



Safe Haven Certification

Change Summary	
June 1, 2001	New Lesson Plan Format
September 19, 2001	Updated Lesson Plan Format
March 4, 2003	Revised Lesson Plan to coincide with the new combined <i>Safe Haven Certification</i> manual
July 25, 2007	Revised to give more details throughout lesson plan, add notation when certifying youth volunteers and to include note regarding Participation Release Form in the coach only portion of the lesson plan.
December 01, 2008	Modify Special Instructor Notes to remove NASPE references and change to NCACE. Slight Corrections in Supervision Ratios and Types of Abuse. Add clarification regarding practices and games without an AYSO certified and trained coach or referee.
September 01, 2009	Added sixth philosophy.

1. Lesson Plan Goals

To develop and confirm competency in:

- Child and volunteer protection issues
- AYSO policies, procedures and guidelines

2. Class Length

60 minutes for referee certification. 180 minutes for coach certification.

3. Instructor Requirements

- Coach or Referee Instructor for Part I.
- Coach Instructor for Part II.
- Complete Referee or Coach Safe Haven Certification Course for referee instructors.
- Complete Coach Safe Haven Certification Course for coach instructors.

4. Learning Objectives

- AYSO philosophy
- Means of volunteer protection and legal responsibilities
- Issues of alcohol, tobacco and other drugs as they apply to officiating
- Differences between training, certification and continuing education
- Recommended supervision ratios
- Recognizing the five types of abuse
- Preventing false accusations of child abuse
- Guidelines for appropriate contact with young players
- Dealing with blood-borne diseases
- Risk Management
- AYSO Safe Haven Certification Test for referees and coaches
- Risk Management (coach specific)
- First-aid treatment for common injuries
- Social/psychological aspects of working with children in athletics

- Role of athletics in developing the complete person
- AYSO Safe Haven Certification Test – coach specific

Student Skills Acquired

Students will develop competency in:

- Child and volunteer protection issues
- AYSO policies, procedures and guidelines

5. Prerequisites

None

6. Materials

- Course roster
- *Safe Haven Certification* manual or the *AYSO Guidance for Referees and Coaches* which contains the entire *Safe Haven Certification* manual plus additional useful information for coaches and referees.
- Overhead Vu-Graphs or PowerPoint presentation

7. Equipment

- Overhead projector or PowerPoint equipment
- Flip Chart and markers (optional)

8. Special Instructor Notes

This lesson plan is designed for use by both coach and referee instructors to provide coaches and referees with the child specific training required by AYSO Safe Haven Certification. The discipline specific training required is obtained by attending an AYSO coach or referee training course depending upon the volunteer position desired. The first part of the course is intended to cover the 10 topics in the *Safe Haven Certification* manual through "Risk Management". These are the required topics to be covered for both coaches and referees. The instruction can be done to this point with coaches and referees together.

Once these 10 topics have been covered (approximately 60 minutes required) the Safe Haven Certification Test should be given to both coaches and referees and then reviewed. At this point a break would be appropriate but first announce that the

second part of the course is coach specific and only required for coaches although referees are welcome and encouraged to attend.

After the break, the remaining 4 topics through “The Role of Athletics in Developing the Complete Person” should be covered (approximately 90 minutes required). Once these 4 topics have been covered the Coach Specific Safe Haven Certification Test should be given and reviewed. The material following the test in the *Safe Haven Certification* manual is included for reference only. Instructors should draw the attention of the students to this material and suggest it be reviewed.

This course was created from the National Standards For Athletic Coaches as a result of a project facilitated by the National Council for Accreditation of Coaching Education (NCACE). The National Standards for Athletic Coaches are intended to provide direction for administrators, coaches, referees, athletes and the public regarding the skills and knowledge that coaches and others who deal with young athletes should possess.

The National Standards are viewed as part of an accumulation of knowledge, skills, and values that are associated with effectively and appropriately coaching and otherwise working with athletes.

In order to accomplish the above, it is imperative that all Instructors use the *AYSO Safe Haven Certification* manual. The material in the Manual meets all of the National Standards required by NCACE.

The Instructor **MUST** cover the material that is in the *AYSO Safe Haven Certification* manual, if AYSO is to maintain its accreditation with NCACE. Pass out the *AYSO Safe Haven Certification* manual right after you have concluded your introduction. This will allow your students to follow along and ask for clarification if needed. If you prefer, you can pass out the manual at the end of the course.

9. Special Instructor Notes

Instructor Note: This lesson plan is designed to be used for adult and youth referee candidates as well as coach candidates. Whenever possible, it is strongly recommended that youth referees be given their Safe Haven certification in a class of youth only with no adult candidates included.

Terminology generally understood by adults may not be understood by youth. Take care to use more simple terms when certifying youths.

10. Body (Lesson Procedure)

Introduce yourself, your co-instructors, and any guest.

Describe the purpose of the course and its anticipated length.

Order of Presentation:

- AYSO philosophy (5 min.)

- Means of volunteer protection and legal responsibilities (5 min.)
- Issues of alcohol, tobacco and other drugs (5 min.)
- Differences between training, certification and continuing education (5 min.)
- Recommended supervision ratios (5 min.)
- Recognizing the five types of abuse (5 min.)
- Preventing false accusations of child abuse (5 min.)
- Guidelines for appropriate contact with young players (5 min.)
- Dealing with blood-borne diseases (5 min.)
- Risk Management (5min.)
- AYSO Safe Haven Certification Test and Review (10 min.)
- Risk Management (coach specific) (20 min.)
- First-aid treatment for common injuries (30 min.)
- Social/psychological aspects of working with children in athletics (30 min.)
- Role of athletics in developing the complete person (30 min.)
- AYSO Coach Specific Safe Haven Certification Test and Review (10 min.)

AYSO Philosophy:

Emphasize the importance of the AYSO Culture and how its philosophies impact the AYSO program.

- Everyone Plays
 - Our program's 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
 - Kids win when they are built up, not when they are torn down. Offer positive help to players.
- Good Sportsmanship
 - Strive to create a positive environment.

- 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.

Volunteer Protection and Legal Responsibilities:

For the protection and benefit of our players and volunteers, AYSO requires that all coaches and referees and certain other volunteers:

- Submit a completed and signed volunteer application form **each membership year** (required for ALL volunteers).
- Be properly trained and certified in their jobs; and
- Be authorized to do their job.

Good Samaritan Statutes in place, in most states, provide protection from civil liabilities to persons who in good faith offer aid and assistance consistent with their training.

Differences between Training, Certification and Continuing Education:

Give the AYSO definitions for training, certification and continuing education as they relate to their use in the Safe Haven Certification Program.

- Training – the education a volunteer receives to do a specific job or task
 - **Training is Job Specific**
- Certification – the confirmation and recognition of three key competencies in a volunteer are as follows:
 1. In the job trained for;
 2. In child and volunteer protection issues; and
 3. In the policies, procedures and guidelines of AYSO.
 - **Certification is Safe Haven Specific**
- Continuing Education – the education a volunteer receives on an annual basis to keep him or her abreast of changes in training or certification standards.
 - **Continuing Education is Standard Specific.**

Training and Certification Requirements

- In AYSO, all referees and coaches are required to be currently registered, trained and certified.

- AYSO practices and games are not permitted without an AYSO certified and trained AYSO coach.
- AYSO scheduled games are not permitted without an AYSO certified and trained referee, except. in U-5 divisions in which referees/officials are optional and , if not used, certified and trained AYSO coaches will manage the game; and during certain events involving non-AYSO teams in which competition rules will apply.
- Practice scrimmages do not require a certified and trained referee.

Supervision Ratios:

Explain the AYSO policy on supervision ratios

- One adult for every eight or fewer children and
- At least two adults (one of whom should be the same gender as the group) present at all times.
- For the protection of both the children and the volunteers, 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.

Types of Abuse:

Explain the five types of abuse now recognized by experts and solicit or give an example of each that can occur at youth soccer events.

- Emotional Abuse: the most common; attacking the emotional well-being and stability of an individual.
- Physical Abuse: the most obvious; harming the physical well-being of an individual.
- Sexual Abuse: frequently hidden; harming an individual through inappropriate sexual contact, lewd behavior, etc.
- Neglect Abuse: not always easy to identify; harming an individual by abandoning, ignoring, or rejecting basic needs.
- Ethical Abuse: the newest; harming an individual by convincing him or her to do an act that is against his or her physical, moral or ethical interests.

Some states require anyone who suspects child abuse to report their suspicions to an authorized agency. Coaches and referees can contact their regional Child and Volunteer Protection Advocate (CVPA) to find out if they are a mandated reporter.

Youth referee who suspect child abuse are encouraged to voice those concerns to a trusted adult.

Preventing False Accusations of Child Abuse:

Discuss the techniques to use to avoid getting into circumstance where child abuse misunderstandings, suspicions or accusations might occur. Discuss behaviors that are inappropriate.

- Avoid being alone with a child. This includes not transporting youngsters in your car.
- When it is necessary to speak privately with a child, find a place out of earshot but within sight of others.
- Respect the privacy of children in situations such as toileting, showering and changing clothes. When it is necessary to supervise children in these situations, at least two adults should be present.
- When hugging is appropriate, hug from the side over the shoulder, not from the front.
- Sexual jokes, comments of a sexual nature, kissing, sensual massage or sexual gestures are not appropriate behaviors.
- Do not use corporal punishment in any form—spanking, slapping, hitting, etc.
- It is the adult's responsibility to set and respect boundaries. If a child attempts to involve an adult in inappropriate behavior, the adult must reject the overture.

Adults should take precaution to protect kids from abuse and to protect themselves from misunderstandings or accusations.

AYSO Guidelines Regarding Appropriate Contact with Young Players:

Some forms of touching are acceptable as long as they are respectful and appropriate.

- Touching should be in response to the need of the child, not the need of the adult.
- Touching should be with the child's permission.
- Resistance to touching must be respected.
- Touching must never include the breast, buttocks or groin.
- Touching should be done in the open, not in private.
- Touching should have a brief, limited duration.
- A child's comfort level with touching is influenced by factors such as age, developmental stages, social and emotional well-being, life experiences, gender, etc., all of which change over time.

Issues of Alcohol, Tobacco and other Drugs:

Explain the scope of legal responsibilities that come with a volunteer position in regard to alcohol, tobacco and other drugs. Discuss appropriate AYSO rules and regulation and laws pertaining to the topic as well as the importance of being a good role model

- It is illegal for minors to possess or use the listed items and any adult who knowingly provides such substances to a minor is subject to criminal prosecution, which can lead to fines or a possible jail sentence:
 - Alcohol
 - Tobacco products
 - Illegal prescription-only drugs without authority
- The Volunteer Protection Act of 1997 does not protect volunteers who commit a criminal offense involving the above items with minors.
- AYSO Rules and Regulation states the following:
 - It shall be the duty of each coach and official to: Present a healthy, athletic environment for players by neither consuming alcoholic beverages nor using tobacco products during practices or games or in the immediate vicinity of the soccer fields.
- AYSO National Policy Statement 5.4 states that every AYSO official must avoid improper acts and the violation of any government laws or regulations in the performance of the volunteer AYSO duties.

Possession of an illegal drug or prescription-only drug without a prescription would violate criminal laws and the AYSO policy statement.

Dealing with Blood-borne diseases:

Review the information in the *Safe Haven Certification* manual regarding contracting a blood-borne disease, precautions for dealing with blood, AYSO guidelines for dealing with blood and the NCAA Sports Medicine Handbook recommended procedures.

Risk

- Experts say the risk of contracting a blood-borne disease such as AIDS or Hepatitis-B through athletic activity is minimal at best.
- But minimal does not mean non-existent.
- Parents may not know the minimal risk.
- The AIDS virus is very weak, and does not survive well outside the body and is easily killed by many common disinfectants.
- The virus cannot be spread though everyday activities or other casual contact.

- There has not been a documented case of an athlete being infected with AIDS by another athlete as a result of athletic competition.
- However, doctors warn that as the number of infected athletes increase, so does the risk of infection through athletic activity.

AYSO Guidelines for Dealing with Blood

- Any player or official who is bleeding must leave the field immediately to receive medical treatment, and may not return until the bleeding is stopped and the wound is covered.
- If there is blood on the uniform or clothing, the individual may not return until that portion of the uniform or clothing is replaced or the blood has been neutralized with a disinfectant solution. The best solution is 1 part bleach to 100 parts water (1 teaspoon bleach to 2 cups of water). The solution should be used within 24 hours.
- If there is blood on the body, the individual may not return until all blood has been removed from skin surfaces and the contaminated skin has been disinfected. The best solution is 1 part bleach to 100 parts water (1 teaspoon bleach to 2 cups of water). The solution should be used within 24 hours.
- Players, coaches or volunteers with a bleeding or oozing skin condition should refrain from all physical contact with others until the condition heals.

Cleaning Up a Blood Spill

- Clean up the spill immediately or as soon as possible after the spill occurs
- Use disposable gloves and other personal protective equipment while cleaning spills
- Wipe up the spill with paper towels or other absorbent material
- After the area has been wiped up, flood the area with a solution of $\frac{1}{4}$ cup of liquid chlorine bleach to 1 gallon of fresh water, and allow it to stand for at least 20 minutes.
- Dispose of the contaminated material used to clean up the spill in a labeled biohazard container. (AYSO NOTE: If a biohazard container is not readily available, best efforts should be used to eliminate the possibility that others might come in contact with such materials.)

Risk Management:

Discuss the importance of coaches and referees recognizing and identifying the potential hazards associated with the following points as outlined in the *Safe Haven Certification* manual.

- Environmental Conditions
 - Wet field
 - Dry field
 - Hot day
 - Cold Day
 - Electrical storms
- Physical Surroundings
 - Goalpost, crossbar and nets
 - Structures near practice or game fields—walls, fences, etc.
 - Sprinkler heads
 - Seating—player/coach area and spectator area
 - Foreign objects on field—broken glass, debris, etc.
- Injury Prevention
 - Be safely conscious
 - Take immediate proactive corrective measures.
 - Inform others—players, coaches, referees, safety director, league representatives.
 - Move to a safer location if necessary and possible.
 - Cancel activity if unsafe conditions cannot be corrected.

This concludes the material required for the certification of referees and part of the material required for coaches. The Safe Haven Certification Test should now be given to everyone and then reviewed to ensure understanding. A short break would now be appropriate but before taking the break, explain that part two, which is required for coaches, will continue after the break. Invite the referees to stay, if they would like, and learn more about child and volunteer protection issues.

Answers to Safe Haven Certification Test:

1-F, 2-T, 3-F, 4-T, 5-T, 6-F, 7-T, 8-F, 9-T, 10-T, 11-F, 12-T, 13-T, 14-F, 15-T

Social/Psychological Aspects of Working with Children in Athletics:

Overriding Principles

- Athletics should develop the whole child
- Treat children as individuals
- Treat players in an age-appropriate manner
- Develop positive feelings of self-worth
- Enjoyment is critical to learning
- Provide honest, positive encouragement
- The objective of the game is to win, but the goal is ENJOYMENT!
- Support the "AYSO Team" of coaches, referees and spectators

Convey the Inherent Benefits Associated with Athletics

- Contributes to physical well-being
- Builds confidences and self-esteem
- Promotes teamwork
- Fosters cooperation
- Encourages friendships
- Promotes physical fitness

Understand the Social and Emotional Reasons Players Play

- To have fun
- To improve skills
- To learn new skills
- For the excitement of completion
- To be with friends and make new friends
- To enjoy success and recognition associated with sport

Enhance the Physical, Social and Emotional Growth of Athletes

- Provide an appropriate model for interacting with others
- The model you establish will be emulated by the players
- Emphasize the importance of enjoying practices and games
- Encourage opportunities to achieve personal and group goals
- Coaches should set achievable player and team goals at practices and games

Develop sporting behavior in players

- Demonstrate that winning is not the most important thing in sport. Character development is an important concern.
- Teach how to win and lose graciously.
- Stress playing hard to win (rather than winning itself) and why it is important.
- Instill in players respect for teammates and opposing players.
- Develop player respect for coaches and referees and good behavior on and off the field.
- Stress that foul or abusive language will not be tolerated under any circumstances.

Model ethical conduct

- Maintain emotional control and demonstrate respect for athletes, officials and other coaches.
- Exhibit self-control and self-discipline at all times.
- Recognize the effect your behavior has on athletes, coaches, officials and spectators.
- Be positive, courteous and considerate when dealing with others.
- Understand the Laws of the Game to minimize conflicts and maximize enjoyment.
- Understand that respect and positive regard for others are essential for a quality sports experience.

Develop effective motivational skills

- Encourage athlete self-confidence and self-esteem development.
- Show acceptance.
- React positively to mistakes.
- Give encouragement.
- Use a variety of positive instructional methods such as specific feedback, specific encouragement and constructive criticism.

Participate in continuing education

- Stay updated on the following:
 - Rule changes—AYSO, FIFA
 - Equipment improvements

- Philosophical changes
- Improved techniques to enhance the health, safety and success of players.
- Attend regional meetings and training courses.
- Maintain records of completed training as evidence of competence.

Team Management

- Preseason Team Meeting
 - General decisions
 - Calendar of events
 - Participant roles
 - Uniform and equipment needs
 - Rules and regulations
 - Team parent selection and duties
 - Assistant coach selection and duties
- Risk associated with sport
 - Informed consent of parents
 - Participation agreements
 - Medical information and emergency treatment authorization
 - Forms completion and inclusion of any special medical conditions
- Minimum requirements for players
 - Shin guards
 - Uniform
 - Shoes
 - Ball
- Minimum requirements for coaches
 - Player registration form and medical release
 - Incident report form
 - First-aid kit
 - Water and ice
 - Cones, extra balls and shin guards
 - Practice and game plan
- Prohibitions

- Earrings and other jewelry
- Hard casts or splints with hard stays
- Barrettes and bobby pins (elastic bands OK)
- Hats with hard brims

Risk Management

Understand and Follow Procedures

- Coach should maintain awareness of players' preexisting medical conditions.
- Learn symptoms and appropriate response to special conditions.
- Be familiar with local emergency procedures.
- Coach should maintain a written record of all injuries.
- Coach must have medical authorization forms on hand at all practices and games.

Recovery/Rehabilitation from Common Sports Injuries

- The coach's role is injury prevention and first aid, not professional treatment or diagnosis.
- Use professional medical care for injuries.
- Administer only immediate first aid.
- Refer to qualified medical provider.
- Resume physical activity only after parent/guardian submits a signed Participation Release following an injury or sickness that required medical care.
 - Knowledge of basic CPR and first aid is strongly recommended.

RICE – Rest, Ice, Compression, Elevation

ABC – Airway, Breathing, Circulation

First-Aid Training

First aid is the immediate treatment given before regular medical care is available. Whenever possible, it is strongly recommended that first-aid training opportunities be made available to regional volunteers, with particular emphasis on training for coaches and referees.

Basic First-Aid Kit

A basic first-aid kit should be available to each team during all practices and games. These first-aid kits can be provided to each coach for the season or can be available at a standardized location at each soccer field used for practices or games. First-aid kits vary in content, but a basic first-aid kit should contain at least the following items:

- Adhesive bandage strips (10 each)
- Adhesive bandage (3 large and 3 medium)
- Antiseptic wipes (5 each)
- Cotton balls or 2X2 gauze (10 each)
- Elastic wrap (2 each)
- First-aid cream
- Non-latex gloves (2 pair)
- Mouth rescue breather (1 each)
- Ice (lots of it) / Ice pack

First-Aid Treatment for Common Injuries

Bleeding

Bleeding, if serious, can be life-threatening and professional medical help should be sought **immediately**. Call 911. Bleeding can be controlled with four basic techniques.

- Apply pressure directly to wound, using your hand covered with a cloth. As the cloth becomes blood soaked, do not remove the cloth but add a clean cloth on top. Cover victim to prevent shock.
- Elevate the injured area above the level of the heart. Do not elevate if serious internal injury or fracture is possible.
- Pressure points can stop bleeding in arms or legs. For bleeding in the arm, apply pressure to the brachial artery located inside the upper arm between the armpit and elbow. For bleeding in the leg, apply pressure to the femoral artery located at the top of the leg on the *crease* between the leg and the torso. Cover victim to prevent shock.
- Tourniquets should be used if the other methods fail. Place the tourniquet between the heart and the wound, as close to the wound as possible, and tighten until the bleeding stops. Attach a note to the victim with the date, time and location of tourniquet. Cover victim to prevent shock.

Unconscious

- Get professional medical help **immediately**. Call 911.

- NEVER MOVE THE HEAD OR NECK.
- Stay CALM and wait for emergency help to arrive.
- Do not leave the victim alone.
- Do not move victim until help arrives.

Heat Exhaustion

- Feels cool, clammy and damp to the touch.
- Move to shade.
- Give cool liquids.
- Apply cool cloth to skin.
- Recline with feet up.

Heat Stroke

- **Dangerous!** Get professional medical help **immediately**. Call 911.
- Feels hot and dry to the touch.
- Move to shade.
- Douse with cool water.

Gasping for Breath

- Try to calm the individual and ask if they are all right. If they are choking and can't answer you, perform the Heimlich maneuver. Consult a medical professional for instructions.
- If breathing difficulty continues, get professional help **immediately**. Call 911.

Fainting

- Elevate the legs.
- Tilt head to the side.
- Apply cold compresses to the forehead and get professional medical help.

Insect Stings

- If the stinger remains, scrape it off with fingernail or knife blade.
- Do not try to squeeze the stinger out.
- Wash the area with soap and water.

- Apply an ice pack or cold cloth.
- If breathing is difficult, or if you know the individual is allergic to insect stings, get professional medical help **immediately**. Call 911.

Fractured Limb

- If the injured limb is deformed or swollen, this usually means there is a fracture! Do not move the limb.
- Get professional medical help **immediately**. Call 911.
- Do not give the injured person anything to eat or drink.

Minor Cuts

- Wash out minor cuts with soap and water, then cover with a bandage. If cut deep, cover it with a clean cloth. Press down on the cut and keep the pressure steady until the bleeding stops. If it doesn't stop, call 911.

Nosebleed

- Sit down and lean forward to keep the blood from going down throat.
- Take a clean cloth and place it over the bridge of the nose.
- Squeeze firmly on both sides of the soft portion of the nose for 10 minutes.
- Keep the pressure steady. If the bleeding doesn't stop, get professional medical help.

Minor Burns

- Apply cool water **immediately** to relieve pain.
- If the burn covers a large area or blisters appear, get professional medical attention.

Tooth Knocked Out

- If dirty, rinse tooth gently, but do not scrub and do not disturb any tissue that may be attached.
- If possible, try to insert the tooth into the socket
- If not, immerse the tooth in cold, whole milk.
- Get professional dental help **immediately**.

Blisters

- Do not pop or cut dead skin away.

- Cover blister with Vaseline.
- Apply “moleskin” or “new skin” to blister.

Sprains

- Pressure wrap ankle, knee, wrist or elbow.
- Ice for 30 minutes, three times a day, during the first 48 hours.
- Elevate affected joint when possible.

Muscle Strain or Pull

- Pressure wrap area.
- Ice for 30 minutes, three times a day, during the first 48 hours.
- Elevate affected area when possible.

Wind Knocked Out

- Lie on side or back.
- Encourage slow, relaxed breathing.
- Try to reduce anxiety.

Participation Release Form

- The coach shall provide this form to the parent/guardian of a player who the coach knows has had to seek emergency room treatment or a physician office visit for an injury or illness that affected the player’s readiness to participate. The signed form should be forwarded to the regional safety director as soon as possible,
- If the player is away from home at an AYSO event and parent/guardian is not present, a facsimile copy containing the signature is acceptable.

This concludes the material required for the certification of coaches. The Coach Specific Safe Haven Certification Test should now be given and then reviewed to ensure understanding.

Answers to the Coach Specific Safe Haven Certification Test:

1-T, 2-T, 3-F, 4-F, 5-T, 6-T, 7-T, 8-T, 9-F, 10-F

11. Conclusion

Explain that this concludes the child specific AYSO Safe Haven Certification and that the discipline specific training is the remaining requirement. Remind the attendees that continuing education is a component of their certification.

- Ensure participants have all handouts and have completed the Course Test(s)
- Do not return the test to the NSTC. Participants may keep the test.
- Thank volunteers for their participation in the program
- Send completed roster to the AYSO National Support and Training Center at:

12501 S. Isis Avenue, Hawthorne, CA 90250, Attn.: Programs Department.

Phone 1-800-USA-AYSO (872-2976) FAX 1-310-643-5310

12. Bridge (Transition)

Make administrative announcements, including dates, time and location of discipline specific training, if necessary.