**Team Official Checklist - Indoor Season**

* Visit [www.emsasoccerportal.com](file:///C%3A%5CUsers%5CAngie%5CDropbox%5CAge%20Reps%5Cwww.emsasoccerportal.com) and complete the “Register a Team Official” form for yourself.
* Complete an up-to-date Police Information Check
	+ Will be required to complete one if this is your first-time coaching OR if yours is expired
	The EMSA South office with contact you regarding how to complete the Police Information Check online
* Submit info for a EMSA Coach Card
	+ Required for all team officials (U9+) before the first game
	The MWSA will contact you if you require a card (new team officials and those with expiring cards)
* The EMSA South will assign you to a team in TeamSnap closer to the season start date
* Contact players and parents via TeamSnap to introduce yourself once teams are released.
* If your team does not have a team manager, message all parents to try and fill the position.
* Attend EMSA South Coach Meeting to learn about coach training and expectations.
* Complete required NCCP Coach Training for the age group you are coaching – a chart with required training is available at the end of the checklist.
	+ Officials must complete the training once confirmed they are on a team and prior to the season start date. Once completed, submit completion certificate and receipt for course and the zone will reimburse you
* Review Coach Manuals on the Coaches Corner [https://emsasouth.com/coachref/coachs-corner/](https://emsasouth.com/coachref/coachs-corner/%20%20)
* Community Soccer Directors will be in contact to coordinate a time for equipment pick up.
* U9+ teams must enter Jersey #’s for their players in the EMSA soccer portal prior to the first game.
* Practice and Game Schedules will be made available 48 hours prior to the season beginning.
* Enter all practices + games into TeamSnap for the team to view.
* Run practices based on resources from the Technical Director.
* For teams U9+, home teams will need to provide a printed copy of the game sheet.
* Submit game sheet to the following offices by the morning after the game:
	+ U9-U19 – Submit to EMSA Main office (see season info [https://emsamain.com/seasoninfo/outdoorseason/)](https://emsamain.com/seasoninfo/outdoorseason/%29)
	+ All U11+ home teams submit scores in the EMSA Soccer Portal by the morning following the game.
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**Managers only require Respect in Sport**