



Indoor 2024/2025

Coach Meetings U9 – U19

Governance of Soccer



www.canadasoccer.com



www.albertasoccer.com



www.emsamain.com

<http://www.emsasmain.com/>





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

EMSA South Age Rep

- 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 Reps

Matthew Moawad – MW & SE Area

U4 & U5 Boys and Girls

Email: matthewmoawad01@gmail.com

Tannis Tulis – SE Area

U7 Boys and Girls

Email: tpeterki@ualberta.ca

Erin Brown – MW Area

U7 Boys and Girls

Email: erinbrown@yahoo.com

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U9 Boys and Girls

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Shelley Svidal – SE Area

U9 Boys and Girls

Email: capilanosoccer@shaw.ca

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U11 Girls

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U11 Boys

Email: stephenandrews0305@yahoo.com

Ryan Orr – SE Area

U11 Boys and Girls

Email: Ryan.stewart.orr@gmail.com

David Moawad – MW Area

U13 Boys & Girls

Email: dmoawad03@gmail.com

Corey Wispiski – SE Area

U13 Boys and Girls

Email: cwispinski@hotmail.com

Stephen Andrews – MW & SE Area

U15 Boys and Girls

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Angie Sych – MW & SE Area

U17/U19 Boys and Girls

Email: angie@emsasouth.com

Kyle Denam

Selects FC Director

Email: selectsfc@emsasouth.com

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Ritchie Representative
Email soccer@ritchie-league.com

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Email mccallumraelene@gmail.com

Jennifer Costigan and Cheryl West-Hicks
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VACANT
Strathearn Representative
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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

HARASSMENT

EMSA has zero tolerance for any form of:

- harassment,
- bullying,
- discrimination [or]
- intimidation



**ZERO
TOLERANCE**

Any EMSA player, team official, game official, parent or other participant who engages in such behaviour towards another EMSA player, team official, game official, parent or other participant will be subject to discipline by the EMSA Discipline Committee.

Soccer Facilities' staff will remove patrons for poor behaviour.

Coaches are responsible for the behaviour of their spectators.

Equipment Pick up & Return



- We provide each team with uniforms & equipment. You should recruit an Equipment Manager volunteer to manage the team's equipment during the season.
- Coaches are NOT required to collect jersey deposits, correct assigned jersey number for each player must be entered in the portal.
- 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. Return Dates for return TBA

Equipment

All Equipment Handouts and returns are done at the Mill Woods Soccer Equipment warehouse located at the north side of the building at 9904 - 71 Ave NW. The warehouse has a mural of Joey Moss on it and faces 99 St.

- Equipment pick-up is on the north side of the building at the overhead doors. **Free Parking is available at the Russel Metals Parking lot located on the west side of 99 St on 71 Ave. Please advise your coaches they can not park in the back alley behind the equipment warehouse while picking up equipment.**

Team Equipment

- For all age groups **indoor balls will be issued for this season.**
- U9/U11 are issued a team set of in-house jerseys, size 4 indoor balls - 1 per player, 4-6 size 4 outdoor balls, 20 cones, 2 Keeper jerseys, 1 set of team pinnies and a set of practice pinnies, a First Aid Kit , a referee liaison card and lanyard as well as a whistle (in the first aid kit)
- U13/U15/U17/U19 are issued a team set of in-house jerseys, size 5 indoor balls - 1 per player, 4-6 size 5 outdoor balls, cones, 2 Keeper jerseys, 1 set of team pinnies and a set of practice pinnies, a First Aid Kit, a referee liaison card and lanyard as well as a whistle (in the first aid kit)
- All teams in these age groups (U9 to U19) are issued in-house jerseys, so each player is required to provide a \$100 jersey deposit for U9, U13, U15, U17 and U19, for U11 a \$200 jersey deposit is required from each player as each player is issued 2 jerseys (home and away). The jersey deposits were dealt with by the EMSA South Office during registration, pre-authorizations so teams are not to collect any deposits, just ensure the correct assigned jersey number for a player is entered in the portal. Note:jersey deposits are not cashed unless a jersey is destroyed or not returned at the end of the season/last equipment return date.
- Where possible if we have enough in-house jerseys for U9, U13, U15, U17 and U19 to address the number of players on a SouthEast team their applicable Community jerseys will be issued. If we do not have enough of a Community's jerseys or a Community's jerseys for a specific age group the teams will be issued Mill Woods jerseys.
- All U11 teams will be issued the EMSA South jerseys.
- For any spare jerseys not issued to players the Coach is responsible for their safekeeping throughout the season and return of them.
- no ice packs will be issued to teams.
- **2024-2025 Indoor Community Equipment Handout Schedule**
- Sunday, September 29, 2024, 9:00 AM to 11:15 AM – all U13/U15/U17/U19 teams
- Sunday, September 29, 2024, 11:30 AM to 1:00 PM – all U9 teams
- Sunday, September 29, 2024, 1:15 PM to 2:45 PM – all U11 teams

Equipment

- Coaches will not have to provide an equipment deposit for team equipment. We do however hope/expect you take care of it and return it on return date.
- First Aid Kits - no longer issuing Cold spray to U13 - U19 teams, no longer issuing ice packs to all teams for the indoor season.
- Age reps to follow up with U9 to U19 teams that are missing their jersey numbers in the portal.
- EMSA South will not be laundering pinnies, jerseys or keeper jerseys moving forward. A team will require up to 2 laundry volunteers - 1 to launder the jerseys, pinnies and keeper jerseys prior to issuing them to players and either the same volunteer or another volunteer will launder the jerseys, pinnies and keeper jerseys.
- For U9 to U19 teams they will need to launder their pinnies and keeper jerseys prior to issuing them and returning them to the equipment warehouse. Upon return of pinnies, jerseys (U9 to U19), a bounce sheet will be put in the jersey and pinnie bags. **This INDOOR Season is the exception as all has already been laundered, although some teams when issued do this anyhow.**

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

Follow this link to learn what the requirements are for your role!



You can also discover the specific requirements for you role and age group by completing the TEAM OFFICIAL CHECK LIST

<https://forms.office.com/r/9GYDggruNgp>

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. It potentially addresses 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 coaching professional (parent or volunteer) present.
- Allow training environment to be used for observation.
- Ensure a participant never interacts without with another adult present.
- Consider the gender of the participants when assigning the screened coaches and guardians who are present.
- Eliminate one-to-one electronic messaging. Ensure that all electronic messages sent to the group either include parents.

Coaching Requirements

REMINDER USE THIS LINK BELOW TO CHECK OFF ALL ITEMS ON THE LIST OF REQUIREMENTS



<https://forms.office.com/r/9GYDgruNgp>

- Register as a Team Official in the EMSA Soccer Portal www.emsasoccerportal.com
- Obtain a Digital EMSA ID Card (valid 3 yrs) email Emsa.ecarding@emsamain.com with your picture and government ID
- Become Screened and obtain a valid Security Clearance (valid 3 yrs) email Kirsten 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 office@emsasouth.com for the code
- Complete the NCCP Coach Pathway Course <https://canada-soccer.myshopify.com/collections/grassroots-coaching-education-program>
 - Active Start – U4/U5
Fundamentals – U7 to U9
 - Learn to Train – U11
 - Soccer for Life – U13 and up

Respect in Sports



The Respect in Sport program will be implemented in a tiered approach for Team Officials over the next few months and fully by the 2023 Outdoor season.

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://emsasouth.com/coachref/coachs-corner/respect-in-sport/>

Coaching Pathway

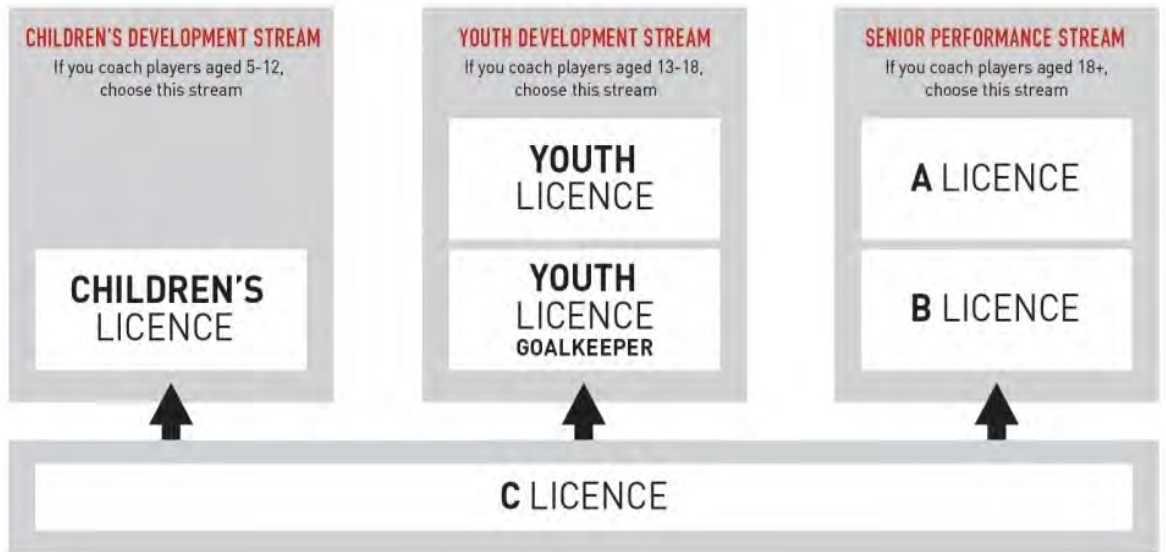


CANADA SOCCER COACH EDUCATION PATHWAY



LICENSING STREAM WORKSHOPS

ONLINE MODULES + PRACTICAL WORKSHOPS + EVALUATIONS



COMMUNITY STREAM WORKSHOPS ONLINE MODULE + PRACTICAL WORKSHOP



A soccer ball with black and white panels is positioned on a green grassy field. The ball is the central focus of the left side of the slide.

Community Stream Workshops

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

NCCP Coach Training

*Managers require Respect in Sport ONLY

	U5	U7	U9	U11	U13	U15	U17	U19
Active Start	X	X						
FUNdamentals			X					
Learn to Train				X				
Soccer for Life					X	X	X	X
Respect in Sport	X	X	X	X	X	X	X	X
Making Ethical Decisions			X	X	X	X	X	X
Making Headway	X	X	X	X	X	X	X	X
Emergency Action Plan	X	X	X	X	X	X	X	X

All courses are online. There is a practical portion to the Active Start, FUNdamentals, Learn to Train and Soccer for Life courses. MWSA reimburses for all courses upon completion.

FUNdamentals – U9

Our Grassroots Program follows Canada Soccer and is endorsed by FIFA's Preferred Training Model. This is the Long-Term Player Development (LTPD). Each Training Session is built around General Movement; Coordination; Soccer Technique; and Small-side Games. These are to develop the ABC's of soccer (Agility, Balance, Coordination). This continues to build the pillars and foundation of physical literacy and the love of the game.

Training Session will become more guided towards soccer in developing the skills required to play the game.

<https://emsamain.com/wp-content/uploads/2023/10/U8-U9-U10-and-U11-Boarded-EMSA-Rule-Modifications-Indoor-2023-2024-UPDATED-oct-24.pdf>

Learn to Train – U11

Our Developmental program follows Canada Soccer and FIFA endorsed Preferred Training Model. It is a balanced program where players of all ability skill levels are challenged and developed. Focus on tactical and environmental awareness, encouraging decision making and self-critical game play.

This is also the age group that players may choose to tryout for the more competitive club stream which also focuses on development for these age groups.

<https://emsamain.com/wp-content/uploads/2023/10/U8-U9-U10-and-U11-Boarded-EMSA-Rule-Modifications-Indoor-2023-2024-UPDATED-oct-24.pdf>

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

• [Rules of Inside Soccer 2024-25](#)

Coaches Kit & Forms

The U9+ 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/wp-content/uploads/2024/07/Indoor-Coaches-Handbook.pdf>

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

•Key Forms:

- [City Wide Rules and Regulations Form](#) DUE October 17, 2024.
- [U11 Post Season Commitment Form](#) DUE January 3, 2025.
- [U13- U19 Post Season Commitment Form](#) DUE January 3, 2025.

- Read the EMSA Rules and Regulations HERE: [Complete EMSA Rules & Regulations](#)
- Rules of Indoor Soccer [Rules of Inside Soccer 2024-25](#)
- U9 & U11 Modified Rules <https://emsamain.com/wp-content/uploads/2023/10/U8-U9-U10-and-U11-Boarded-EMSA-Rule-Modifications-Indoor-2023-2024-UPDATED-oct-24.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.
- ❖ Permitted within the rules but rules must be followed
- Review Trialist Rule on EMSA Rules particularly requirements to note on game sheet and maximum number of games player can play.
- Trialist Form must be submitted with game sheet to Referee: The form can be found here: [Trialist/Guest Player Form](#)
- 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 out, 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. The bench attendant line is only for those individuals helping out who are NOT on the roster.
- If a team official cannot produce their EMSA e-card/District ID card they cannot be marked down as a bench attendant instead. They must sit in the stands for the entire game.
- 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.

Why we suggest you use Bench Attendants

We believe there are many involved parents in our program who want to get involved but may be intimidated by becoming a team official.



Tasking interested parents as a Bench attendants from time to time allows you, as a coach the opportunity to build relationships with the parents on the team. You can share your love and passion for the sport, while also building a team of dedicated people to help you in your very important role.




We strongly believe becoming a bench attendant is a gateway to becoming a team official. Youth Community soccer is always in need of team officials, your assistance in introducing parents to the coaching bench could have a positive effect in the future as we look for coaching staff to be able to serve as many athletes as possible in our community.

Schedules & Standings


- Schedules created by EMSA Main.
- Schedules available at EMSA Main under Schedules Tab or EMSA Portal Coach Login.
- U9 will not have any stats, or standings posted this age remains developmental. U9 Teams DO have to post scores following their games.
- U9 – U19 is a three-round tiering system where teams will be re-tiered after each round to balance out strength/skills.
- Ability to tier will also be based on number of teams in that division.
- Schedules are released October 16th

Post Season Play U13-U19


City Finals: February 22 & 23, 2025
Tier 4 Provincials: mid March



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 Jan.3rd please submit form to EMSA Main online



Coaching Requirement for Provincials

7.6. One staff member from each team involved in the Provincial Championships must fulfill the coaching requirements for the appropriate level as per the chart below. This qualified staff member must be present at each game of the Provincial Championships:

Competition	Coaching Requirement	Strongly Recommended
U15, U17 Tier 1	C License Trained <u>OR</u> Higher	<u>Making Ethical Decisions</u>
U13 Tier 1	Soccer For Life + MED <u>OR</u> Higher	<u>Making Ethical Decisions</u>
U15+, Tiers 2-4	Soccer For Life Trained	<u>Making Ethical Decisions</u>
U13, Tiers 2-4	Learn to Train <u>OR</u> Soccer For Life	<u>Making Ethical Decisions</u>

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)
- Shorts
- Shin Pads (mandatory)
- Socks that cover shin pads
- Indoor soccer shoes
- Water Bottle
- **NO jewelry**

Coach to Bring Provided by the zone unless stated otherwise

- 2 Suitable game balls
- Game Sheet (Both HOME and AWAY must bring a completed game sheet)
- Home team enters in score on the EMSA soccer portal by next business day
- Electronic copy of all EMSA ID Cards for the Team (U9&U11 Team Officials only, U13+ All Players and Team officials)
- Pinnies
- First Aid Kit

Game Sheets & Online Scoring

Game sheets and referees are Mandatory for the U9-U19 program. Game sheets can be downloaded on the EMSA Soccer Portal

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 submit Game Sheets at the Start of the Game, make sure you have your printed and completed game sheet ready at each game.
- Both teams should arrive on the field before the game start time so that any changes or review of the game sheet can be completed
- 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
- 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 kick-off time results in the home team's automatic default of the game.
- Incorrectly filled out game sheets can be subject to administration fees – we do NOT pass those fees on

HOW TO Electronic Game Sheets

Information below is also found in your coach information on EMSA Main website:

[Electronic Game Sheet Procedure](#)

[How to Enter Jersey Numbers on Electronic Game Sheets](#)

[How to Download Your Teams List/Photos for your digital EMSA I.D E-Cards](#)

[How to Print Electronic Game Sheets](#)

[Game Sheet Submission & Scoring Games](#)

[How to Score Games in the EMSA Portal](#)

[Blank Game Sheet](#) (print and keep a few in your kit in case there are issues printing the electronic version)

Submitting the Game Sheet to EMSA Main:

The referees will take your game sheet and the end of the game and submit to EMSA directly during the indoor season

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 and click on the "Edit Player Jerseys" button in the Team Official Control Panel:

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 5
Tier: Tier 4X

- **Step 2:** Fill in the "Jersey" field with a 1 or 2 digit number. Leading zeroes are preserved (e.g., 09 isn't 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 1 or more players without jersey numbers; the U4s don't need 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 #	
154720	12	Ferguson	Karen	2016-11-10		View Registration
153456		Morales	Eliel	2016-05-20		View Registration
149254		Mora	Samantha	2019-05-03		View Registration
149190		Sevigny	Gauge	2019-07-18		View Registration
148190		Sevigny	Rayland	2019-07-19		View Registration
152773		Shavuk	Cooper	2016-10-15		View Registration

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

Player Cards/Game Sheets

When you log into your account in the EMSA Soccer Portal, please switch your profile to Team Official. Then you will see the following dashboard:

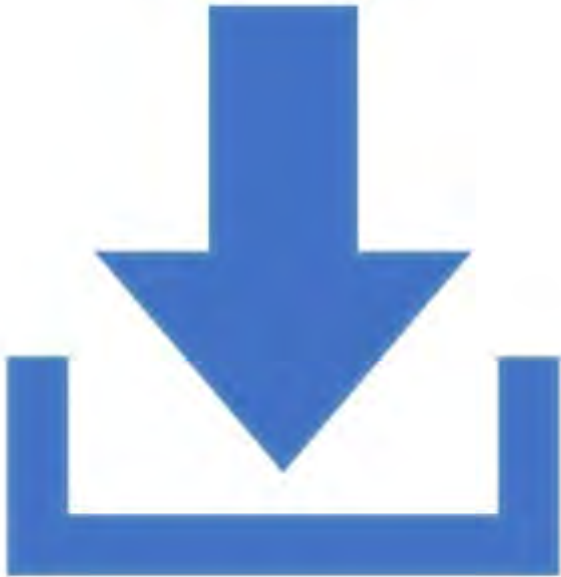
The screenshot shows the 'Team Official Control Panel' for a user named 'St. Theresa (Hilbrecht): Coach'. The dashboard is divided into three main sections:

- Left Column (Action Buttons):** A vertical list of buttons for managing games, rosters, ID cards, standings, jerseys, and waivers. Red arrows point to the 'Manage/Score Games' button at the top and the 'Edit Player Jerseys and IDs' button near the bottom.
- Middle Column (Information Check):** A section for checking player information, including 'Player Information Check', 'Programs Information', and 'Division Information'. Each section lists specific details like status, program, age category, season, division, round, and tier.
- Right Column (Player Details):** A section for player details, including 'Player Information', 'Player Information', and 'Player Information'. It lists details like 'Player ID', 'Player Name', 'Player Age', and 'Player Division'. Red lines are drawn under the 'Player ID' and 'Player Name' fields.

You will have to enter the player's jersey numbers, if you know them. If you don't, you can mark it on the game sheets.

To print the game sheet, please select **Manage/Score Games**. Then when you are home team, you can select the Download button on the game sheet column. Print the game sheet and bring it to the game:

Electronic Game Sheet Download



- Both the Home & Away team are responsible for downloading and printing a copy of the Master Game Sheet. Both team's information will be on the ONE master game sheet.
- Both teams must sign the game sheets
- Don't forget to Have the Team officials sign, Mark the Ref Liaison down and cross off any missing players
- Proof of EMSA ID cards are required along with the Game sheet at the beginning of the game.
- The Home Team must score the game in the portal by 10:00am 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 – we do NOT pass these along

Referee Information

Coach Expectations:

- You will have 1 center & 1 box ref assigned to your league games
- 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.

Referee Review:

- Respect the Referees!
- The Referee is the Match Official
- The game can not be disputes

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.

EMSA E-Cards

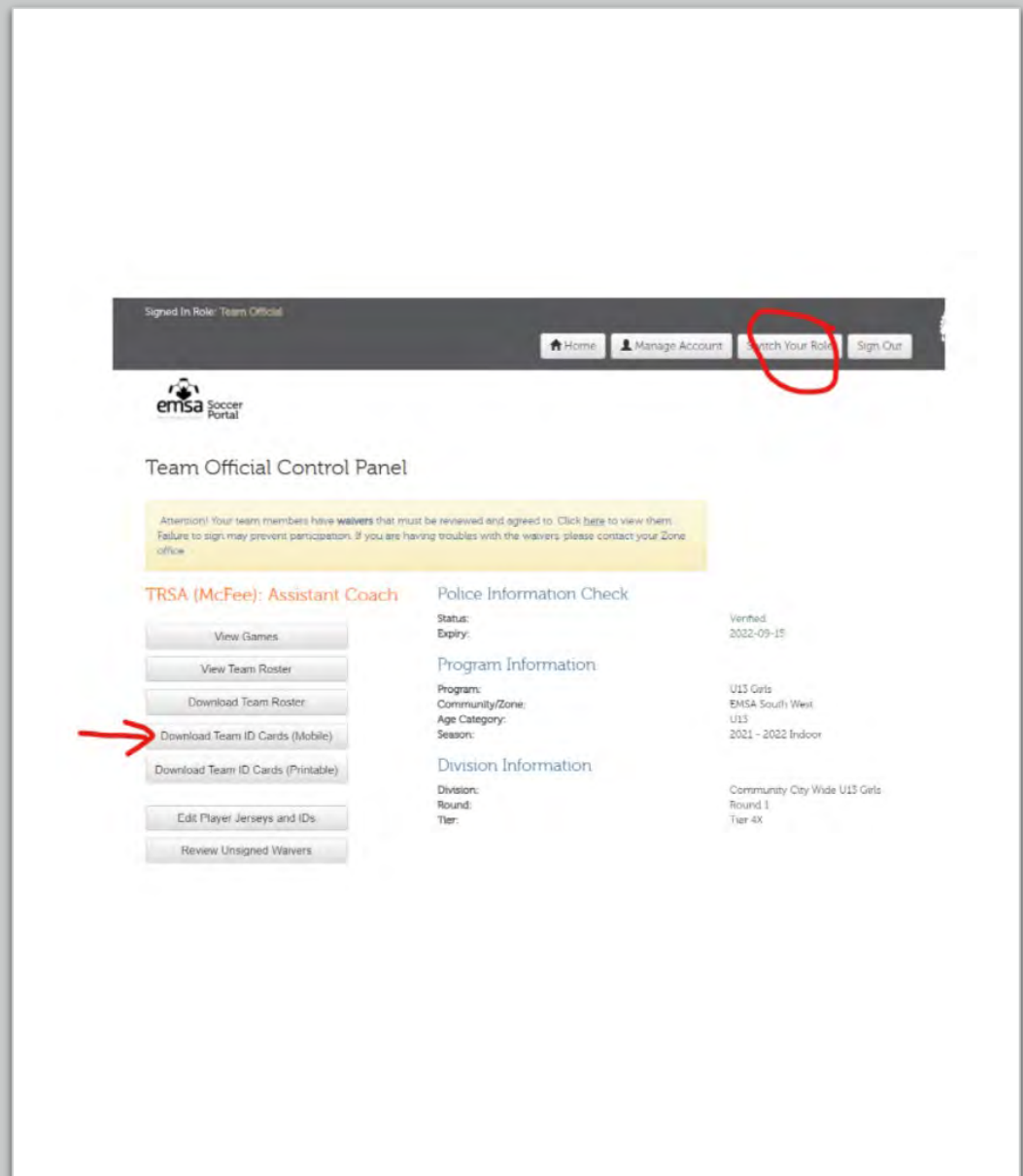
- All U13+ Players and U9+ Team Officials (Coach, Assistant Coach and Team Manager) will need an EMSA ID Card.
 - To get a card, submit a headshot and copy of ID to emsa.ecarding@emsamain.com
 - Cards can be downloaded from the portal



How to Download your Teams ID Cards

When you log into your account in the EMSA Soccer Portal, switch your role to Team Official.

- From there you will see the following dashboard:
- Click on Download Team ID Cards.
- Save your EMSA Team Official E Card.
- Present this Card to the facility staff upon entry.




The screenshot shows the EMSA Soccer Portal interface. At the top, a dark navigation bar contains the text "Signed In Role: Team Official" and buttons for "Home", "Manage Account", "Switch Your Role" (circled in red), and "Sign Out". Below the navigation bar is the EMSA Soccer Portal logo and the heading "Team Official Control Panel". A yellow warning box states: "Attention! Your team members have waivers that must be reviewed and agreed to. Click here to view them. Failure to sign may prevent participation. If you are having troubles with the waivers please contact your Zone office." The main content area is divided into two columns. The left column, titled "TRSA (McFee): Assistant Coach", contains buttons for "View Games", "View Team Roster", "Download Team Roster", "Download Team ID Cards (Mobile)" (highlighted with a red arrow), "Download Team ID Cards (Printable)", "Edit Player Jerseys and IDs", and "Review Unsigned Waivers". The right column contains sections for "Police Information Check" (with status and expiry), "Program Information" (with program, zone, age category, and season), and "Division Information" (with division, round, and tier).

Any Injury that takes a player out of play must be reported to EMSA South Zone.

Form:
<https://emsasouth.com/coachref/pdf-forms/>

Fill out the injury form and send to Angie
execdir@emsasouth.com



Injury Incident Report

Player's Name & No: _____ DOB: (d) ____ / (m) ____ / (y) ____

Team Name: _____ Age Group & Gender: _____

Coach's Name: _____ Person monitoring child at scene: _____

Referee(s): _____ Opposing Team: _____

Date of Incident: ____ (d) ____ (m) ____ (yr) Time: _____ / Circle: Indoor/Outdoor; Blow to head / If Body where _____

Describe Injury: _____ / Circle: Game/ Practice/ Other _____

Describe how it happened: _____

At the scene of the incident

Step 1: Determine if this is a medical emergency

a) Follow basic first aid: • Danger • Response • Airway • Breathing • Circulation

b) CALL 911 if the child shows any of these Red Flag Symptoms at any time.

RED FLAG SYMPTOMS		
You see: <input type="checkbox"/> Repeated vomiting <input type="checkbox"/> Seizure or convulsion <input type="checkbox"/> Deteriorating or loss of consciousness	The child complains of: <input type="checkbox"/> Neck pain <input type="checkbox"/> Double vision <input type="checkbox"/> Weakness or tingling/burning in the arms or legs <input type="checkbox"/> Severe or increasing headache	The child is showing: <input type="checkbox"/> Unusual behavior <input type="checkbox"/> Increasing confusion or irritability

c) If there is serious injury OR any of the Red Flags:

- Call 911
- Do not move the child

Edmonton Soccer Facility Entry & Costs

- Coaches will show their digital EMSA ID card to gain free entry into the EMSA Soccer Facilities. We are only given 3 passes/team.
- If you are the head coach or first to arrive you may show your emsa ID card to gain entry and then request the Change room Key for your scheduled field slot for your team (30 minutes before game).
- Edmonton Soccer Facilities do charge a fee to Spectators over the age of 18. This fee can be paid per visit or spectators may choose a season pass (most cost savings). Make sure your families are aware!
 - Admission this year is \$7.00 for single/daily entry
 - \$52 for a Multi Facilities Season Pass (includes entry into the three indoor facilities plus the Scottish Done & Viktoria Soccer Club)
 - Season passes can be purchased on-site at the 1st game (please remember to arrive early) •
- Players & siblings under 17 are exempt from entry fees

Gym User Rules & Regulations

Facility doors will be opened (10) minutes before and re-locked (10) minutes after the commencement time on the license agreement. IF you are the first team (ex.6 pm and EMSA South has the gym from 6pm to 9pm – PLEASE go open the door for the next group 10 minutes prior to the end of your gym time. The caretaker will NOT do this)

Make sure to pack up and be out of your gym so the next group can start promptly.

- No Loitering in hallways by Players, Coaches or Families. **NO PROPPING DOORS OPEN**
- ONLY WATER is permitted during activities.
- Schools and school property are no smoking & no vaping areas.
- Street shoes are not permitted in gymnasiums. All footwear should be clean, non-marking and soft soled.
- Indoor soccer balls are only permitted in gymnasiums. **NO OUTDOOR BALLS!!!**
- Limit activities to the area assigned (actual gym) and restrict participants to this areas.
- It is recommended to discourage spectators due to space constraints and the lack of insurance on guardians and loved one in the event of injury in the space.

NO SHOWS are strictly prohibited and will result in a termination of your gym time

CANCELLATION REQUESTS must be sent to the Zone office angie@emsasouth.com no later than 18 days prior to the scheduled booking. If you are unable to provide such notice you are required to find an alternate team to use your scheduled time, you must inform the office of any exchanges of gym time from one team to another: Please contact Angie Sych angie@emsasouth.com should you experience any challenges or problems during your rental. All afterhours emails will be returned, next business day.



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 the referee at the start of the game (We recommend doing this the night before)
 - Collect game sheets (home team only) and input them 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)
- Be a cheerleader for team!

Communication with Coaches & Parents

TeamSnap will be the primary communication device we use at EMSA South. 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.

Due to EMSA South Policy we only add the account holder to TeamSnap. It is up to the account holder to add additional family members.

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



<https://emsasouth.com/wp-content/uploads/2024/09/EMSA-South-TeamSnap-App-Information.pdf>

Resources

Governing Bodies

www.emsasouth.com

www.emsamain.com

www.albertasoccer.com

MUST REVIEW & UNDERSTAND/ACTION THE INFORMATION BELOW

EMSA MAIN COACH KIT: Tier 4-6 U9-U19:

<https://emsamain.com/seasoninfo/indoor-season-information/citywide-u09-u19-team-official-indoor-season-info/>

- [City Wide Rules and Regulations Form](#) DUE October 17, 2024.
- [U11 Post Season Commitment Form](#) DUE January 3, 2025.
- [U13- U19 Post Season Commitment Form](#) DUE January 3, 2025.

Team Official Checklist (training & clearance requirements)

<https://forms.office.com/r/9GYDgruNgp>

Practice Facilities Request

<https://forms.office.com/r/i7YgYmhPrZ>

Game Rules

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

TeamSnap Information

<https://emsasouth.com/wp-content/uploads/2024/09/EMSA-South-TeamSnap-App-Information.pdf>

**A Successful Coach is
one who is still
coaching.**

- Ben Schwartzwalder

Thank you for
volunteering!!

