

AYSO REGION 76 • BEVERLY HILLS

Competitive Divisions Coach Handbook

Divisions 9U–14U • Fall Season

Everything you need for the season — the rules that govern your games, what to do on game day, and who to contact when something goes wrong. Keep this file. Nothing here requires you to have attended a meeting.

Links throughout are clickable. Everything is drawn from ayso76.org — always defer to the website if a rule changes mid-season.



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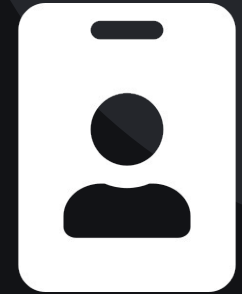
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01

Setting Up Your Team

Finish all of this in week one. It takes about an hour total and it removes most of the friction from the rest of your season.



Team name, numbers, and roster



Team name

- Pick the name with your players at the first practice — it takes five minutes and buys you buy-in on day one.
- Keep it positive and family-friendly.
- Submit it to your Division Director before week one.
- It appears on schedules, standings, and lineup cards, so lock it in early.



Uniforms and numbers

- Uniform numbers are sized — low numbers are the smallest jerseys, high numbers the largest. A player's number follows the size they need, so numbers aren't freely assigned.
- Don't hand them out one by one as players arrive — wait until most of the team is there so you can plan sizes across the squad.
- Line the players up by size, then work along the line handing out numbers in order.
- Enter every number into InLeague BEFORE printing lineup cards.



Roster check

- Maximum roster: 10 players at 9U and 10U, 12 at 12U, 15 at 14U.
- Confirm every player appears on your official InLeague roster before game one.
- Flag anyone missing to your Division Director immediately — a registration issue takes days to resolve, not minutes.
- Share the roster and number list with your co-coach.

InLeague login: ayso76.net/app



Your first email to parents

48

hours after rosters drop

The first email sets the tone for the season and is the cheapest way to look organized before you've coached a minute. Families are enthusiastic in week one and busy by week four — every ask lands better now.

Use BCC or the team platform. Never expose the whole family list.

Put all seven of these in it

- 1 Introduce yourself and your co-coach**
A sentence each: who you are, how to reach you, and when you answer.
- 2 Practice schedule**
Day, time, field, start date. Link the practice field map at ayso76.org/region-76-fields.
- 3 First game details**
Date, location, and your arrival expectation — 30 minutes before kickoff.
- 4 Equipment every player needs**
Shin guards, cleats, ball, water. No jewelry of any kind (see page 13).
- 5 Uniform and assigned number**
When they get it, and the permanent number you assigned them.
- 6 Your volunteer asks — do this now**
Snack coordinator, team parent, and REFEREES. Your playoff spot depends on referees (page 11).
- 7 How you'll communicate**
Pick one channel. State your response time so nobody expects a reply at 11pm.



Find your snack coordinator

One parent runs it — not you. Ask out loud at the first practice while everyone is still standing there. An email ask gets ignored; a request made to a group of parents on a field gets a volunteer in about ten seconds.



1. Recruit

Ask at the first practice and repeat it in the welcome email. Describe the job as small and finite — building one schedule, not a season of shopping.



2. Build the rotation

They assign each family one or two dates across the season and share the whole schedule in writing so nobody is surprised on game day.



3. Collect allergies first

Before anything is bought. Circulate the list to every family, not just the coordinator, and keep a copy somewhere you can find it at the field.



What good looks like

Halftime: orange slices and water, nothing heavy. • Postgame: something light and easy to hand out. • Hydration matters more than snacks — US Soccer advises drinking on a schedule before, during, and after play, because thirst is a poor indicator of what kids actually need.

02

The Rules You Must Know

Region 76 rules that govern your games. Coaches are subject to discipline for violating the playing-time rules, so read this section properly.



The 3/4 Rule — playing time

AYSO National requires half a game. Region 76 requires three quarters. Every player plays at least 3/4 of every game unless it is mathematically impossible. It applies through the REGULAR SEASON in every division, 9U–14U. Once the playoffs begin the minimum drops back to half a game.

The only exceptions

- 9U & 10U with a full roster of 10 present: two players play half and eight play 3/4. Those two must play 3/4 of every later game until every teammate has taken a turn at half.
- 14U with a full roster of 15 present: one player is limited to half, and must play 3/4 of every later game until all others have had their turn.

How quarters are credited

- The player who STARTS the quarter gets credit for it. A player who subs in for an injury does not.
- Referees mark A for absent (even a single quarter) and I for injured or ill in the game; an I counts as a quarter played.
- 12U never needs an exception: a full roster of 12 across 9v9 works out to exactly 3/4 each.
- Rotate who sits, and track it — nobody sits twice before everyone has sat once.



This is enforced

Referees are instructed to warn a coach whose substitution pattern will break the rule, and to report any coach who refuses to adjust to the Division Director or Referee Administrator. The Division Director or Regional Commissioner may deduct points or order a forfeit. Bring a written quarter plan to every game so this never becomes a conversation.

Full text: ayso76.org/everyone-plays-guidelines



Goalkeepers and late arrivals



Quarters a player may spend in goal

Division	Regular season limit
9U & 10U	Max 2 quarters in goal. The keeper must also play at least one quarter in the field. 9U follows 10U rules exactly.
12U	Max 2 quarters if both teams have 12 players present. Otherwise 3 in goal plus 1 in the field is permitted.
14U	No restriction — but rotate anyway unless a player is uniquely suited and genuinely wants it.

Goalkeeper restrictions are lifted once the playoff rounds begin.

Even where the rules allow it, Region 76 discourages parking a regular keeper on the minimum field time. Keepers need field skills and they only develop them on the field.



When a player arrives late

Arrives...	What you owe them
By the start of the game	Full 3/4 rule applies, no exceptions
After kickoff	The 3/4 rule does not apply
After the 2nd quarter starts	They need only play one quarter
After the second half starts	You need not play them at all

Tell parents this in week one. Arriving on time is not a courtesy in competitive divisions — it is the difference between three quarters and one.

Confirm 12U specifics with your Division Director — the region's two rules pages word it slightly differently. ayso76.org/regular-season-competition-rules



Division reference and minimum players

Game length and ball size

Division	Half (max)	Game (max)	Ball
19U	45 min	90 min	Size 5
16U	40 min	80 min	Size 5
14U	35 min	70 min	Size 5
12U	30 min	60 min	Size 4
10U	25 min	50 min	Size 4
9U	25 min	50 min	Size 4
8U	20 min	40 min	Size 3
6U	10 min	20 min	Size 3

Highlighted rows are the competitive divisions covered by this handbook. 9U plays by the same rules as 10U throughout.

Full competition rules: ayso76.org/regular-season-competition-rules



Minimum players — below this you forfeit

5 9U & 10U players constitute a team

6 12U players constitute a team

7 14U players constitute a team



Below the minimum = forfeit

Short at the start of the game, or dropping below during play, is a forfeit. There is no mutual-agreement workaround in the Region 76 rules — count heads at T-20 and know your number before game day.

Volunteer Points decide your playoffs

A team that does not reach its Volunteer Point total does not enter the Knock-Out Round — no matter how well it played. The spot passes to the next team in the pool.

Points needed

Division	Points
14U	14
12U	12
10U	10
9U	10

Knock-Out Rounds run the first two weekends of December. Divisions with more than 16 qualifying teams may add play-in games the week before.

How points are earned

- Refereeing a game: 2 points as Center Referee, 1 point as Assistant Referee.
- Refereeing 8U games earns no points.
- Only your team's parents, players, coaches, and close relatives can contribute — brother, sister, grandparent, cousin, niece, or nephew.
- One individual can contribute a maximum of 7 points to a team, so you need at least two or three volunteers.
- Teams that qualify may be asked to cover a referee slot in each Knock-Out Round they play.

What you do about it

- Ask in your first email and again at orientation. Name the number your team needs.
- Target two or three families — one person caps at 7 points.
- Email referee@ayso76.org for clinic dates.
- Tell families to ALLOCATE their points to your team in InLeague — points are not credited automatically.
- Track your total all season. Don't discover the gap in November.

Full program rules: ayso76.org/volunteer-point-program



03

Expectations

Say all of it in week one. Expectations set early read as guidance; the same words in week six read as criticism.



Players: expectations and equipment

At every practice

- Arrive on time and field-ready — cleats on and shin guards in, not still getting dressed at the cones.
- Water bottle with their name on it, every time.
- Listen the first time. Hands and feet to themselves.
- Effort is the standard. In competitive divisions that means competing with yourself, not only the other team.
- Encourage teammates out loud. No sighing at mistakes.
- Tell a coach immediately if something hurts. Reporting pain never costs playing time — say that explicitly, or they will hide injuries to stay in the lineup.
- Help pack up. Everyone carries something.

In the bag, every single time



Region 76 rule: shin guards are required at games AND practices. No exceptions are allowed.

- Shin guards, worn under the socks
- Team socks pulled fully over the guards
- Molded cleats — no toe cleat
- Their own ball: size 4 for 9U–12U, size 5 for 14U
- A full water bottle, named
- Weather layers and sunscreen
- Inhaler or medication if they need one

No jewelry of any kind. Earrings must be removed before every game and practice and may NOT be taped over. The only exception is a medical alert bracelet, properly taped down.

Player safety rules: ayso76.org/health-and-safety



Parents: what to ask for

THE ARRIVAL RULE

Ask for 30 and plan for 15.

Tell families the team meeting is 30 minutes before kickoff. Most arrive at 15. Build the warm-up around 15 and hold the meeting there — nobody waits, nobody misses it.



Front-load all of it

Cover this at parent orientation in week one, in writing as well as out loud. Region 76 publishes a Code of Conduct you can link directly: ayso76.org/code-of-conduct

On the sideline

- Cheer effort and good play from both teams. Coaching comes from the coaches; calls come from the referees.
- Stay on the spectator side. The team side is players and coaches only.
- Tell a coach in advance about absences. Your quarter plan and the 3/4 rule both depend on knowing your numbers before you arrive.
- Every family takes one job: referee, snack, team parent, or photos. Referee is the one that affects your playoff spot.
- Raise concerns with the coach privately — not on the sideline, not in front of the kids. Give it 24 hours after the game.
- The ride home is the hardest part of youth sports. "I loved watching you play" is enough.
- At 9U and above, teams are formed by blind draft and no friend requests are considered. If a parent asks, that's the answer.

Check in with your co-coach

Before every game, split the jobs out loud — two coaches who both assume the other has it end up with neither. Swap columns week to week if you like; what matters is that the split is explicit.

ONE OF YOU OWNS

The written quarter-by-quarter position plan

Referee check-in and the lineup card handover

The halftime message

The postgame talk with the players

THE OTHER OWNS

Substitution tracking against the 3/4 rule

Player check-in: shin guards, no jewelry, forms

Water, snacks, and keeping the bench organized

Photographing the cards and sending them in

Text each other the night before to confirm you'll both be there — and agree the starting lineup before either of you leaves the house.



You are the one they copy

Two of AYSO's six philosophies are Positive Coaching and Good Sportsmanship. In a division that keeps standings, they take more deliberate effort than anywhere else in the program.



Fun still comes first

- Competitive divisions keep score. Children still quit for the same reason they always have: it stopped being fun.
- Fun at 9U–14U means being trusted, improving at something they care about, and belonging to a team — not results.
- The team that enjoys the season is also the team that turns up to practice in November.
- Player Development is an AYSO philosophy. Winning is not.



What positive coaching sounds like

- Praise the decision, not just the outcome — a good pass that a teammate misses is still a good pass.
- Coach the next action, not the last mistake.
- Ask questions rather than shout instructions. Players who are told what to do stop reading the game.
- Never single out a player for an error in front of the team, and never in front of parents.
- Your reaction to conceding is the one your bench copies.



Everyone takes their cue from you

- Your sideline sets the parents' sideline. Question a call and they will question the next three.
- Referees here are volunteers and many are teenagers. How you speak to them teaches your players more than any session you run.
- Losing well is a skill you are modeling whether you mean to or not, and with standings they will watch you do it often. Shake hands; acknowledge good play by the opposition.

A red card or an ejection also costs your team 2 Volunteer Points — sideline conduct is literally scored in this region.



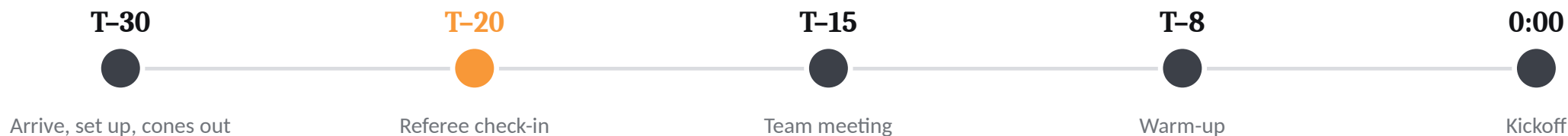
04

Game Day

One checklist before kickoff, one before anyone leaves the field, and the lineup card that connects them.



Pregame checklist



In your bag

- Lineup cards, printed from InLeague and filled in before you leave the house
- Your written quarter-by-quarter position plan
- Practice balls, a pump and a spare needle
- Cones, pinnies, first aid kit, ice packs
- Extra water and a pen that actually works
- Check the schedule: divisions play Saturdays or Sundays, and your day can differ from another team's



Check in with the referee crew

- Introduce yourself and your co-coach as soon as they arrive
- Hand over your lineup card and confirm they have everything they need from you
- Confirm game length for your division, and how they want substitutions handled
- Confirm which sideline and bench are yours
- Inspect your own players first: shin guards under socks, no jewelry, earrings out
- Expect the quarter plan to change — rebuild it now, not at halftime

Game lengths by division are on page 10. Keep a permanently packed bag in the car.



Lineup cards, start to finish

Correctly completed cards are how the region verifies playing time and records results. Getting them wrong is the most common avoidable problem in competitive divisions.



Printing them from InLeague

- 1 Enter every player's uniform number into InLeague first. The card prints what InLeague holds.
- 2 Dashboard → Rosters and Reports → choose the current Season, your Program, and your Division.
- 3 Select "Lineup Cards..." and pick "Classic AYSO Line-Up Cards (2x/page, quarters, 18 players)" — all divisions use this except Upper Division.
- 4 Print the exported PDF onto the perforated cardstock supplied by Region 76. Ask your Division Director if you need more.



What the marks mean

Mark	Meaning
X	Player did not play that quarter
G	Player was in goal that quarter
A	Absent — including for a single quarter
I	Injured or ill during the game

Referees keep goals as tick marks beside the player's name, use numbers only in the score box, and print rather than sign their names.

A and I let anyone reading the card see how many players you actually had available — which is what protects you on the 3/4 rule.

Card template and worked example: ayso76.org/lineup-cards-how-to



Before anyone leaves the field



1

Circle up

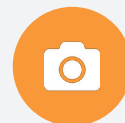
Gather every player and give each one a specific positive from the game — name the moment, not "good job." Jot a word beside each name on the card during the game so you aren't inventing fourteen of them from memory. Under five minutes, before parents pull them away.



2

Close out with the crew

Thank the referees, confirm the final score, and settle anything on the card while they are still standing there. A score dispute is solvable in thirty seconds now and nearly unsolvable on Monday.



3

Photograph the cards

Both teams' completed cards, on the field — not in the parking lot, not from memory. Check that the quarters recorded actually match what you played before you let the crew go.



4

Send them in

Cards go to your Division Director the same day. Set a game-day phone reminder if that helps. Don't let them live in your bag until Wednesday.



One specific positive per player is the highest-return five minutes of your week — and the last thing they hear before they get in the car.

05

Planning Your Season

What to be thinking about weekly, at the start, in the middle, and at the end.



Your weekly rhythm

A repeatable practice shape. Kids settle faster when they know what's coming, and you stop inventing a session in the car on the way there.

5 min

Arrival activity

Ball at their feet from minute one

10 min

Warm-up

Movement first, not static stretching

15 min

Technical focus

One skill. Just one.

20 min

Small-sided game

The same skill, under pressure

20 min

Scrimmage

Let them play

5 min

Cool-down

One message to take home



Plan it before you get there

- A note on your phone beats improvising. It does not need to be pretty.
- One focus per week, hit three different ways. New coaches try to fix everything in one session and the kids retain none of it.
- AYSO publishes ready-made practice plans online — using them is what they're for.



Region 76 coach support

- The BH76 Coaches WhatsApp group — seasoned and new coaches sharing advice: ayso76.org/coach-whatsapp-group-signup
- Send families a three-sentence note the same day each week: this week's focus, schedule changes, next game.

Start of season



Parent orientation

- At the first practice or on Zoom that same week. Twenty minutes, not an hour.
- Cover: introductions, the 3/4 rule, arrival times, equipment and jewelry rules, the season schedule, and your volunteer asks.
- If you run it at practice, do it while the kids are playing so parents aren't managing children while listening.
- Record the Zoom or send a two-paragraph recap — there is always one family who can't be there.



Picture day

- Remind twice: the week before and the night before.
- Full uniform, arrive early, order forms handled online in advance.
- Confirm your team's time slot in advance.
- Details and schedule: ayso76.org/picture-day



DO THIS FIRST

Referee recruitment

- Your playoff spot depends on it. Say that plainly — 14U needs 14 points, 12U needs 12, 10U and 9U need 10.
- One person can only contribute 7 points, so you need at least two or three volunteers.
- Email referee@ayso76.org for clinic dates, then name those dates in your ask. A vague request gets a vague answer.
- Full details on page 11.

Mid-season and the finish

MID-SEASON

Tryout reminders

- Region 76 runs tryouts for its competitive pathways — EXTRA, Alliance, and post-season teams. Dates and details: ayso76.org/tryouts
- Announce early and repeat. Announcing once in September and being surprised in November is the standard failure.
- Cover who's eligible, what tryouts actually look like, and when results come.
- Personally encourage the players who assume they aren't good enough. That's the group that quietly disappears.

END OF SEASON

Playoffs

- Check your Volunteer Point total NOW, not in November. Falling short costs you the Knock-Out Round regardless of record.
- Knock-Out Rounds run the first two weekends of December. Playing time drops to a half-game minimum for these games.
- Send an availability survey two to three weeks out, before brackets are set.
- Qualifying teams may be asked to cover a referee slot in each round they play.

WRAP-UP

Team celebration

- Book the venue before the season ends, not after.
- Certificates or awards for every player — name something specific for each one.
- Thank your volunteers by name, out loud, in front of everyone. That's how you get them to say yes again next season.



06

Safety and Problems

The protocols you're responsible for, and what to do on the three game days a season that don't go to plan.



Health and safety



Concussions

- Any player suspected of a concussion by a coach, referee, or parent must be removed from play for at least the remainder of the day.
- Complete an AYSO Incident Report and submit it to the Region 76 Safety Director.
- A signed Participation (Return to Play) Release Form is required before that player returns. Parents should seek medical clearance.
- All coaches must complete the CDC's free Concussion Awareness Training on eTrainU, alongside your background check and player safety course.



Equipment and hydration

- Shin guards at all games and practices. No exceptions permitted.
- No jewelry. Earrings must be removed and may not be taped over. Medical alert bracelets are the sole exception and must be taped down.
- Headgear of soft, padded material is permitted and cannot be required. Referees inspect it like any other equipment and may disallow an item they judge unsafe. Hard face masks are never allowed.
- Hydration: get fluid in before, during and after — kids should drink on a schedule, because thirst is not a reliable signal.
- Warming up beats static stretching before play.



If someone gets hurt

- The coach supervising the practice or game completes an AYSO Incident Report and submits it to the Safety Director.
- Soccer Accident Insurance is free and automatic for every registered player and volunteer.
- The claim form must be submitted within 90 days of the injury — even if your own insurer hasn't paid yet. Miss the window and the claim is denied.
- The form must be signed by a coach or AYSO official and by the Safety Director.

Forms, policy detail, and the return-to-play release: ayso76.org/health-and-safety



What if you don't have enough players?

A team that does not have its minimum at the start of the game — or drops below it during play — forfeits. There is no mutual-agreement workaround in the Region 76 rules. Know your number before game day.

Work the problem in this order

- 1

The moment you know, tell people

Your co-coach, the opposing coach, and your Division Director. Nearly all of these are solved in the 48 hours before kickoff and almost none at 8:55am.
- 2

Count heads at T-20, not T-2

Do the arithmetic while there is still time to make calls, not while the referee waits for your card.
- 3

If you're above the minimum, you play

Rebuild the quarter plan around the smaller squad. The 3/4 rule still applies, with the mathematical-impossibility exceptions on page 8.
- 4

Record it and report it

Note what happened on the lineup card and tell your Division Director the same day.

Your minimum

Division	Players needed
9U & 10U	5
12U	6
14U	7



Borrowing or guest players is not addressed in the regional rules. Do not agree to anything with an opposing coach before you have cleared it with your Division Director.



No referee crew — and rainouts



If the referee crew doesn't show

- 1 Wait until the scheduled kickoff. Crews get double-booked and run late from an earlier field.
- 2 Email or call the Referee Administrator at referee@ayso76.org. There is often a crew finishing one field over.
- 3 Do not improvise an official result. Only the Regional Commissioner, Assistant Regional Commissioner, or Referee Administrator can grant an exception to the referee guidelines.
- 4 Whatever is agreed, both coaches must agree to it before anything starts. If you don't agree, the game does not start — and that is the correct outcome.
- 5 Note it on the lineup card and report it to your Division Director the same day. Crew shortages don't get fixed if nobody hears about them.



Rain, heat, and field closures

- Field closures are a regional decision, not yours. Never make the call yourself and never tell families a field is open because it looks fine from your window.
- Check the Current Field Status banner at the top of ayso76.org before you leave the house, and again before you tell anyone anything.
- Keep an indoor or chalk-talk plan ready. Closures happen with little warning.



The long-term fix for missing crews

Every no-show weekend traces back to the same shortage. Recruiting two or three referees from your own families fixes your playoff eligibility and the region's crew coverage at the same time. It is the single highest-leverage thing you can do as a coach off the field.

Field status and weather policy: ayso76.org/region-76-fields



Who to contact, and every link you need

People

Division Director

Lineup cards, cardstock, rosters, short-roster calls, scheduling

ayso76.org/regional-board-of-directors

Coach Administrator

Certification, coaching questions, practice support

coach@ayso76.org

Referee Administrator

Volunteer Points, crew no-shows, referee clinic dates

referee@ayso76.org

Registrar

Player registration and roster problems

registrar@ayso76.org

Regional Commissioner

Escalations and anything unresolved

commissioner@ayso76.org

Pages

InLeague login (rosters, cards, schedules)

ayso76.net/app

Coach information hub

ayso76.org/coach-information

"Everyone Plays" — the 3/4 rule

ayso76.org/everyone-plays-guidelines

Regular Season Competition Rules

ayso76.org/regular-season-competition-rules

Playoff Competition Rules

ayso76.org/playoff-competition-rules

Volunteer Point Program

ayso76.org/volunteer-point-program

Lineup cards: how-to and example

ayso76.org/lineup-cards-how-to

Health and safety, forms, insurance

ayso76.org/health-and-safety

Code of Conduct

ayso76.org/code-of-conduct

Fields, maps, field status, weather policy

ayso76.org/region-76-fields

Regional calendar

ayso76.org/regional-calendar

Picture day

ayso76.org/picture-day

Coaches WhatsApp group

ayso76.org/coach-whatsapp-group-signup

Competitive pathways and tryouts

ayso76.org/competitive-programs



Your first week, in eight boxes



Confirm your team name with your Division Director

Page 4



Hand out uniforms by size, then enter the numbers into InLeague

Page 4



Confirm your full roster is correct in InLeague

Page 4



Send the welcome email — all seven items

Page 5



Recruit 2–3 referee volunteers and a snack coordinator

Pages 6, 11



Print lineup cards on Region 76 cardstock and bag them

Page 19



Complete your background check, safety course, and CDC concussion training

Page 26



Save coach@, referee@, and your Division Director in your phone

Page 29

Thank you for coaching. Region 76 runs on volunteers, and none of this happens without you.

