



# AYSO PARENT HANDBOOK

REGION 220-TARRYTOWN/SLEEPY HOLLOW

2002 - Silver Region Award Winner  
2001, 2003 - Platinum Region Award Winner  
1999, 2000, 2001, 2002 - Pele Award Winner

Fall 2004/Spring 2005  
SILVER ANNIVERSARY SEASON



[www.aysotarrytown.com](http://www.aysotarrytown.com)

April 22, 2004

years ago in 1964 with 125 players. Headquarters are in Torrance, California with 60 fulltime employees. There are approx. 250,000 volunteer coaches, referees and administrators for 750,000 players, age 4 through 18. There are 55 million children in that age group in the US, of which 12 million play soccer, of which 3 million play organized soccer, of which 750,000 with AYSO. The US is divided in 14 sections: we are in **Section 3** (42,000 players in New England, New York and New Jersey and the Section director is our own Bill Hummell). Each section is divided in areas: Section 3 has 8 Areas and we are in **Area 3T** (10,000 players in 18 Regions in Westchester and the Area director is our own Jordan Becker). This organization (National, Section and Area) is set up to support the most important unit within AYSO, the Region. We are **Region 220, Tarrytown and Sleepy Hollow**, started 25 years ago in 1979, with over 700 children registered for the Fall 2003/Spring 2004 season. Our players come mostly from Tarrytown, Sleepy Hollow and Pocantico Hills.

The **AYSO Mission** is: "to develop and deliver quality youth soccer programs which promote a fun, family environment based on our 5 philosophies: (EBOPS) **Everyone Plays, Balanced Teams, Open Registration, Positive Coaching and Good Sportsmanship**".

- **Everyone Plays** - At least half of every game.
- **Balanced Teams** - Skilled/talented players are evenly distributed among all teams in a region to promote balanced competition.
- **Open Registration** - AYSO has sign-ups, not try-outs. As long as there is space on a team, every child who signs up will play.
- **Positive Coaching** - AYSO believes in building soccer skills and self-worth through encouragement and teaching.
- **Good Sportsmanship** - AYSO has active programs to promote positive behavior on the fields and on the sidelines.

## 1. REGISTRATION.

- Registration days for the Fall 2004-Spring 2005 season (FS2004) are **April 24, 2004 (11-2 at WI Cafeteria)** and **May 8, 2004 (11-2 Sleepy Hollow HS Cafeteria)**. Early registration fee (before May 31, 2004) is \$75 for the first child, \$55 for each additional child. (After May 31, the regular fee will be in effect at respectively \$100 and \$80.) The fee includes the team shirt, shorts and socks and two seasons of a great soccer experience.
- Needed at registration are a completed registration form (if your child was registered and played in the Fall 2003-Spring 2004 season, there should be a pre-printed registration form present on registration day), proof of birthday (for new players), check (made out to "AYSO Tarrytown") or cash, size of the child's uniform (YS, YM, YL, AS, AM, AL, XL).
- For new players: blank registration forms are available, but can also be downloaded (please print and bring 4 copies; <http://soccer.org/media/adminmanagement/forms/PlayReg.pdf>) or **register on-line at <http://www.eayso.org>** and print and bring 4 copies of the completed form. Contact the Registrar for registration outside the 2 registration days (see **[www.aysotarrytown.com](http://www.aysotarrytown.com)**).
- **Age Guide: age as of 7/31/2004:**
  - U-19 Born between 8/1/85 and 7/31/88
  - U-16 Born between 8/1/88 and 7/31/90
  - U-14 Born between 8/1/90 and 7/31/92
  - U-12 Born between 8/1/92 and 7/31/94
  - U-10 Born between 8/1/94 and 7/31/96
  - U-8 Born between 8/1/96 and 7/31/98
  - U-6 Born between 8/1/98 and 7/31/00 (**the minimum age has been lowered from 4½ to 4**)
- **Refund Policy.** If for some reason you need to withdraw, AYSO will refund 100% before the team selection (6/30/04), 50% before the season starts and 0% after the season starts (9/11/04).
- **Scholarships** are available, as well as a chance to make a tax-deductible contribution to the Scholarship-Fund. Please contact the Regional Commissioner for further information.
- **Our region reserves the right to close some or all age groups after the registration cutoff on June 30, 2004, to prevent teams from becoming too large and the overall quality of the program from suffering.**

- Any child that registers and plays in the Fall 2004, is automatically registered for the Spring 2005 season.
- If your child only plays in the Spring 2005 season, the fee is \$50.
- During registration donate your used cleats for the cleat exchange program (and buy a pair for a suggested donation of \$5) and donate used uniforms for our "La Pampa" project in Argentina.

## 2. UNIFORM.

- The uniform consist of a team shirt, shorts and socks; to be used for the both the fall and spring season.
- **Shin-guards** are **mandatory** during practices and games (inside the socks).
- Soft-cleated soccer shoes are recommended (or sneakers; no baseball or metal cleats).
- For practice wear any soccer outfit (and bring a water bottle); for games wear the team uniform.
- If it is cold or windy, dress accordingly and have layers **under** the uniform. Have an extra layer to add during half time and after the game.
- Eyeglasses are allowed, just be sure that they are made of shatterproof glass or plastic, alternatively, have your child wear eyeglasses with a protective mask.
- Players should not wear anything that can be dangerous to themselves or other players: cast, splint, any kind of jewelry, ornamental hairstuff etc. Tape a medical bracelet.
- Ball size: #3 for U-6; #4 for U-8 through U-12 and VIP; #5 for U-14 through U-19.

## 3. TEAMS.

AYSO divides teams into seven age specific divisions, ranging from Division 7 (U-6, or age under 6) to Division 1 (U-19), plus a VIP team for special needs players. In our Region, teams are separated by gender in Divisions 7 through 3, and Division 2 (U-16) and VIP are currently co-ed. Following AYSO policy, all of our teams are "balanced" to promote even competition. After U-6, players are evaluated by their coaches, and these evaluations are used to help balance the teams. We do not have "drafts" or allow coaches to choose their teams. If requested, a coach or assistant coach will be permitted to coach his or her own child. Teams are balanced by use of the AYSO registration software that uses only the player's age and rating by the previous coach if the child played last year. Each team plays two seasons. The first season starts in the fall, and teams usually play a full schedule of 8 games from September to November. We resume, with the same teams, in the spring and play from April to June. Each fall, teams are reconstituted, as some players will move up to the next division. Players may request to be on the same team as a friend, and while efforts will be made to satisfy these requests, we cannot guarantee them. The AYSO **Extra Program** is to provide additional opportunities for players to play soccer. We recognize that not all players who desire to play in the Extra Program can be accommodated, and we have designed guidelines to attempt, as best as possible, to create a fair selection process that is as inclusive as possible. Although we recognize that as a general matter, Extra Program games are often played at a higher skill level than Core Program games and are often more competitive than Core Program games, our Region believes that it is important not to lose sight of AYSO's philosophies and principles in the operation of our Extra Program. We reaffirm the position that the Core Program is the bedrock of our Region, and that the Extra Program is, as its name makes clear, "Extra". (see [www.aysotarrytown.com](http://www.aysotarrytown.com)).

## 4. PRACTICE.

- Practice schedules and Field directions are on the website ([www.aysotarrytown.com](http://www.aysotarrytown.com)).
- Please arrive early and notify a coach when your child is not able to attend a practice.
- The U-6 and VIP teams conduct a practice followed by a game on Saturdays. For all other divisions, practices are generally, but not always, held for 1 hour on Saturday mornings, with games on Sunday afternoons.
- Bring your own water bottle (no carbonated drinks).
- Remember that coaches are not babysitters or chauffeurs.
- Remember that not all fields have bathroom facilities.
- Coaches are free to schedule additional practices.
- Please help in leaving the fields as you would like to find them, prevent vandalism to our equipment, stay behind the spectator lines and help coaches setting up and storing goals.

## 5. GAMES.

- Game schedules and Field directions are on the website ([www.aysotarrytown.com](http://www.aysotarrytown.com)).
- Please arrive early and notify a coach when your child is not able to attend a game.
- The AYSO coaching establishment has been advocating **short-sided games** in the U6 through U-12 divisions, in which there are fewer than 11 players on a team, because the players have more involvement in each play and more touches on the ball. U-6 plays 3v3 in 2 halves of 20 minutes; U-8 plays 5v5 in 2 halves of 20 minutes; U-10 plays 7v7 in 2 halves of 25 minutes; U-12 plays 9v9 in 2 halves of 30 minutes; U-14 plays 11v11 in 2 halves of 35 minutes; U-16 plays 11v11 in 2 halves of 40 minutes; and U-19 plays 11v11 in 2 halves of 45 minutes; all with a 5-10 minute half-time period. There will be an opportunity for player changes at "the quarters" and each player plays at least half a game.
- All games in the U-6 and U-8 divisions are played "in-house"; that is, all teams are from our Region and all games are played in either Tarrytown or Sleepy Hollow.
- Starting with U-10, play approximately half of all games are played "in house" and the rest against other teams from the Area (17 other regions in Westchester).
- Teams generally meet 20-30 minutes before kick-off time, unless specifically told otherwise, at a place near the game field. This pre-game meeting enables the team to warm-up properly, go over the line-ups, and discuss the game strategy and tactics. Please help your child and your coaches by ensuring that your child is not late for this important meeting.
- The Team Parent should make a snack schedule to assign parents the responsibility (on a rotating basis for a weekend) for bringing a jug of water or sports drink (no carbonated drinks) with paper/plastic cups plus sliced oranges for use at half time and after the game.
- **Sportsmanship:** kids look to the adults for their examples. So let's show them good sportsmanship right from the very beginning. This means not verbally abusing the officials, coaches or players. It is not permitted to stand on the sides of the field that have the goals. Stay behind the spectator lines or well behind the sidelines. We also encourage you to acknowledge the skilled plays made by the other team, especially visiting teams. Remember that referees and coaches are volunteering their time to help your child to learn and to have fun. Don't give them a hard time. Unless you are part of the coaching staff, do not coach your kids from the sidelines. It confuses them because the coach and assistant coaches may have told them something different. Cheer, but don't coach! **Let the coaches coach, the referees referee and let the players play!**
- Remember that most fields do not have bathroom facilities.
- Please help in leaving the fields as you would like to find them, prevent vandalism to our equipment, and help coaches setting up and storing goals.

## 6. WEATHER & CANCELLATION.

It is our policy that the Commissioner or the Field Director will make the decision to cancel games and/or practices for any given day, due to weather and/or field conditions, for certain or all age groups. That decision is accessible by dialing **(914) 332-8456**, and if feasible, on the website ([www.aysotarrytown.com](http://www.aysotarrytown.com)). Even if the games or practices are officially NOT cancelled, individual coaches (preferably after conferring with the opposing coach) have the right and obligation to make the decision to cancel if the weather is bad, after which the players should be contacted through whatever phone-tree has been set up. The safety of the kids and potential damage to the field should be the guiding thread, not the comfort of the spectators. For games played out of town, coaches must contact the opposing coach to find out if the game will be cancelled, and if so, advise the players.

## 7. VOLUNTEER.

- We believe that we are running a vibrant soccer program that is expanding and improving every year. However, the more we do, the more we realize that we can do. Not only can we always improve the existing program, we can offer more, if we have the people to do it. Every Regional Board Member, coach, assistant coach, team parent and referee is a volunteer. Some of our volunteers have played soccer their entire lives and others had never kicked a soccer ball before getting involved with AYSO. All of us do it because it is fun and worthwhile. Your AYSO program will only improve if more members of our community get involved. If you have interest in a Board position, let the Board know. Volunteer to coach or referee. If you only have a little bit of time, but want to help, we will find something useful for you to do. Become involved!
- eAYSO lists 52 volunteer functions, so there is something possible for everyone.

- **All volunteers will be trained and certified in their job specific and age appropriate functions**, so you don't have to be a soccer player or know anything about soccer to become a volunteer.
- Youth Volunteers are coaches age 12 through 18 and referees age 10 through 18. There should be at least 2 years difference between a youth coach/referee and the players they coach/referee.
- **Coach/Assistant Coach.** Each team should have a head coach and 1 or more assistant coaches. AYSO provides the coaches with continuing education (Safe Haven Course and Age Appropriate Courses); a net with soccer balls, first aid kit, whistle, ball pump, goalie vest, set of assistant referee flags, coach planner and other training materials.
- **Team Parent.** Each team should have a team parent to assist the coach(es) with the snack schedule, telephone tree and other team items.
- **Referee.** Each team U-8 and older should have a referee for their home games. The region also trains referees and youth referees for all other levels of refereeing. AYSO provides the referees with continuing education (Safe Haven Course and Age Appropriate Courses); the uniform, a red and yellow card, a whistle and stopwatch.
- **The Board** is the legislative body of our AYSO Region and consists of the commissioner, assistant commissioners, treasurer, registrar, coach administrator, referee administrator, CVPA and various other volunteers. The Board meets regularly and the members are always willing to hear your suggestions. Remember that all AYSO management is done by volunteers who have other jobs and responsibilities and who have set aside a significant chunk of their time to run a great soccer program for your children. If you have a good idea, be prepared to help implement it.

## 8. SAFE HAVEN.

"Safe Haven" is designed to address the growing need for child and volunteer protection through volunteer training, certification and continuing education policies. It is a course that all volunteers have to attend at least once.

In order to receive the maximum protection provided under this law, AYSO volunteers must:

1. be properly trained and certified (Safe Haven plus job specific),
2. be properly authorized to do their job,
3. be performing their duties as laid out in their job description,
4. act within the scope of Bylaws, Policy Statements and Rules & Regulations.

The AYSO volunteer position of Child and Volunteer Protection Advocate (CVPA) supports the Regional Commissioner (RC) with the promotion and implementation of the AYSO Safe Haven program, including the 4 main elements of volunteer protection. The CVPA is familiar with the Child Protection Act of 1993, the Volunteer Protection Act of 1997, "the Good Samaritan Laws of New York State" (Section 3000-a.1.), and New York State's provisions for reporting of child abuse and maltreatment (Section 413: Volunteers in New York State are not required to report suspected child abuse). AYSO recognizes five types of abusive behavior: emotional, physical, sexual, neglect and ethical.

Players, Coaches, Referees and other volunteers are only insured when registered with the national office! (Note, this is a supplementary insurance only, with a \$200 deductible). An AYSO S.A.I. claim form may be obtained from the Regional Safety Director or the Commissioner and a claim must be made **within 90 days of the date of injury**. As a minimum an Accident Report Form should be filed with the RC or Safety Director.

## 9. eAYSO.

eAYSO (electronic-American Youth Soccer Organization) replaces many different AYSO systems and databases with a single web-based application. When fully implemented, eAYSO will unite every person associated with AYSO: parents, players, volunteers, and staff. Each one of us can view, edit, and submit the AYSO information that pertains to us 24/7 on a secure website. **Every player and volunteer registers annually via a registration form that bares their (parents') signature.** The current season is FS2004 (Fall 2004/Spring 2005, August 1, 2004 till July 31st 2004). For more information see the website [www.aysotarrytown.com](http://www.aysotarrytown.com).

## 10. MISCELLANEOUS.

- Soccer Camp (August 9-13, 2004), Sideline Etiquette, Simplified Rules of the Game, Laws of the Game, Regional Guidelines, Area Guidelines for Inter-regional play, Region's History, Fundraising, Soccer Links, and this Handbook, are some of the subjects available on our website [www.aysotarytown.com](http://www.aysotarytown.com).

**For most questions, the standard answer is: "it's on the website".**

- A **VIP program** is available for special needs players 4 years and older. VIP Buddies are other players assisting with this program.

- We thank the School Boards, Recreation Departments and the school administrations for their generous support.

- We thank all volunteers for helping us run a vibrant soccer program that is expanding and improving every year.

- **Problems/Complaints:** If you have a problem or complaint, please take the following steps: Talk to your coach. If he/she can not resolve it, contact the appropriate board member related to your complaint, such as a complaint about coaching, contact the coach administrator, a complaint about a referee, call the referee administrator, etc. If you feel that your complaint is not addressed your next step would be to contact the commissioner. If the complaint is not resolved, the Dispute Resolution Committee will address it.

- **AYSO region 220 voicemail: 914-332-8456.**

### **AYSO BOARD MEMBERS.**

Regional Commissioner & Webmaster	Peter van der Heijden	914-289-0080
Assistant Commissioner & Coach Administrator	Hossein Fassa	914-631-1048
Assistant Coach Administrator	Kathleen O'Connell	914-631-1880
Assistant Commissioner & Coach Trainer	Sandy Sackman	914-631-1372
Referee Administrator	Paul Rode	914-419-5032
Assistant Referee Administrator	Steve Gomory	914-524-7922
Assistant Commissioner & Extra Program Director	Jim Leeper	914-631-5693
Assistant Extra Program Director & La Pampa Coordinator	Ricardo Gonzalez	914-366-6622
Chief Instructor	Bruce Campbell	914-631-9290
Treasurer & Secretary	Lindon Alexander	914-631-3866
Auditor	Anthony Scarpati	914-332-7792
Registrar	Debra Horvath	914-631-4973
Safety Director	Jorge Dopico	914-332-4763
Child & Volunteer Protection Advocate	open	
Management Administrator	open	
College Athlete Program (CAP) Director	Jim Huvane	914-631-0907
Camp Coordinator	Katharine Swibold	914-524-9624
VIP Director	John Maltby	914-631-0105
Fields Director	John Sampaio	914-332-7288
Assistant Fields Director & Photoday Coordinator	Richard Harbus	914-332-9429
Special Events Coordinator	Barbara Turk	914-631-5693
Fundraising & Cleat exchange Coordinator	Jill Treutler	914-631-3923
Fundraising Chair	open	
Team Parent Coordinator	Evey Mason	914-524-9009
Chair Dispute Resolution Committee	Gordon Swartz	914-631-0229