and verify, correct or add any additional information (particularly the addition of cell numbers). Please check again if parents have forgotten to note allergies and/or inhaler needs. It would also be helpful to have an additional set of copies for each parent to sign. The extra copies can be given to the assistant coach and the team parent.
- **Team Communication:** In some instances you may have families that do not live together as one unit. In an effort to avoid miscommunication or embarrassment, let parents know that if they have circumstances that require notification to more than one contact, they can let you know after the meeting.
- **Team Roster:** Use information from your white sheets to type up a team roster for distribution to your player's. Along with player contacts info, be sure to include the coach's phone number(s) and e-mail addresses. You can also get additional e-mail addresses at your team meeting. (Your Team Parent will receive information on the Region's roster book at the team parent meeting, later in the summer).
- **Team Volunteers:** Review your team's volunteer needs and recruit your volunteers. These are NOT responsibilities that are to be added to your current responsibilities. You will need Assistant Coach(es), Team Parent(s) and Field Helpers. NOTE: There have been times when a coach has been unable to recruit a team parent. In this instance it is suggested that the coach assign each parent a specific team parent duty rather than try to take this on themselves.
- **Review the AYSO Region 92 Parent/Player Handbook.** Every family has already received their copy at registration; so please ask each family to review and bring their copy to the meeting along with any questions they may have. (Don't worry...if you do not know the answers, you can get back to them).
- If available, announce the **time and place of your practice.** The region cannot coordinate and distribute field practice schedules until we have received permits from the City and ESUSD. If scheduled time is not available, still remind your parents that all players must wear shin guards, bring water and their soccer ball to practice. The game schedule will be forthcoming at the General Coaches Meeting.
- **Review the Kids Zone Pledge and advise parents about positive spectator conduct.** Have each parent review and sign their Kids Zone Pledge. This pledge outlines the goal of AYSO for a positive and fun environment for coaches, players and spectators. Signed pledges should then be collected and

given to the Team Parent to bring to the Team Parent Meeting. Please remind parents spectators should stick to positive cheering and encouragement of their players, with no spectator coaching from the touchline. They are there to have fun! **A considerate/positive spectator will make your job a lot easier!**

- **Spectator Seating:** Coaches should review the desired spectator seating at games. While not a big deal at the U8 level, we are trying to develop good spectator habits, which are particularly important as they progress to the upper divisions. The home team (the first team listed on the schedule) should sit back 3 feet from the touchline on the north or east side of the field. The visiting team (listed last on the schedule) should sit back 3 feet from the touchline on the south or west side of the field. **The Coach should make it very clear that spectators are NOT to sit behind the goal line.** Sitting behind the goal line will distract the players on the field and put the spectators at risk.

- Please review the Region's request of **no pets on the fields**. Per the ESUSD, dogs are NOT permitted on school property when children are present. This currently applies to all games or practices on school property. If a game or practice takes place on city property, City ordinance does permit a leashed dog on the property. However, the regional board strongly requests **that dogs NOT be brought to ANY field during games or practices**. No matter how loving, well behaved and gentle our pets may be, the soccer field is an environment of a high degree of activity, excitement and noise. There is no way to know what player or spectator may be afraid or allergic to animals. Bringing a pet to the field only increases the risk of injury to the children and/or the pet, and leaves the pet owner at risk as well. Please advise your parents to be considerate of others and leave pets at home so everyone can enjoy the event and give the children their undivided attention.

- Remind parents to assist in **picking up trash** after a game (even if it wasn't theirs). Using the school and city fields is a privilege we do not want to lose.

- **Discuss your objectives** for the season and your special concerns.

- **Advise parents of the Region's Kick-off Party.** This is a painless fundraiser for the region and will be a fun way of supporting and kicking off our program. Information will be available at your Division Coaches meeting and on the web.

- Thank parent for their time. Set the time, date (and location) for your next meeting, practice or contact.

ORGANIZING YOUR PRACTICES

PRACTICE TIME AND LOCATION: Practices may occur only at facilities in which the Region has obtained a permit, on the specified day and time slot of your division. Each division is assigned specific days and time slots at specific fields for their divisions. We require that you honor these assignments as we have over 90 teams in the region and there may be other organizations with which we share the fields.

In addition, The City will be fining the region for reserved/permitted time on fields that go unused. (Someone else could have used the field and the expense of lights that may have been on but not needed).

Therefore every coach needs to submit his or her practice time slot(s) to their division commissioner. The Fields Manager will then coordinate practices and make sure we are using all the fields and times we have reserved.

The Region's field availability changes twice during the season due to fields being closed during the summer for seeding, other sports' season still in play/field use and the change to daylight savings time in October. **You will need to submit your practice time for the entire season (including changes to take place after daylight savings time) in order to receive your equipment.**

EQUIPMENT: Once you have determined your practice time and location, you may return to the division commissioner to pick-up your equipment.

As you plan your practices, here are a few reminders:

- U8 practices are once a week and generally run about 60-90 minutes. If your team would like a second (optional) practice, you may discuss it with the Fields Mgr. (after all teams have had time to submit in their practice plans) to see if there is additional time and space available.

- Bring your players' **registration forms** [Don't leave home without them!].

- Each player must wear **shin guards** with socks worn **OVER** the shin guard (not under or under then over).

- Players may not wear **jewelry** of any kind. This includes stud earrings or band-aids over stud earrings.

- Players may not wear **hard casts or splints**; and may not remove them to play.

- Each player should bring a **water bottle**.

- Each player should bring a **size 3 soccer ball (same as U6)**.

- **Two adults** (at least one the same gender as the players) should be present at all times during the practice.

- Bring a **plan** for your practice. There are sample drills in your AYSO U8 Coaches Course Manual. The Region also provides its coaches with access to an on-line coach's curriculum. UK International Soccer Camp, the only official camp provider of AYSO Soccer Camps, provides a curriculum of age appropriate games and drills. Coaches will receive a flyer with instructions and the region's password at the General Coaches meeting. It is also available by contacting the Regional Coach Administrator.

- Keep the players **moving** to build stamina.

- Work on players' **skills**, but don't introduce too much at one time.

- Build team **spirit** and **cooperation**.

- Teach the players the **laws** of the game at a level they can understand.

- Keep it **safe, fair, and fun**.
- Have a **good time**.

GAME FORMAT

I took the class last year...what if I forgot something?

Here are a few quick reminders from your U8 coach certification class:

BALL: Size 3

GAME DURATION: Soccer is played in two halves, with a substitution break halfway through each half. In U8, each half is 20 minutes with a halftime break of 5-10 minutes. If the game is running late, coaches should take a shorter half time break so they end with 10 minutes open before the next scheduled game time.

MAXIMUM PLAYERS ON THE FIELD: Region 92 plays 7 v 7. This includes the Goalkeeper (a new experience from U6).

VARIANCE FROM FIFA LAWS:

- Players should be eight (8) yards away from the center mark for an opponent's kick-off.
- Offside is NOT called in U8 **HOWEVER** players should not be encouraged/positioned in an offside position to "cherry pick" the ball. This would be unfair to the team currently on the field and unfair to the player as they will carry this instruction thru to U10 where they will incur a foul.
- There are NO Penalty Kicks in U8.
- Free kicks awarded to the attacking team inside the defending team's goal area should be taken from the nearest point of the goal area in front of the goal.
- **THROW-INS:** If a player commits a foul on a throw-in, the ball is called back. The referee should explain the proper way to do a throw-in. A second attempt is permitted to the player and the game resumes regardless of the legality of the second throw-in. During the second half of the season, if a player performs an illegal throw-in, the ball is again called back, procedure explained and the player gets a second chance. If the second throw-in is also illegal, the ball goes to the opposing team. (The goal is for the second year U8 player to be proficient in executing a legal throw-in when they advance to U10 next season).

BALL IN AND OUT OF PLAY: When the **whole ball** (not part or ¼ of the ball) passes over the touchline, either on the ground or in the air, it should be thrown in by a player of the opposing team from the point at which it cross the line.

GOAL KICK & CORNER KICKS: Same as regular play, with opponents 8 yards away.

FOULS: • All "fouls" result in direct free kicks, with opponents eight (8) yards away. All fouls should be explained to the players.

SUBSTITUTIONS: A substitution break should be called approximately halfway thru each half. Please educate your players and parents to the fact that this is NOT a "quarter" nor a halftime break AND that the clock keeps running. (At this level, if a child comes off the field or does not want to return to the field, a new player may be sent in regardless of timing).

TIME ON THE FIELD: EVERY player is to play three out of four quarters. If the roster size does not permit 3/4 play by every player at every game, the coach must record substitutions at every game to maintain and account for an even and consistent balance of play for every player throughout the season. There is no doubt that you will have a parent complain that you kept their child out more than other players. Showing your "substitution history" will eliminate the complaint immediately.

GAME DAY

We've practiced. What else do we need to know/do?

FIELD LOCATION: U8 games will be played on two fields located at Richmond Street School field, on Virginia Street between Mariposa and Palm.

FIELD SET-UP: The home team of the first game of the day on any field is responsible for the set-up and lining of that field. Teams should arrive early enough to perform this duty and start their game on time.

FIELD TAKE-DOWN: The home team of the last game of the day on any field is responsible for the take-down of that field. This includes returning the goals to their storage location and returning the blue field container to its storage place.

GAME SCHEDULES: Game schedules will be available at the General Coaches meeting. If rained out, etc., U8 games will not be rescheduled. We realize personal conflicts may arise, however coaches are prohibited from canceling or rescheduling games.

FIELD CLOSURE: The Region's hotline will have information regarding field closure due to incimate weather. Please check the hotline (310-322-9760) and then contact your players, phone tree, etc. Do not have all parents contacting the hotline or coaches will have difficulty getting through.

GAME TIME

We're at the field and ready to go...

UNIFORMS: All participants must wear the official AYSO uniforms provided, with jerseys tucked in. Shin guards must be worn at all games and practices with no exceptions. Soccer socks are to be worn OVER (not under) the shin guards.

PRE-GAME LINE-UP: The coach should line-up players for pre-game inspection (uniform, cleats, shin guards with socks over shin guards, no jewelry or metal hair clips, etc.). This is the same inspection that half of your players will experience by an official referee next year when they move up to U10.

START OF THE GAME: Coaches should determine which team starts the game. The opposing team will then start/kick-off the second half. The game is started with a free kick at the center mark, in the middle of the field. Players on both teams should be in their own half of the field for the kick-off and the opposing team should be 8 yards or more from the ball.

ADULTS ON THE FIELD: Region 92 allows for only one adult or "non-player" on the field during U8 game time, performing the function of "referee". This individual may be an adult referee, a youth referee, a coach or a youth coach trainer. He/she must be a registered volunteer with Safe Haven and must have Referee or U8 Coach Certification, familiar with the laws of the game and the variations of a U8 game. The "referee" should cover the field diagonally. One team shall provide "the referee" for the first half and the opposing team shall provide "the referee" for the second half of the game. The coaches may agree to have the same team referee the entire game. The only exception to one adult on the field shall be made under special circumstances and only with the approval of the division commissioner (due to physical limitations, etc.). The request must be made prior to the game. If granted, the division commissioner will advise the coaches of both teams of approval.

REFEREE RESPONSIBILITIES: The "referee" is NOT on the field to coach players. The "referee" shall rarely handle the ball. If a player does not know where to place the ball, the "referee" may give some basic direction as to ball placement, ball direction and player distance from the ball (8 yards during an opponent's direct, goal or corner kick, at least 5 yards during a throw-in).

COACH CONDUCT DURING THE GAME: The coach's presence at game time is to ensure safety, instill confidence and promote fun. Game time is for letting the kids play and have fun. We really don't want our 6 & 7 year olds hearing their coach yell at them for 40 minutes (and the odds are they can't hear you anyway, so why bother). Use game time to let the kids at play and identify your areas of concentration for your next practice. Use your halftime break to provide additional instruction along with encouragement. Remember to have fun!

SPECTATOR CONDUCT DURING THE GAME: Coaches should advise spectators of the assigned side of the field and be sure that they do not sit behind the goals or goal line. Spectators should sit 3 yards away from the touchline and between the penalty areas. Spectators should mind the Kids Zone pledge and limit themselves to positive cheering. Mechanical cheering devices and horns are prohibited.

GENERAL CONDUCT AT ALL TIMES: The highest standards of conduct and good sportsmanship must be maintained at all times, by coaches, players and spectators. Abusive, insulting, or **foul** language is forbidden. The use of **alcohol or tobacco** products in the vicinity of the playing field during practices or games is strictly **prohibited**.

END OF THE GAME: At the end of the game, the coach should coordinate players in a short "cheer" for the opposing team and line players up to shake/"high five" the hands of the opposing team. The team should also thank the "referee" if they haven't done so in line. Please reinforce good sportsmanship. If the kids hands are sweaty or wet from water bottles, have them wipe them off before shaking.

REFRESHMENTS/SNACK: Spectators may choose to bring individual player snacks or a team snack. Players should not drink or eat until they have performed their cheer, shaken hands with the opposing team (and coach/ref) and come off the field.

POST GAME CLEAN-UP: Please have your team pick up all trash as soon as or wherever it appears. Even if it was there when you arrived! Don't forget all those little cellophane wrappers from straws.

END OF THE SEASON

We're close to our last game...anything else?

The AYSO philosophy of BALANCED TEAMS is accomplished through the use of player ratings. Coaches must evaluate the soccer skills of their players in regard to the entire division. Over a season, player talents develop; so coaches must rank the players anew at the end of the season.

At the U8 level we rate the players on a scale of 1 to 10. Most players will fall in the 4-5-6 area. Coaches will receive info on rating criteria from their Division Commissioner and be expected to submit their ratings in a sealed envelope when the team trophies are picked up. The envelope should indicate the coach's name, division (BU8 or GU8) and team number.

RATINGS ARE NEVER TO BE SHARED OR DISCUSSED WITH PARENTS, FRIENDS, FAMILY MEMBERS OR CHILDREN UNDER ANY CIRCUMSTANCES.

TROPHIES: All U8 players will receive a trophy to recognize their participation. The Trophy Coordinator will advise the Team Parent regarding pick-up/availability. The Team Parent, representative or Coach **MUST** present the “ratings envelope” (above) to the trophy coordinator before the trophies will be released...no envelope...no trophies.

(ADULT) VOLUNTEER APPRECIATION: All Region 92 volunteers are invited to a celebration in appreciation of their efforts. The time and location will be available on the web or by contacting your division commissioner after the start of the season. Division Commissioners will be asked to collect RSVP’s from each team. When asked for RSVP’s the coach should check with assistant coach(es) and team parent(s) regarding their planned attendance as well as their intent to come alone or bring a guest, spouse, significant other, etc. This is very important as some coaches have more than one team and some households have more than one volunteer. Coaches should relay names, “yes or no” and “with or without” a guest to their Division Commissioner and the Region’s Special Events Coordinator so we can plan accordingly for an enjoyable evening. It should be noted that this event is for adults (21 years of age or over) only. Children may not attend. FYI – Our youth volunteers will be recognized in a different manner.

MISCELLANEOUS

Does the region permit Youth Volunteers?

Yes. Our youth are permitted and encouraged to assist in our program, but they must meet similar requirements of our adult volunteers.

YOUTH COACH TRAINER:

A Youth Coach Trainer may assist the head coach at practices and games. In order to participate, the Youth Coach Trainer must meet the following requirements:

1. Must be between the ages of 12 – 18 yrs of age
2. Must complete and submit a youth volunteer form (signed by their parent or guardian) to the Regional CVPA
3. Must be or become Safe Haven Certified
4. Must be or become certified at the same coaching level required of an adult volunteer in the similar position (in this instance U8 Coach Certification or higher)
5. Must have an AYSO region 92-registered adult volunteer with Safe Haven and the appropriate certification (ie; U8 coach certification) on site/responsible for the session at all times. This adult may NOT leave the field until all players have been picked up by their parent/guardian.

6. Must be at least 2 years older than the age requirements of the division in which they are participating as a volunteer.
7. Must be approved by the Coach Administrator
8. Must be approved by the Regional Commissioner

NOTE: The head coach or other registered, certified volunteer in charge must also have the youth coach trainer’s signed medical release form in their possession along with the player’s registration/medical release forms.

The region does not use official referees at the U8 level, but the region does permit youth volunteers to become active in our referee program as well, with similar restrictions. If a youth expresses interest in becoming a referee, please direct them to our Referee Administrator.

What if I have a player who wants to drop?

First, advise your division commissioner that you have a player who intends to drop. Second, direct the parent to complete the process. In order to drop a player, **the parent is responsible** for obtaining a refund/drop form, getting the appropriate signatures and submitting the form to the registrar.

- FORMS are available (1) in every parent/player handbook distributed at registration, (2) on our web site for printout, (3) by contacting our registrar and (4) by contacting our treasurer.
- SIGNATURE: As their coach, the form will require your signature and information as to whether the player has returned their uniform and attended any games.

In U8 the skill and experience levels still give us more room to add players and maintain a balance. If we have a child on the wait list for your division/gender, you have a good chance of receiving a “replacement player”. However, you must urge your parents to follow through with their process expeditiously as we cannot replace your player until they have officially been removed from the region’s registered player list and player replacement is no longer an option after the 2nd week of games.

What if someone gets injured at a game or practice?

Your first concern is seeking the appropriate medical attention immediately. If an emergency call for assistance is needed/made at a field in El Segundo and you are **using a CELL phone, dial: 310-524-2760**. This will connect you directly with dispatch. If **using a landline, dial: 911**.

Injuries must be reported as soon as possible to the Regional Safety Director. You will be provided with forms and asked to complete the necessary reporting information. Information that you should take note of and will be asked to provide includes:

NOTES

Please use this area to make notations regarding any additional information that would have been helpful to you. At the end of the season, please send an e-mail to the coach administrator with your suggestions and/or comments on how to improve this coaching tool. Thank you.

