

Team Official Meeting  
U13 – U19

Outdoor 2024



# Governance of Soccer



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



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



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# EMSA South Board of Directors

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Erin Brown  
**Member at Large**  
Email: [erinbrown@yahoo.com](mailto:erinbrown@yahoo.com)

<https://emsasouth.com/about/board-of-directors/>

# EMSA South Age Director

- Volunteer Position
- Acts as liaison between the Zone Board and the communities on matters pertaining to the respective age group.
- Main contact for Coaches: Address any issues with Age Rep first.

# EMSA South Age Directors

## AGE REPS

Kirsten Nelson & David Moawad

MW Area

**U4 & U5 Boys and Girls**

Email: [office@emsasouth.com](mailto:office@emsasouth.com)

[dmoawad03@gmail.com](mailto:dmoawad03@gmail.com)

Tannis Tulis – SE Area

**U5 & U7 Boys and Girls**

Email: [ritchie@emsasouth.com](mailto:ritchie@emsasouth.com)

Erin Brown – MW Area

**U7 Boys and Girls**

Email: [erinbrown@yahoo.com](mailto:erinbrown@yahoo.com)

Roger Pelletier – MW Area

**U9 Boys and Girls**

Email: [rcpelletier@shaw.ca](mailto:rcpelletier@shaw.ca)

Shelley Svidal – SE Area

**U9 Boys and Girls**

Email: [capilanosoccer@shaw.ca](mailto:capilanosoccer@shaw.ca)

Lindsay Leduc – MW Area

**U11 Girls**

Email: [leducfam@outlook.com](mailto:leducfam@outlook.com)

Stephen Andrews – MW Area

**U11 Boys**

Email: [stephenandrews0305@yahoo.com](mailto:stephenandrews0305@yahoo.com)

David Bucknell – SE Area

**U11 Boys and Girls**

Email: [rec@strathearnc1.org](mailto:rec@strathearnc1.org)

Ryan Orr & Matthew Moawad

MW Area

**U13 Boys & Girls**

Email: [communitychair@emsasouth.com](mailto:communitychair@emsasouth.com)

[matthewmoawad01@gmail.com](mailto:matthewmoawad01@gmail.com)

Corey Wispiski – SE Area

**U13 Boys and Girls**

Email: [cwispinski@hotmail.com](mailto:cwispinski@hotmail.com)

Stephen Andrews – MW & SE Area

**U15 Boys and Girls**

Email: [stephenandrews0305@yahoo.com](mailto:stephenandrews0305@yahoo.com)

Angie Sych – MW & SE Area

**U17/U19 Boys and Girls**

Email: [angie@emsasouth.com](mailto:angie@emsasouth.com)

Kyle Denam

**Selects FC Director**

Email: [selectsfc@emsasouth.com](mailto:selectsfc@emsasouth.com)

# EMSA South Community Reps

## COMMUNITY REPRESENTATIVES

Ryan Orr  
**Community Chair**  
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**Avonmore Representative**  
Email: [sports@avonmore.org](mailto:sports@avonmore.org)

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Ian Gray  
**Bonnie Doon Representative**  
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Shelley Svidal  
**Capilano Representative**  
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Jenn Parsonage  
**Ellerslie Representative**  
Email: [president@ellersliecommunityleague.com](mailto:president@ellersliecommunityleague.com)

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Leslie Krukoff  
**FT Heights Representative**  
Email: [soccer@forestterrace.org](mailto:soccer@forestterrace.org)

Kyle Jarvis  
**Fulton Meadows Representative**  
Email: [kjcoz87@gmail.com](mailto:kjcoz87@gmail.com)

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**Holyrood Representative**  
Email: [rwedley@gmail.com](mailto:rwedley@gmail.com)

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Email: [leducfam@outlook.com](mailto:leducfam@outlook.com)

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**Laurel Representative**  
Email: [programs@laurelcl.com](mailto:programs@laurelcl.com)

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Email: [erinbrown@yahoo.com](mailto:erinbrown@yahoo.com)

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Jennifer Costigan and Cheryl West-Hicks  
**Strathcona Representative**  
Email: [soccer@strathconacommunity.ca](mailto:soccer@strathconacommunity.ca)

David Bucknell  
**Strathearn Representative**  
Email: [rec@strathearncl.org](mailto:rec@strathearncl.org)

Bob Graham  
**Woodvale Representative**  
Email: [bob.graham@albertahealthservices.ca](mailto:bob.graham@albertahealthservices.ca)



# EMSA South Staff

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## **Angie Sych**

Executive Director/Registrar

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## **Kirsten Nelson**

Office Assistant

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# EMSA SOUTH



**1**

## **PARENT**

Has concern, first step is to talk to the Coach or the Age Rep

**2**

## **COACH**

If they cannot rectify the situation they should go to the Age Rep for guidance

**3**

## **AGE REP**

If they cannot rectify the situation they should reach out to the EMSA South office for help

**4**

## **EMSA SOUTH ZONE OFFICE**

If they cannot rectify the situation the Discipline Committee get involved

**5**

## **EMSA SOUTH DISCIPLINE COMMITTEE**

# What is the EMSA Soccer Portal?

The EMSA Soccer portal is an EMSA Program in which we register players, & coaches, track CPIC information, coach trainings, form team rosters, schedule league games & update standings.

Coaches will use the EMSA Soccer Portal to:

- See Your coach Trainings and PIC Expirations
- Get your Team List & player information
- Download your Alberta Soccer Official Roster
- View Game Schedule (which you will want to input into Team Snap)
- Input Game Scores (U11 & up Teams)
- Enter player jersey numbers (this replaces the jersey deposit form)
- Download Game sheets (U9 & up Teams)

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

# Communication with Coaches & Parents

Most communications/correspondence from the Soccer office will be sent out via Teamsnap. It is up to coaches and parents to check the app for updated league information.

Once rosters are confirmed we will set your team up with an account, you and your parents will receive an invite!

**We use your soccer portal email so Please ensure that your email is up to date in the EMSA soccer portal.**

Once you have been invited you can begin adding the league schedule, practices, snack assignments and communicating with your team!

Preseason parent/player meeting is crucial, even prior to your first game to set up expectations and your vision throughout the season



# Equipment Pick up & Return



-EMSA South provides each team with uniforms & equipment. You should recruit an Equipment Manager volunteer to manage the team's equipment during the season.

**For U9, U11, U13, U15, U17 and U19 teams, the jerseys are in-house jerseys, and the EMSA South office will be responsible for collecting the jersey deposit from each of the player's on a team.**

- The player's jersey deposit is \$100 and is collected via TeamSnap during player registration. We no longer require coaches to collect jersey deposits. These have been handled by the office.
- We do need you to ensure all players are on your portal roster prior to handing out jerseys. **All jersey numbers must be entered into the portal for each individual player.** This is mandatory for U9 and up.
- The equipment warehouse is located at 9904 71 Ave, entrance way is on the north side of the building at the overhead doors. The warehouse faces 99 Street and has a large mural/painting of Joey Moss on it. Parking is available at the Russel Metals parking lot, on the west side of 99 Street on 71 Avenue.
- All equipment handouts and returns occur at this location.

How to enter Jersey Numbers on the game sheets - [How-to-Enter-Jersey-Numbers-on-Game-Sheets.pdf](#)

# Equipment Handout Date & Times

The 2024 Community Teams Equipment Handout is on **Saturday, April 20, 2024** and the schedule is as follows:

- U9 teams - 9:30 AM to 12:15 PM

**12:15 PM to 12:45 PM - NO EQUIPMENT HANDOUT at this time**

- U11 teams - 12:45 PM - 2:45 PM

- U13 teams - 3:00 PM to 4:30 PM


The 2024 Community Teams Equipment Handout is on **Sunday, April 21, 2024** and the schedule is as follows:

- U7 Teams - 9:15 AM to 12:15 PM

**12:15 PM to 12:45 PM - NO EQUIPMENT HANDOUT at this time**

- U4 & U5 teams - 12:45 PM to 3:00 PM

- U15, U17 & U19 teams - 3:15 PM to 4:30 PM

A blue decorative shape on the left side of the slide, resembling a stylized banner or a rounded rectangle with a wavy bottom edge. It contains the text 'Coaching Requirements' in white.

## Coaching Requirements

By committing to be a Team Official (Coach, Assistant Coach or Manager). You are committing to providing a safe place for youth in Sport.

You commit to a Code of Conduct + to obtain the required certifications in order to provide the level of training for our athletes that is safe, fair, age appropriate and engaging.

Please be advised that all required Coach Training courses are fully refundable back to you once you have successfully completed!

The Next few Slides will go through the requirements for Team Officials



# Coaching Requirements

## RULE OF TWO

The goal of the **Rule of Two** is to ensure all interactions and communications are open, observable and justifiable. Its purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring more than one adult is present. There may be exceptions for emergency situations.



### GOOD RULE OF TWO IMPLEMENTATION PRACTICES

- The coach is never alone and out of sight with a participant without another screened coach or screened adult (parent or volunteer) present.
- Allow training environment to be open to observation.
- Ensure a participant rides in a coach's vehicle with another adult present.
- Consider the gender of the participant(s) when selecting the screened coaches and volunteers who are present.
- Eliminate one-to-one electronic messaging. Ensure that all communications are sent to the group and/or include parents.

Learn more: [coach.ca/responsiblecoaching](https://coach.ca/responsiblecoaching)





# Coaching Requirements

- Register as a Team Official in the EMSA Soccer Portal [www.emsasoccerportal.com](http://www.emsasoccerportal.com)
- Obtain a Digital EMSA ID Card (valid 3 yrs) email [emsa.ecarding@emsamain.com](mailto:emsa.ecarding@emsamain.com) with your picture and government ID
- Become Screened and obtain a valid Security Clearance (valid 3 yrs) email Kirsten at [office@emsasouth.com](mailto:office@emsasouth.com)
- Obtain a NCCP Number to set up a Team Official Transcript. <https://thelocker.coach.ca/account/login?ReturnUrl=%2f>
- Complete the Respect In Sport email Kirsten at [office@emsasouth.com](mailto:office@emsasouth.com) for the code
- Complete the NCCP Coach Pathway Course <https://canada-soccer.myshopify.com/collections/grassroots-coaching-education-program>
- For Head Coaches and Assistant Coaches: Complete the NCCP Coach Pathway Course (Soccer For Life) <https://canadasoccer.myshopify.com/collections/grassroots-coaching-education-program>
- For Head Coaches and Assistant Coaches: Complete Safe Sport Roster Training <https://thelocker.coach.ca/account/login?ReturnUrl=%2fonlinelearning>
  - NCCP Making Head Way Module
  - NCCP Emergency Action Planning Module
  - NCCP Rule of Two

# Coaching Pathway

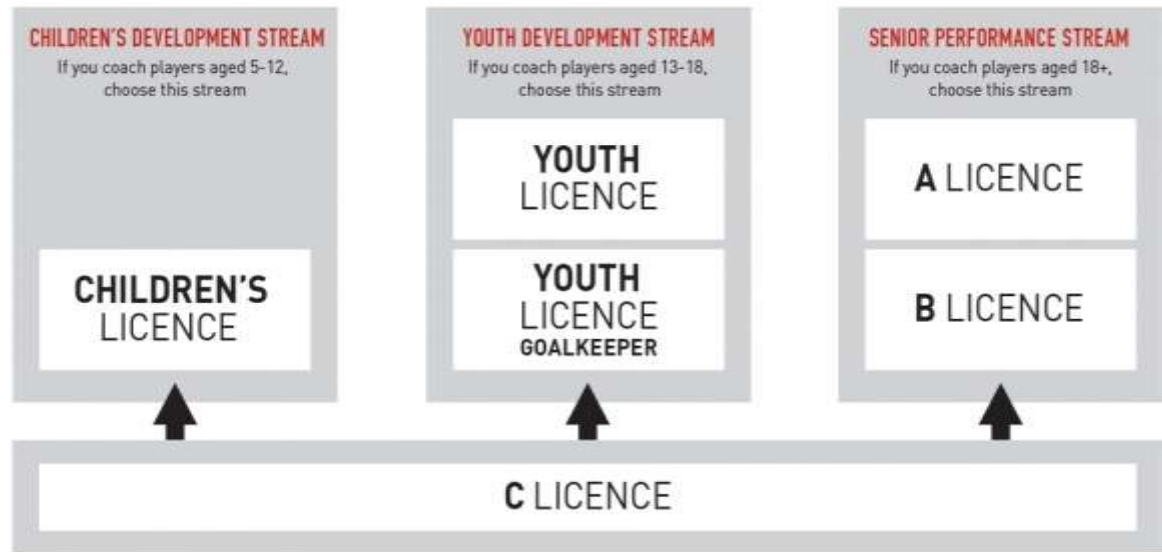


## CANADA SOCCER COACH EDUCATION PATHWAY



### LICENSING STREAM WORKSHOPS

ONLINE MODULES + PRACTICAL WORKSHOPS + EVALUATIONS



### COMMUNITY STREAM WORKSHOPS ONLINE MODULE + PRACTICAL WORKSHOP

ACTIVE START

If you coach players aged 4-6, complete this workshop.

FUNDAMENTALS

If you coach players aged 6-9, complete this workshop.

LEARN TO TRAIN

If you coach players aged 9-12, complete this workshop.

SOCCER FOR LIFE

If you coach players aged 13+, complete this workshop.

A black and white soccer ball is positioned on a green grassy field. The ball is the classic pentagon-hexagon pattern. The image is partially obscured by a white curved shape on the right side of the slide.

# Community Stream Workshops

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- Active Start (U4 – U7)
- FUNdamentals (U9 - U11)
- Learn to Train (U11 - U13)
- Soccer For Life (U15 – U19)
- Making Ethical Decisions (U9-U19) Tier 4 Provincial requirement

# Soccer for Life

## U13+

- Our Developmental program follows Canada Soccer and FIFA endorsed Preferred Training Model.

This program focuses attention on working with players between the ages of 13 through to “master's soccer” which includes a wide array of participants who play for fun and fitness, those who enjoy recreational soccer, as well as those who prefer to play competitively but not at the high-performance level.

- This complete workshop also includes NCCP Making Ethical Decisions Module

# Respect in Sports

- All team officials require this Respect in Sports course as per Canada Soccer (Including Team Managers)
- Much like what is already in effect within the Hockey community, Soccer will be adopting this training mechanism as a tool to make the soccer pitch a fun and friendly environment, free of abusive behavior.

This will only lend itself to making our game what it is intended to be... "The World's Beautiful Game."

<https://emasouth.com/coachref/coachs-corner/respect-in-sport/>

This course is valid for 5 years after successful completion.



# Coaches Kit & Forms

**The U13+ league is managed and scheduled by EMSA Main therefore it is Mandatory to read the Rules the forms and memos found on the EMSA Main website.**

**Link to Kit:**

<https://emsamain.com/seasoninfo/outdoorseason/team-official-resources/>

**Mandatory:** read the forms and memos found on the EMSA Main website.

Key Forms:

A) Rules & Regulation Form due April 25th

B) Post Season Commitment Form due June 10

# Rules of the Game

Read the EMSA Rules and Regulations HERE:

<https://emsamain.com/wp-content/uploads/2024/03/EMSA-Rules-and-Regulations-v2024-2025.pdf>

Complete the Rules & Regulation form found in the Coaches Kit and submit it to EMSA Main by their deadline.

[https://docs.google.com/forms/d/1o-4KM0gg9mEi6rjCzl1iz4aeAspS0B27wiOgGrt5l2o/viewform?edit\\_requested=true](https://docs.google.com/forms/d/1o-4KM0gg9mEi6rjCzl1iz4aeAspS0B27wiOgGrt5l2o/viewform?edit_requested=true)

Read the Laws of the Game HERE:

[https://albertasoccer.com/wp-content/uploads/Laws-of-the-Game-2022\\_23.pdf](https://albertasoccer.com/wp-content/uploads/Laws-of-the-Game-2022_23.pdf)



# Trialists & Team Officials on the Bench

## What is a Trialist?

- Player from a lower tier or lower age group playing for your team, often used if your team is short.
- Review Trialist Rule on EMSA Rules particularly requirements to note on game sheet and maximum number of games player can play. Rules have changed for 2024 season: 3 trialists can be used for 5 league games, trialists can only play up max one age group • NO EIYSA players are permitted to play on EMSA teams
- Trialist Form must be submitted with game sheet to Referee: The form can be found here:  
<https://emsamain.com/wpcontent/uploads/2024/02/Trialist-FormOutdoor-2024.pdf>
- Tournaments: Check rules, some tournaments allow same tier trialists.
- Club players as Trialists are not allowed

## Team Officials on the Bench

- The EMSA regular season league play permits a maximum of four (4) team officials on the bench, one of which must be of the same gender as the team's players.
- All Team officials must produce an official I.D. card/e-card to be permitted on the bench.
- If a team official participates without their ID card (or electronic copy) the team will default the game and the team official is suspended.
- If Team Officials cannot show their EMSA e-card, they are NOT permitted to be marked down on the game sheet as a bench attendant. If this is done, it is considered participating without their I.D. card and the game will be forfeited and the coach suspended.

# What is a Bench Attendant ?

If you have a registered team official on the bench and listed on the game sheet that is the same gender as the team, then it is not mandatory that you have a bench attendant. You can still have a bench attendant if you wish to help, but they can be any gender.

• If you do not have a registered team official on the bench that is the same gender as the team, then it is mandatory that you have a bench attendant that is the same gender as the team.

- Bench attendants must be at least **18 years of age**.
- One bench attendant per game is permitted.
- At no time can a registered team official on your team (coach, assistant coach or manager) be written down on the bench attendant line of your game sheet. **If a person is a registered team official that appears on your EMSA Portal Roster, then they must be marked down on one of the team official lines. • If a team official cannot produce their EMSA e-card/District ID card they cannot be marked down as a bench attendant instead.**
- The bench attendant is included in the 4 maximum non–playing personnel on the bench. This means if you are using a bench attendant, then you can only have three (3) other team officials on the bench as the bench attendant would be the 4th.
- Bench attendants do not need an EMSA or District I.D. card, but they have to show a form of government issued photo I.D. to the referee to prove their identity for those divisions that require I.D. cards. • If the bench attendant is removed from the game by the referee due to misconduct, the head coach or the bench attendant will serve any suspension issued.
- It is recommended that the bench attendant attend to any injured player on the field, however any team official (regardless of gender) is permitted to assist the injured player once given permission to enter the field from the referee.

# U13 – U19 Tentative Play Schedule

- Unless fields are closed you MUST show up to your game or your team forfeits
- Once on the field only the ref has the option to call the game
- If a ref calls a game prior to the 2/3-mark email [jennad@emsamain.com](mailto:jennad@emsamain.com) to request a reschedule.

Process found here:

<https://emsamain.com/wp-content/uploads/2024/03/COMMUNITY-Air-Quality-Index-Procedure-2024-1.pdf>

- The only other time you can request a game reschedule for Tournaments/Grads/ Exams. The process can be found here:

<https://emsamain.com/wp-content/uploads/2024/02/Community-Tier-4-and-lower-Rescheduling-Requests-Outdoor-2024.pdf>

U13 Game Day Sunday & Tuesday alternate day  
Wednesday 40x2 11v11  
U15 Game Day Monday & Thursday alternate day  
Tuesday or Wednesday 45x2 11v11  
U17 Game Day Sunday & Wednesday alternate  
day Tuesday 45x2 11v11  
U19 Game Day Monday & Thursday alternate day  
Wednesday 45x2 11v11

- A game shall only be declared valid if, in the referee's determination, at least 2/3 of the game has lapsed
- All efforts will be made for a game that is cancelled to be rescheduled on the set reschedule date. However, is not enough time remains in the round, or field or ref are not available an alternate date may be selected. The EMSA Main league director will send out notice of the reschedule through auto generated messaging in the Portal.

# Schedules & Standings U13 – U19

- Schedules created by EMSA Main.
- Schedules available at EMSA Main under Schedules Tab or EMSA Portal Coach Login.
- U13 – U17 is a three-round tiering where enough teams exist, and teams will be re-tiered after each round to balance out strength/skills.
- ALL U19 teams will play a main round based on the lower number of teams in each division.

# Post Season Play

City Finals (all tiers): July 1<sup>st</sup> to 7<sup>th</sup>  
Tier 4 Provincials – July 19<sup>th</sup> to 21<sup>st</sup>

Teams must declare to EMSA Main if they wish to participate in post season, if they qualify

You must indicate if your team will be attending post season or not by June 10<sup>th</sup> please submit form to EMSA Main

Coaching requirements for Provincials are the full Safe Sport Roster

# Equipment

## **Players to Bring**

send an email to parents prior to the season beginning to inform everyone of the equipment requirements

- Jersey (supplied by zone, deposit required)
- Shorts
- Shin Pads (mandatory)
- Socks that cover shin pads
- Outdoor soccer Cleats
- Water Bottle
- NO jewelry

## **Coach to Bring Provided by the zone unless stated otherwise**

- 2 suitable game balls
- Game Sheet (Both Teams print off the portal & home team submits to office by next business day)
- Home team enters in score on the EMSA soccer portal by next business day
- Net
- Cones
- Flags (3)
- Pinnies
- First Aid Kit



# Game Sheets

With Referees come game sheets. This makes the game a legal official game. Game sheets and referees are Mandatory for this age group. The EMSA Programs have moved away from Game sheet Books and now the teams will download the game sheet.

## **Some Special Considerations with this new online game sheet.**

- The coach must enter in the Jersey numbers of their players prior to the first game so that this is available on the game sheet.
- Both teams must download the game sheet for a game. Any registered team official who is on the registered team's ASA roster will have access to print and download their home game, game sheets
- Both teams should arrive on the field 30 minutes prior to the game start time
- TIP: Please make sure all of your coaches/managers have blank copies of game sheets with them in their car or coach bag, this will ensure if the official with the printed sheet is running late or is sick, there is an option to fill in the team information by hand on the printed blank game sheet.
- Failure to produce a game sheet within 10 minutes of the kickoff time results in the home teams' automatic default of the game.
- Incorrectly filled out game sheets can be subject to administration fees

EMSA Main Coaches Kit has instructions for game sheets.



# HOW TO Electronic Game Sheets

[CLICK HERE](#) for the new game sheet procedure (both teams must now bring their own game sheet)

[CLICK HERE](#) for instructions on how to input your player Jersey numbers and download your game sheet

[CLICK HERE](#) to access the blank game sheet. Send this to all your team officials on your roster to keep on hand or in their vehicles so in the event the person with the downloaded game sheet is running late or unable to make the game, your team will not forfeit the game.

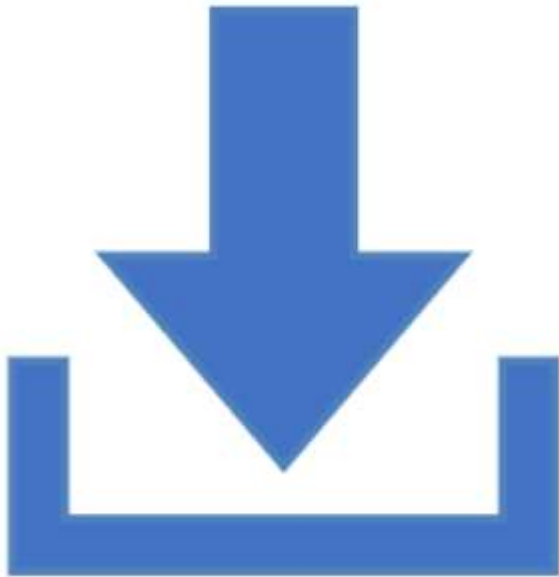
## **Submitting the Game Sheet:**

Both Game sheets must be submitted to the EMSA office by the HOME TEAM by 1pmm the following day of the game . They can be submitted by taking a picture of the sheet and emailing to [communitygamesheets@gmail.com](mailto:communitygamesheets@gmail.com)

Because the game sheet is a Legal Document of the game it is a requirement to submit this to the EMSA office.

**EMSA ISSUES ADMINISTRATION FEES TO TEAMS IF THEIR GAME SHEETS ARE NOT SUBMITTED BY THE DEADLINE**

# Electronic Game Sheet Download



Both Teams are responsible for downloading and printing a copy of the Game Sheet. Both team's information must be completed on their game sheet.

- At the field, get the Away Team to mark down their Team Officials and Referee Liaison
- Both teams must sign the game sheets
- The Home Team must score the game in the portal by 9:00am the next day.
- PRO TIP: Have one team official dedicated to entering the score in the EMSA soccer portal immediately following the completion of the game. This can be done easily on a cell phone
- EMSA Main Issues fines to teams if games are not scored by the deadline
- The Home Team must submit a photo of both game sheets to [communitygamesheets@gmail.com](mailto:communitygamesheets@gmail.com) by the following day at 1pm.

## One Time Jersey Number Entry:

Prior to the season commencing, a team official who is on the roster must log into the EMSA Portal and enter all of their player's jersey numbers into the system. This only has to be done once at the start of the season, not for every game. You can go back in and edit as necessary if player's jersey numbers change or if you add a new player.

- **Step 1:** Log into the EMSA Portal. Ensure your "role" is selected as "team official" and then click on the "Edit Player Jerseys" button in the Team Official Control Panel. Note: only team officials who are listed on the EMSA Portal Roster will be able to log in and see this info.

### Team Official Control Panel

TRSA (Home):  
Coach

Manage/Score Games

View Team Roster

Download Team Roster

View Division Standings

Edit Player Jerseys

### Police Information Check

Status: Verified  
Expiry: 2022-01-01

### Program Information

Program: U17 Boys  
Community/Zone: EMSA South West  
Age Category: U17  
Season: 2019 - 2020 Indoor

### Division Information

Division: Community City Wide U17 Boys  
Round: Round 3  
Tier: Tier 4K

- **Step 2:** Fill in the "Jersey" field with a 1 or 2 digit number. Leading zeroes are preserved (e.g., 09 is not converted to 9). Leaving the field blank will remove the jersey number from the player. Repeat for the other players. Note that it's possible to leave one or more players without jersey numbers.

Home / Manage Teams / Edit Player Jerseys

### Edit Player Jerseys - U4 Team Green (U4 Mixed)

Search

PL ID	JERSEY	LAST NAME	FIRST NAME	DOB	ID CARD #	
144726	08	Program	Alan	2019-07-06		<a href="#">View Registration</a>
144730		Shawee	Shia	2019-05-01		<a href="#">View Registration</a>
144734		Morris	Samuel	2019-08-08		<a href="#">View Registration</a>
144736		Temple	George	2019-07-16		<a href="#">View Registration</a>
144738		Temple	Raymond	2019-07-16		<a href="#">View Registration</a>
144770		Shank	George	2019-10-13		<a href="#">View Registration</a>

Once this has been completed, your player's jersey numbers will now auto-populate on your electronic game sheets.

# Scoring the Game Online

The home team is responsible to score the game in the EMSA soccer portal by 9am the next day following the game played.

When you enter the score into the EMSA Soccer Portal this is what makes standings visible on the website, this information is also used and required for the league to tier and regroup teams in rounds. Teams failing to score the game sheet online by the deadline could be subject to administration penalties.

PRO TIP: Have one team official dedicated to entering the score in the EMSA soccer portal immediately following the completion of the game. This can be done easily on a cell phone.

[CLICK HERE](#) for Instructions on how to score you game online

**EMSA Main does issue fines for games not scored online by the deadline**

# Referee Information

## Coach Expectations:

- You will have 1 center & 2 linesman refs assigned to your league games
- The Zone will pay the referee.
- Coaches and/or parents are NOT allowed on the field unless there is an injury; the referee has stopped the game and has waved you on.
- The referee is in charge of the game and the ref's call is final. Please remember that as you may have young referees and they will be learning as well, so treat the referee with respect. Referees won't always make the right call, but it is only a game and there will be many games to follow
- You will assign a referee Liaison at each game

## Referee Expectations:

- All referees treat players, coaches, parents and each other with respect.
- Referees will wear the appropriate uniform to all games.
- It is expected that all referees will inform the Assignor if there is a no-show of a team.
- It is expected that referees will honor their assignments and will not turn back or switch games

# Referee Liaison Program

The Referee Liaison program was introduced in order to discourage and limit referee abuse. When these young referees are not being treated with respect or given the opportunity to learn or gain experience, we drive them away from the program.

No referees = no soccer games.

This is why the referee Liaison role is such an important part of our program. Each team at every game must have 1 assigned referee Liaison. This is 1 person who is chosen to be the advocate for the referee on the field. This person cannot be a coach or an assistant coach.

The person that does take on this role however **MUST BE** strong willed, able to speak up to the team's parents and/or coaches when they witness behavior that is negative or unsportsmanlike towards the referees.

The referee liaison is such an important role, much like the minimum number of players needed to play a game, there must be one appointed liaison at each game to avoid a default win for the other team. If the team is missing, it's liaison they have a grace period of 10 minutes to appoint.

The name of the Liaison **MUST** be marked on the game sheet and be wearing the Referee Liaison Lanyard visible to the referee.

# Referee Liaison Duties

## **AS THE COACH YOU MUST DISTRIBUTE THESE DUTIES TO YOUR REFEREE LIAISON PRIOR TO THE GAME**

- Please introduce yourself to the referee prior to the start of the game and tell them that you are here to help them if they require.
- Please wear the identifying lanyard (over any outerwear) so you can easily be identified.
- Place yourself in the middle of your team spectators
- Monitor the behavior of your teams' parents & coaches. Be visible the whole game including half time and be ready to assist the referee if needed.
- Quickly diffuse potential problems before they arise by either being visible or calmly speaking with the individual(s) involved.
- Deal with, and act on, inappropriate comments, gestures and/or general unsporting behavior directed at referees, players or any other individual by your teams' spectators or coaches but please avoid getting into a confrontation.
- Submit a brief report in writing to the EMSA office of any incident that you feel the EMSA should be aware of involving inappropriate behavior by ANY individual. Based on any official report, the EMSA will conduct an investigation into the incident and act accordingly. The chain of communication must be followed for any reports.

**REMEMBER AS THE REFEREE LIAISON YOU ARE THE CHOSEN ADVOCATE FOR THAT REFEREE AND YOUR JOB IS TO ENSURE THEY ARE TREATED FAIRLY BY YOUR TEAM. YOUR JOB IS NOT TO QUESTION OR COMMENT ON REFEREE CALLS. AS REFEREE LIASON YOU ARE THE REFEREES FRIEND, AND AS SUCH MUST MAKE SURE YOUR FRIEND IS TREATED WITH RESPECT BY YOUR TEAM AND COACHES.**





# LIGHTNING & SEVERE WEATHER POLICY



**When thunder roars, go indoors!**



Lightning Policy  
/ Air Quality

- Lightning Policy
- Air Quality Index

[https://emsamain.com/wp-content/uploads/2023/01/ASA-Lightning-Safety\\_Severe-Weather-Policy-Compressed.pdf](https://emsamain.com/wp-content/uploads/2023/01/ASA-Lightning-Safety_Severe-Weather-Policy-Compressed.pdf)

<https://emsamain.com/wp-content/uploads/2024/03/COMMUNITY-Air-Quality-Index-Procedure-2024-1.pdf>

# GAME DAY WEATHER

## CITY OF EDMONTON – FIELD STATUS

The City of Edmonton determines every day at 2:00pm (weekdays) and 10:00am (weekends) if the City of Edmonton fields are playable. The City of Edmonton has the final determination on this.

Every coach/manager/assistant coach/parent MUST check the status of the City fields before each and every game (if the weather has been bad) to determine if the fields are open or closed.

The status of the field can be checked at [www.edmonton.ca](http://www.edmonton.ca) or by phone at: 780.496.4999, dial 1

You can also subscribe to e-mail notifications with the City of Edmonton.

- Unless fields are closed you MUST show up to your game or your team forfeits
- Once on the field only the ref has the option to call the game
- If a ref calls a game prior to the 2/3-mark email [jennad@emsamain.com](mailto:jennad@emsamain.com) to request a reschedule. Process found here: <https://emsamain.com/wp-content/uploads/2024/02/Community-Tier-4-and-lower-Rescheduling-Requests-Outdoor-2024.pdf>

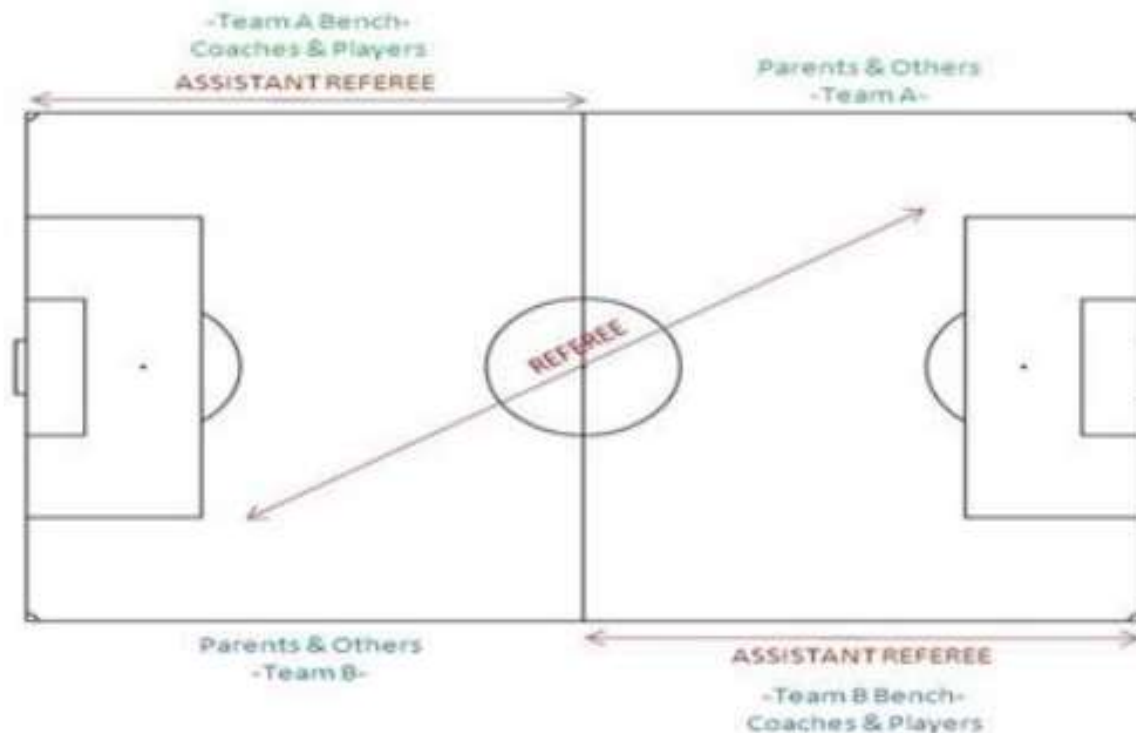
## CITY FIELDS ARE CLOSED

If the City of Edmonton closes the fields, the game will be replayed as per the Automatic Reschedule Process. See below for details

U13 – Wednesday U15 – Tuesday/ Wednesday U17 – Tuesday U19 – Wednesday

# Spectator and Team Locations / Field Lining

- Home Team Chooses the side they would like to sit on.
- Home & Away spectators must sit on opposite ends of the field. No one can sit behind the net.
- It is the discretion of the referee if they choose to have the home team wear pinnies.
- Both teams will set up a technical area placing a cone 4 meters from the center flag and 4 meters from the corner flag. Coaches can only coach in this area.
- EMSA Main will line the fields 3-4 times per season



# FIELD CONDITIONS

## LONG GRASS

If you attend the field and the grass is very long – please feel free to put in a call to the City of Edmonton - 311 (out of town call 780-442-5311) and ask them to mow it. You do not need to contact the office regarding this as we have no influence with the City when it comes to mowing.

The City of Edmonton cuts grass on a rotating basis and can take weeks for them to return to a specific field or area.

If the grass is too long on your field, feel free to move to the green space next to the field if that is better.

## FIELD LINING

EMSA Main has crews that come out to line the field. This happens three times a season.

## CLOSED FIELDS

The City may close a field for rest from time to time, these fields will be marked by a metal sign on the goal post DO NOT use any fields marked as closed

**How to find a field location?** <https://emsamain.com/wp-content/uploads/2021/01/How-to-Find-Field-Addresses-and-Maps.pdf>

# Field Etiquette and Information

## Field Do's & Don'ts

- Do Walk the field when you first arrive looking for any unsafe items such as glass
- No pets of any kind are to be attending soccer matches; City of Edmonton Bylaw 2202
- No smoking/vaping at the games/sidelines especially by the coaching staff. City of Edmonton Bylaw 14614
- Clean up after yourselves, keep fields clean and safe.
- Sunflower seeds: if your parents are bringing these to snack on at the games, please ask them to bring a baggie for the shells being left behind. Not only are the shells creating a huge mess, but they are attracting birds which are snacking on them and then leaving their own "mess" behind.
- All other snacks and drinks – please remind your families to clean up after themselves. There have been many wrappers/napkins/juice boxes and general garbage being left behind on the fields.
- Set up a parent meeting prior to the season to discuss responsible field use focusing on the items above, assign a parent to ensure rules are followed.

## When Can I use a Field?

- The zone will assign sports fields which are reserved for your scheduled games.
- Practices are not scheduled by our zone, except for the rain out days. We encourage the use of greenspace for practices, if you choose to arrange practice on a field, GAMES come first.
- The City may close a field for rest from time to time, these fields will be marked by a metal sign on the goal post DO NOT use any fields marked as closed.
- **How to find a field location?**  
<https://emsamain.com/wp-content/uploads/2021/01/How-to-Find-Field-Addresses-and-Maps.pdf>

# EMSA E-Cards



- All U9+ Coaches and Players will require an EMSA ID Card
- The referee will check EMSA IDs before every game.
- Cards DO EXPIRE– please make sure you check for expired cards
- EMSA ID Cards are no longer being printed instead please download your teams' cards in the portal:  
<https://emsamain.com/wp-content/uploads/2024/02/How-to-Download-List-of-EMSA-I.D.-Cards.pdf>
- To get a card, submit a headshot and copy of ID t:o [emsa.ecarding@emsamain.com](mailto:emsa.ecarding@emsamain.com)

# Injury Reporting

If a player is injured on the field, we ask all coaches complete the South Zone Injury Report Form.

- This form will direct the team officials as to what steps to take for the type of injury
- It will advise the office of any incidents
- Provide a report for the parent to use for any Dr. visits/medical treatments and appointments.
- Form: <https://emsasouth.com/coachref/pdf-forms/>
- Head injuries should be taken seriously even if they may seem minor, in some cases the Zone office may ask for Doctor clearance before an athlete may return to play.



# Team Manager

Find one!

Bribe one!

A good manager makes your role as a Coach so much easier!

The Team Manager plays a vital role in keeping the team organized and running smoothly. They will support the coaches by performing the following expected duties and responsibilities:

- Upload the team schedule (games/practice days/events) on TeamSnap.
- Pre-fill games sheets (if applicable) and give to referee at the start of the game (We recommend doing this the night before)
- Collect game sheets (home team only) and input into the EMSA Soccer Portal. This is time sensitive so it must be done before 9am the next day after your game
- Be the “pulse” of the team. Listen to parents concerns and convey them to the appropriate person (Coach or Soccer Director)



# Resources

## Governing Bodies:

- <https://emasouth.com/>
- <https://emsamain.com/>
- <https://albertasoccer.com/>

## Coach Kit (must review)

<https://emsamain.com/seasoninfo/outdoorseason/team-official-resources/>

## EMSA Rules and Regulations

<https://emsamain.com/about/rules-discipline/emsarules-discipline/>

## Field Closure Lines

<https://emsamain.com/seasoninfo/outdoorseason/rain-out-lines/>

## Rules Acknowledgement Form (DUE April 25th at 9:00am)

[https://docs.google.com/forms/d/1o4KM0gq9mEi6rjCz1iz4aeAspS0B27wiOgGrt5I2o/viewform?edit\\_requested=true](https://docs.google.com/forms/d/1o4KM0gq9mEi6rjCz1iz4aeAspS0B27wiOgGrt5I2o/viewform?edit_requested=true)

## Post Season Commitment Form (DUE June 10th at 9:00am)

[https://docs.google.com/forms/d/1NWCe3KPNv4RW\\_JojKHBZpKcJ4iaVUIrC2J1675dr3X4/closedform](https://docs.google.com/forms/d/1NWCe3KPNv4RW_JojKHBZpKcJ4iaVUIrC2J1675dr3X4/closedform)

## Soccer For Life (required for Head Coaches & Assistant Coaches )

<https://canada-soccer.myshopify.com/collections/grassroots-coaching-education-program>

## Safe Sport Roster Training (required for Head Coaches & Assistant Coaches)

<https://thelocker.coach.ca/account/login?ReturnUrl=%2fonlinelearning>

1. NCCP Making Head Way Module
2. NCCP Emergency Action Planning Module
3. NCCP Understanding the Rule of Two

Making Ethical Decisions (required for Head Coaches & Assistant Coaches) Making Ethical Decisions – <https://coach.ca/nccp-make-ethical-decisions>

Thank you for  
volunteering!





Questions?

Comments?

# Tasks of the Coach





# Selecting the Activities



## SELECTING THE ACTIVITIES



- **Choose and familiarize yourself with the session before the practice**
  - Using the practices in the Canada Soccer coaching resource provided by your club or region
- **Do not be afraid to repeat the same exercises week after week**
  - Think how children learn through familiarity; introduce new exercises with care when players are ready for the challenge.
- **Take a copy of your session plan to the session**

# Organization



## ORGANISATION



**Show up early to allow time to set up the field and equipment prior to players arriving.**

**Have a designated area they can go and practice with friends/parent while others arrive.**

**Define areas clearly with cones. Have a specific area set up for balls and pinnies.**



# Practice Recommendations



## PRACTICE RECOMMENDATIONS



**IN POSSESSION**

**ATTACKING**

BALL MASTERY

PROGRESSION OF THE BALL

TRANSMISSION OF THE BALL

↓  
RECEIVING

↓  
RUNNING WITH THE BALL

↓  
PASSING

CONTROLLING

DRIBBLING

SHOOTING

**NOT IN POSSESSION**

**DEFENDING**

AGAINST BALL CARRIER

AWAY FROM THE BALL

↓  
JOCKEYING

↓  
MARKING

TACKLING

INTERCEPTING

SPACE

OPPONENT

INTERCEPTING

**GOALKEEPING**

POSITIONING & REPOSITIONING

STOPPAGES (DIRECT DANGER – SHOTS OR HEADERS)

PREVENTING SCORING OPPORTUNITIES

DISTRIBUTION

# Running a Session



**CANADA**

**RUNNING A SESSION – THE START**

Programme national de certification des entraîneurs  National Coaching Certificate Programme

**Have all players come to one central point.**

**Get down to the same level as players and make sure they are not facing sun/potential distractions.**

**Quick explanation + demonstration – “a picture paints a thousand words”.**

**Quickly get the players active - keep everyone moving in some type of dynamic warm up activity.**



# Communication



## **RUNNING A SESSION – COMMUNICATION**

**Reinforce positively every effort – praise!**

**Continue to demonstrate and tell them, especially as the activities change.**

**Try not to use jargon.**

**Use a variety of coaching styles – direct instruction (command style), question & answer, guided discovery**

# The End



## MANAGING THE PARENTS



Meeting set up before the start of the first activity or immediately after the 1<sup>st</sup> session

Introduce yourself and the other coaches

Parents could help with tasks during the session – child's teammate

Ask parents in advance for their vacation plan

Parents encourage their child in a positive manner



# Managing the Parents



## MANAGING THE PARENTS



Meeting set up before the start of the first activity or immediately after the 1<sup>st</sup> session

Introduce yourself and the other coaches

Parents could help with tasks during the session – child's teammate

Ask parents in advance for their vacation plan

Parents encourage their child in a positive manner

# Safety Considerations

## KEY SAFETY CONSIDERATIONS



**BEFORE**



- **SAFETY CHECK** (e.g. potential harmful objects)
- Lay out the working area
- Check the weather conditions
- Have an Emergency Action Plan (EAP)

**DURING**



- Check the players' equipment (shin guards, no jewellery or watches)
- Make sure no players have injuries
- Ensure players have correct work and rest
- Healthy snack & water breaks

**AFTER**



- **DO NOT LEAVE PRACTICE** until all children are picked up by a parent/guardian