



# Coach Information U9 – U19

---

Indoor 2024/2025

# Governance of Soccer

**FIFA®**

*For the Game. For the World.*



<https://canadasoccer.com/>



<https://albertasoccer.com/>

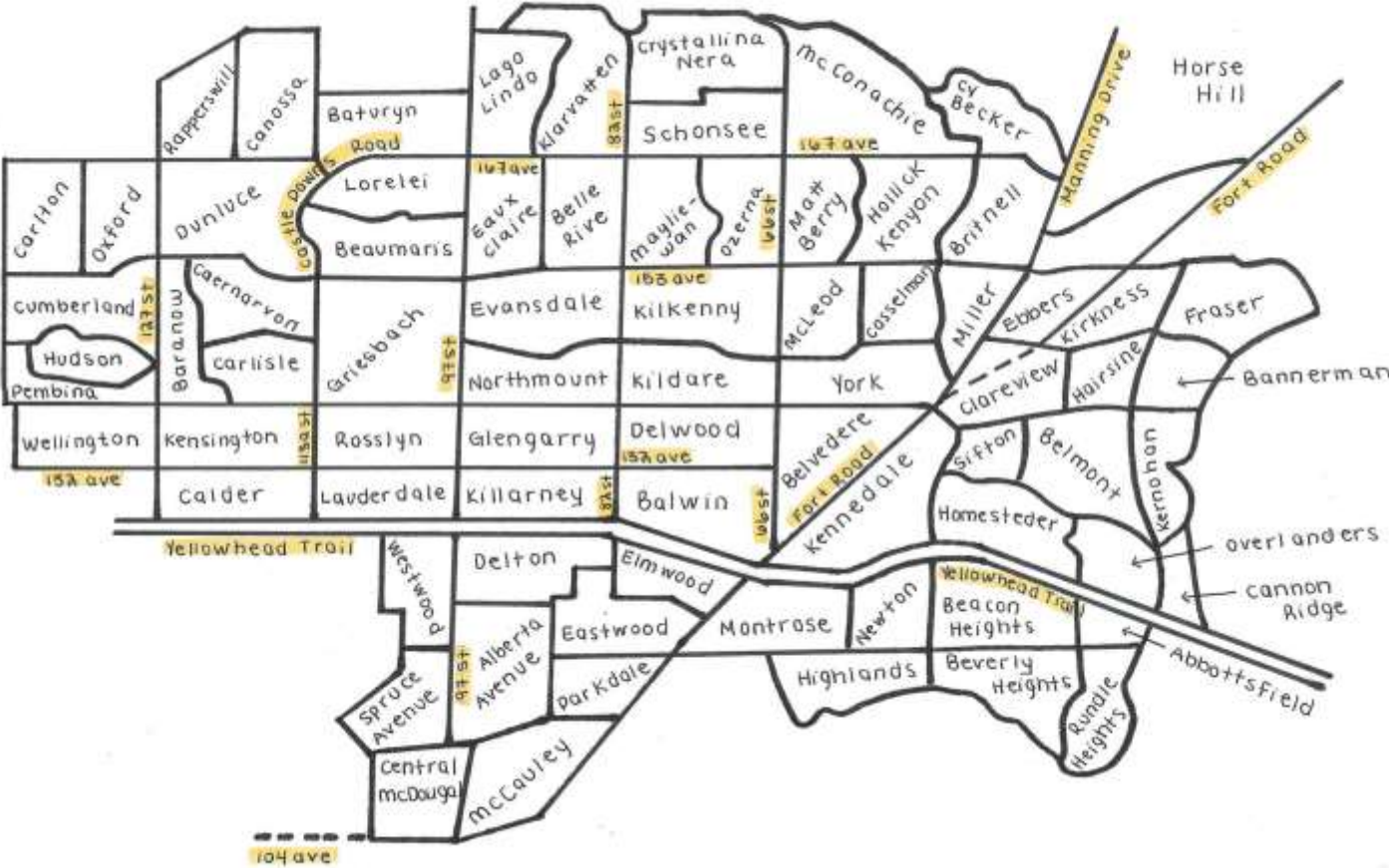
<https://emsamain.com/>



<https://emsanorth.com/>



# EMSA North Districts



# ENZSA Executive Board

- **Bryan Payne**  
President  
Email: [bryanp@emsanorth.ca](mailto:bryanp@emsanorth.ca)
- **Mirka Griffith**  
Vice President  
Email: [mirkag@emsanorth.ca](mailto:mirkag@emsanorth.ca)
- **Danny Da Silva**  
Treasurer  
Email: [dannyd@emsanorth.ca](mailto:dannyd@emsanorth.ca)
- **Vacant**  
Community Director  
Email:



# ENZSA Community Soccer Directors



- **BATURYN**  
Director: Darko Brkin  
E-mail: [soccer@baturyn.ca](mailto:soccer@baturyn.ca)
- **CAERNARVON**  
Director: Justin MacKenzie  
E-mail: [soccer@caernarvon.ca](mailto:soccer@caernarvon.ca)
- **CARLISLE**  
Director: Rob Lewis  
E-mail: [rmlewis10@shaw.ca](mailto:rmlewis10@shaw.ca)
- **CUMBERLAND/OXFORD (COCL)**  
Director: Eric Lyseng  
E-mail: [soccer@cocl.org](mailto:soccer@cocl.org)
- **DELTON**  
Director: Laura Cassady  
E-mail: [soccer@deltoncommunity.com](mailto:soccer@deltoncommunity.com)
- **DUNLUCE**  
Director: Dana Trendall  
E-mail: [soccer@dunlucecl.ca](mailto:soccer@dunlucecl.ca)
- **GRIESBACH**  
Director: Simon Chin  
E-mail: [sports@griesbachcommunity.com](mailto:sports@griesbachcommunity.com)
- **HORSE HILL**  
Director: Monica Cameron  
E-mail: [Horsehillsports@gmail.com](mailto:Horsehillsports@gmail.com)
- **LAGO LINDO**  
Director: Cliff & Lori Ziegler  
E-mail: [soccer@lagolindo.ca](mailto:soccer@lagolindo.ca)
- **LORELEI/BEAUMARIS**  
Director: Anthony Villeneuve  
E-mail: [soccerlbcl@gmail.com](mailto:soccerlbcl@gmail.com)
- **NEWTON**  
Director: Melissa Hanssen  
E-mail: [melissa.r.hanssen@gmail.com](mailto:melissa.r.hanssen@gmail.com)
- **SOUTH CLAREVIEW**  
Director: Allie Creasy  
E-mail: [soccer@southclareview.ca](mailto:soccer@southclareview.ca)
- **WELLINGTON**  
Director: Aviva Addo  
E-mail: [Wellingtonparksoccer@gmail.com](mailto:Wellingtonparksoccer@gmail.com)



# Community Technical Leads

## **Dejan & Stefan Gajic**

Community Technical Leads

Email: [techcoach@emsanorth.ca](mailto:techcoach@emsanorth.ca)

- Coaching Resources
- Player Engagement through Coach Development
- Coach Advice/Guidance
- Coach Advocate
- Coach Training Adviser



# ENZSA Staff

---



## EMSA North Office

### **Kylee Webster**

Executive Director

Ph: 780-406-0798 Ext. 4

Email: [programs@emsanorth.ca](mailto:programs@emsanorth.ca)

### **Megan Locher**

Executive Assistant

Ph: 780-406-0798 Ext. 1

Email: [socceroffice@emsanorth.ca](mailto:socceroffice@emsanorth.ca)

### **Ryleigh Bridges**

Scheduling Coordinator

Email: [scheduling@emsanorth.ca](mailto:scheduling@emsanorth.ca)

### **Cindy Jara**

Office Staff

Email: [staff@emsanorth.ca](mailto:staff@emsanorth.ca)

## Affiliate Program Staff

### **Luan Tran**

NSU Club Administrator

Email: [Luan.Tran@anixter.com](mailto:Luan.Tran@anixter.com)

### **Kelly Yanch**

Fort Saskatchewan

Administrator

Email: [info@fortsasksoccer.ca](mailto:info@fortsasksoccer.ca)

# North Zone Age Level Director (ALD)

- Volunteer Position
- Form teams in each age group
- Acts as liaison between the North Zone Board and the Community Soccer Directors on matters pertaining to the respective age group.
- Main contact for Coaches regarding team formation.
- Assist in outdoor schedule groupings and team formation issues resolution.



# ALD Contact Information

**U9 Age Level Director: Lori Ziegler**

[U9ald@emsanorth.ca](mailto:U9ald@emsanorth.ca)

**U11 Age Level Director: Candice Bevan**

[U11ald@emsanorth.ca](mailto:U11ald@emsanorth.ca)

**U13 Age Level Director: Candice Bevan**

[U13ald@emsanorth.ca](mailto:U13ald@emsanorth.ca)

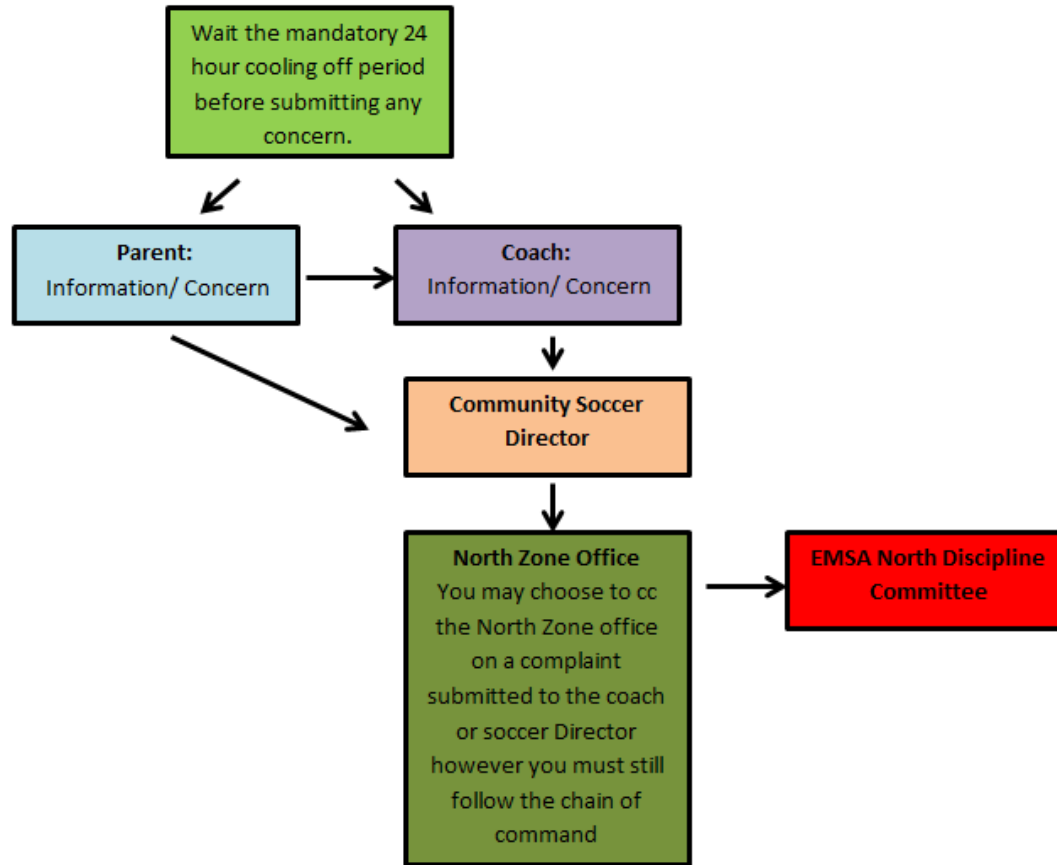
**U15 Age Level Director: Candice Bevan**

[U15ald@emsanorth.ca](mailto:U15ald@emsanorth.ca)

**U17 & U19 Age Level Director: Candice Bevan**

[U17.U19ald@emsanorth.ca](mailto:U17.U19ald@emsanorth.ca)

# EMSA North Chain of Communication



# 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

You can also discover the specific requirements for your role + Age group you are volunteering for by completing the COACH CHECKLIST in the link below.

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



<https://fs4.formsite.com/socceroffice/riyjpgnqsw/index.html>

# Coaching Requirements

REQUIREMENT



## 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.



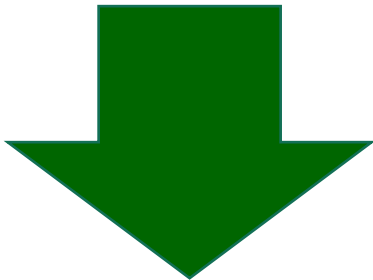
### GOOD RULE OF TWO IMPLEMENTATION PRACTICES

- 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

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



<https://fs4.formsite.com/socceroffice/riyjpgnqsw/index>

1. Register as a Team Official in the EMSA Soccer Portal [www.emsasoccerportal.com](http://www.emsasoccerportal.com)
2. Become screened and obtain a valid Security Clearance (valid 3 yrs) - email Megan [socceroffice@emsanorth.ca](mailto:socceroffice@emsanorth.ca)
3. Obtain a Digital EMSA ID Card <https://fs4.formsite.com/socceroffice/oxdduwytzs/index>
4. Obtain a NCCP Number to set up a Team Official Transcript. <https://thelocker.coach.ca/account/login?ReturnUrl=%2f>
5. Complete Respect In Sport - email Ryleigh at [scheduling@emsanorth.ca](mailto:scheduling@emsanorth.ca)
6. Complete the NCCP Coach Pathway Course (FUNdamentals, Learn to Train, Soccer for Life) <https://canada-soccer.myshopify.com/collections/grassroots-coaching-education-program> - for Head & Assistant Coaches
7. Complete Safe Sport Roster Training <https://thelocker.coach.ca/account/login?ReturnUrl=%2fonlinelearning>
  1. NCCP Making Head Way Module
  2. NCCP Emergency Action Planning Module
  3. NCCP Rule of Two
8. Coach Code of Conduct: <https://emsanorth.com/wp-content/uploads/2022/09/Codes-of-Conduct.pdf>

# Coaching Pathway

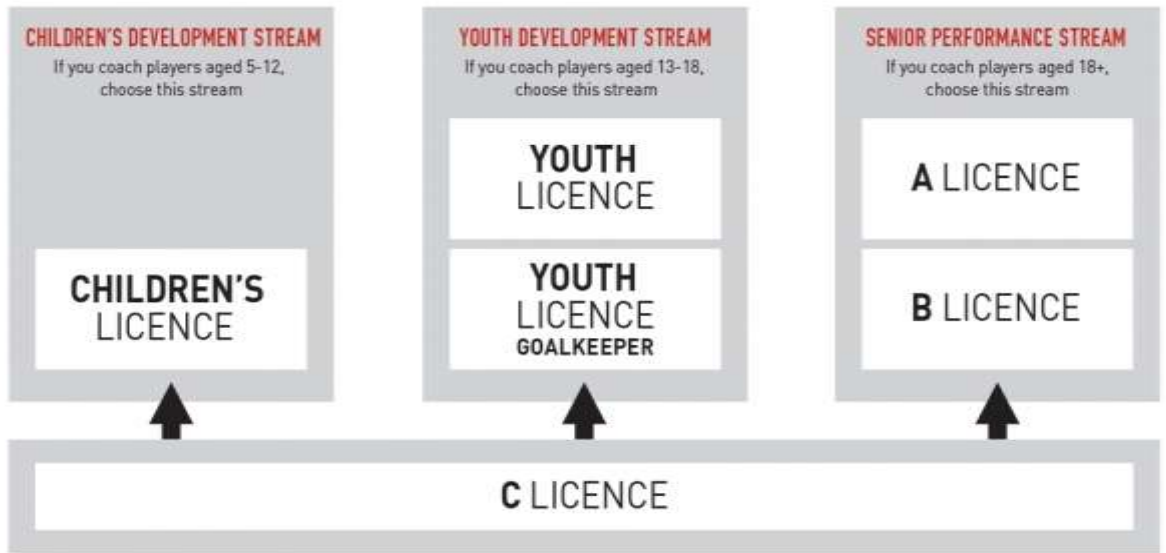


## CANADA SOCCER COACH EDUCATION PATHWAY



### 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



# Community Stream Workshops

---

- ✓ Active Start (U5-U7)
- ✓ FUNdamentals (U9)
- ✓ Learn to Train (U11)
- ✓ Soccer For Life (U13+)

# 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.



# 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.

# 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 Sport

All team officials require this 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."

Email:

[scheduling@emsanorth.ca](mailto:scheduling@emsanorth.ca)

to obtain your course Key, this course is Valid for 5 years after successful completion



# Coach Training Cheat Sheet for Head & Assistant Coaches

	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
Making Headway	X	X	X	X	X	X	X	X
Emergency Action Plan	X	X	X	X	X	X	X	X
Rule of Two	X	X	X	X	X	X	X	X

Managers only need Respect in Sport

# 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.

Key Forms:

1. Rules & Regulation Form – Due October 17, 2024
2. U11 Post Season Commitment Form – Due January 3, 2025
3. U13 - U19 Post Season Commitment Form – Due January 3, 2025
4. [Game Sheets](#) & [Online Scoring](#)

**Forms can be found here on EMSA Main:**

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

# Head Coach of Two Teams

- Head coaches that are looking after multiple teams should ensure they have enough assistant coaches on their roster that can help out with the teams if games conflict.
- If they do not have an assistant coach or manager that can step up to help one of the teams then EMSA Main can write them a permission letter to have a substitute coach (not listed on their roster) to help out for that particular game.
- EMSA **DOES NOT** reschedule games because a team official has a game conflict with another team they are coaching.
- Max number of teams you can Head Coach is two, you can coach additional teams as a assistant coach or manager.

# Rules of Game

U9 – U19 Read the rules and regulations found at <https://emsamain.com/about/rules-discipline/emsarules-discipline/>

The ASA Rules of Indoor Soccer  
<https://albertasoccer.com/referee/resources/>

U9 & U11 read the Modifications to the 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>

Complete the Rules & Regulation Form found in the Coaches Kit and submit it prior to **October 17, 2024**

# 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 (See rules at bottom of Trialist Form)
- 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: <https://emsamain.com/wp-content/uploads/2023/07/Trialist-Form-1.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.



# COMMUNITY TEAMS Tier 4, Tier 5, Tier 6 SPECIFIC TRIALIST RULES

- No more than a total of three (3) such players can be recruited for an unlimited amount of league games.
- Trialist players cannot be used to increase the roster size for a game greater than the team's current registered roster size (you can only use trialists to replace players that are missing).
- Trialists used must be from a lower tier and your same boundary (EMSA North, West Zone, Spruce Groove)
- A player can be used as a trialist for an unlimited amount of league games (tournament do not count towards the total number of games).
- The trialist must be noted on your game sheet in the provided space prior to the game start when the game sheet is given to the referee

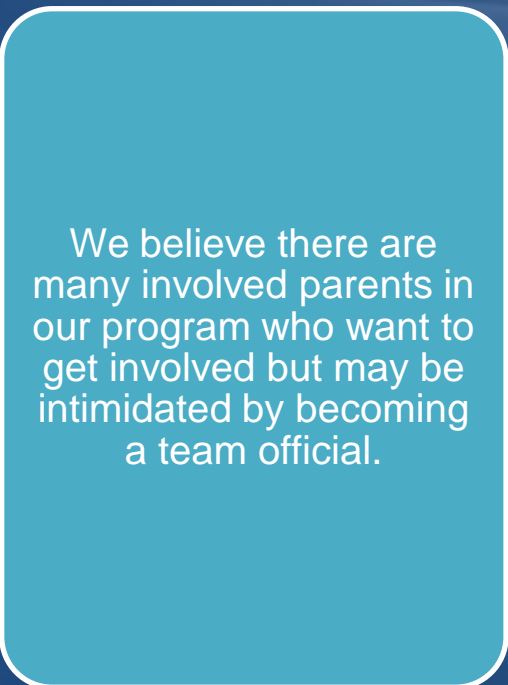
# What is a Bench Attendant ?

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.

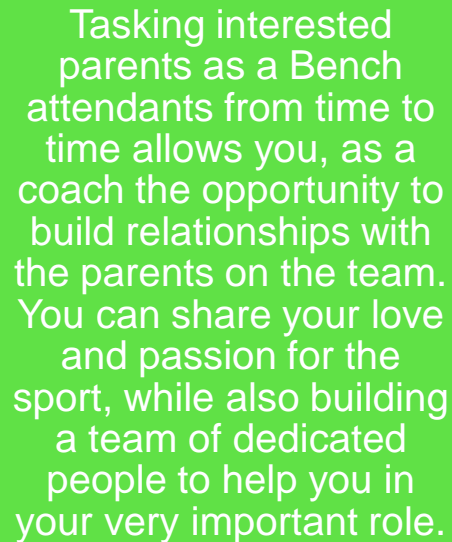
- **If you do not have a registered team official on the bench that is the same gender as the team, then it is mandatory that you have a bench attendant that is the same gender as the team.**
- Bench attendants must be **at least 18 years of age.**
- One bench attendant per game is permitted.
- At no 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.

# Why we suggest you use Bench Attendants

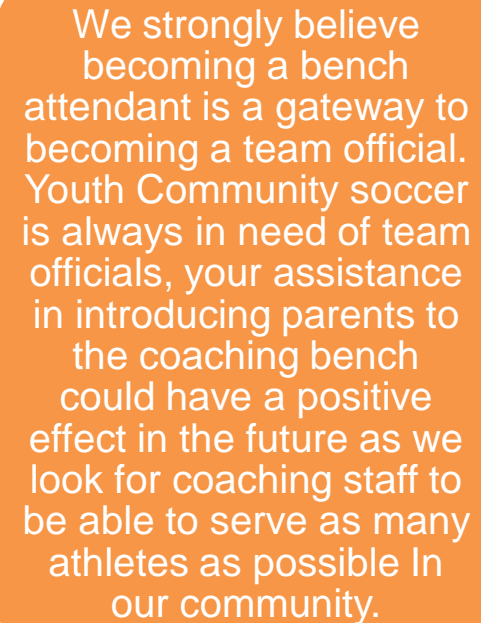
We believe there are many involved parents in our program who want to get involved but may be intimidated by becoming a team official.



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 U9 – U19

- Schedules created by EMSA Main.
- Schedules available at [EMSA Main Schedules Tab](#) or EMSA Portal Coach Login.
- U9 – U19 is a three-round tiering where enough teams exist, and teams will be re-tiered after each round to balance out strength/skills. (ability to tier for this season will be based on government guidelines)
- U9 scores WILL NOT be posted, this age remains developmental. However, coaches are required to enter the scores into the soccer portal so teams can be seeded based on their scores.

# Post Season Competition



City Finals (U11 T4-6 & U13 + T5/6):  
February 21-23 2025

Provincials (U13+ T3/4): March 14-16 2025

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

Complete the Post Season Commitment  
Form found in the online Coaches Kit on the  
EMSA Main website

# EMSA NORTH MINI JAMBOREE!

- Date TBD, Saturday at the end of February
  - U5, U7, U9 – FREE (registration required for U9)
- Season wrap up for our mini teams!
- 1 game per team
- Schedule Release Feb 3rd

U9 Registration Due January 17th:

<https://fs4.formsite.com/socceroffice/vgyv9g7cht/index>

**ALL PLAYERS WILL RECEIVE A  
MEDAL!**

# FC Memorial Challenge

- Date: Jan 23 to Jan 26, 2025
- U9-U19

Registration Fee Boarded

- \$675 Regular

Registration Fee Non-Boarded

- \$825 Regular

Registration:

<https://fcmemorialchallenge.com/>



# 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
<b>U15, U17 Tier 1</b>	C License Trained <u>OR</u> Higher	<a href="#"><u>Making Ethical Decisions</u></a>
<b>U13 Tier 1</b>	Soccer For Life + MED <u>OR</u> Higher	<a href="#"><u>Making Ethical Decisions</u></a>
<b>U15+, Tiers 2-4</b>	Soccer For Life Trained	<a href="#"><u>Making Ethical Decisions</u></a>
<b>U13, Tiers 2-4</b>	Learn to Train <u>OR</u> Soccer For Life	<a href="#"><u>Making Ethical Decisions</u></a>



# Equipment

## **Players to Bring**

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

- Jersey (supplied by Community)
- Shorts
- Shin Pads
- Socks that cover shin pads
- Indoor Soccer Shoes
- Water Bottle

## **Coach to Bring**

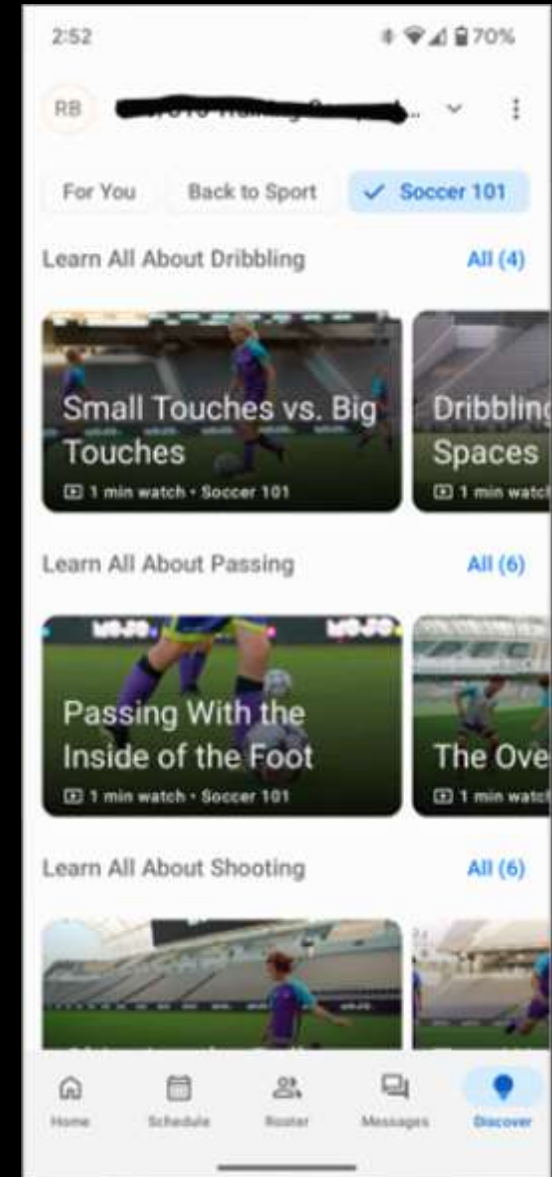
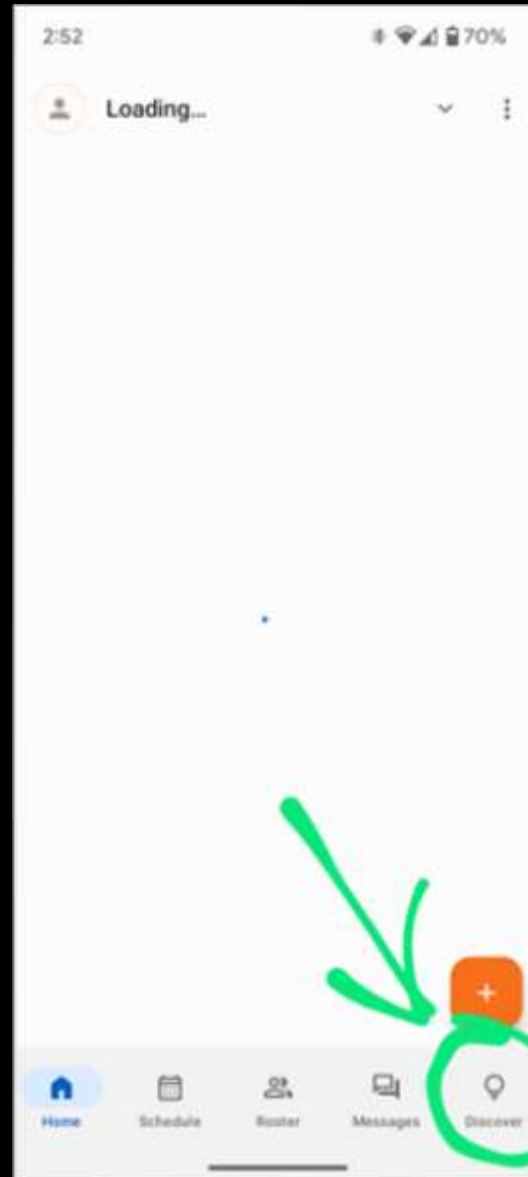
**Provided by the community unless stated otherwise**

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



# TeamSnap Training Videos

- New this year!
- In the TeamSnap app, drill videos will be available for coaches to use for practice planning
- In your team account, there will be a tab at the bottom called “Discovery”
- Then choose your filter at the top for Soccer drills



# Game Sheets

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
- Please take a photo of both game sheets each game for your records.

# HOW TO Electronic Game Sheets

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

- Electronic Game Sheet Procedure [CLICK HERE](#)
- How to Enter Jersey Numbers for your Game Sheets [CLICK HERE](#)
- Download & Print Game Sheets [CLICK HERE](#)
- Download EMSA Digital ID Cards [CLICK HERE](#)
- How to Score Games in the EMSA Soccer Portal [CLICK HERE](#)
- Blank Game Sheets (Keep a bunch on hand in case you forget to bring yours) [CLICK HERE](#)

## **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 3  
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 #	
154725	12	Ferguson	Kazi	2016-11-16		<a href="#">View Registration</a>
153458		Murphy	Eliar	2016-05-20		<a href="#">View Registration</a>
148304		Munn	Samantha	2016-09-08		<a href="#">View Registration</a>
149186		Sevigny	Gauge	2016-07-19		<a href="#">View Registration</a>
149188		Sevigny	Rayland	2016-07-19		<a href="#">View Registration</a>
152773		Shukla	Cooper	2016-10-13		<a href="#">View Registration</a>

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

## 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 'SL TRSA (Hilbrecht): Coach'. On the left, there is a vertical list of buttons: 'Manage/Score Games', 'View Team Roster', 'Download Team Roster', 'Download Team ID Cards (Mobile)', 'Download Team ID Cards (Printable)', 'View Division Standings', 'Edit Player Jerseys and IDs', and 'Review Unsigned Waivers'. Red arrows point to the 'Manage/Score Games' and 'Edit Player Jerseys and IDs' buttons. On the right, there are three sections: 'Police Information Check' (Status: Verified, Expiry: 2022-09-15), 'Program Information' (Program: U13 Girls, Community/Zone: Terwillegar (EMSA South West), Age Category: U13, Season: 2021 Outdoor), and 'Division Information' (Division: Community City Wide U13 Girls, Round: Round 1, Tier: 6Y). Red underlines are present under the 'Verified' status and the 'Division' information.

Team Official Control Panel

SL TRSA (Hilbrecht): Coach

Manage/Score Games

View Team Roster

Download Team Roster

Download Team ID Cards (Mobile)

Download Team ID Cards (Printable)

View Division Standings

Edit Player Jerseys and IDs

Review Unsigned Waivers

Police Information Check

Status: Verified  
Expiry: 2022-09-15

Program Information

Program: U13 Girls  
Community/Zone: Terwillegar (EMSA South West)  
Age Category: U13  
Season: 2021 Outdoor

Division Information

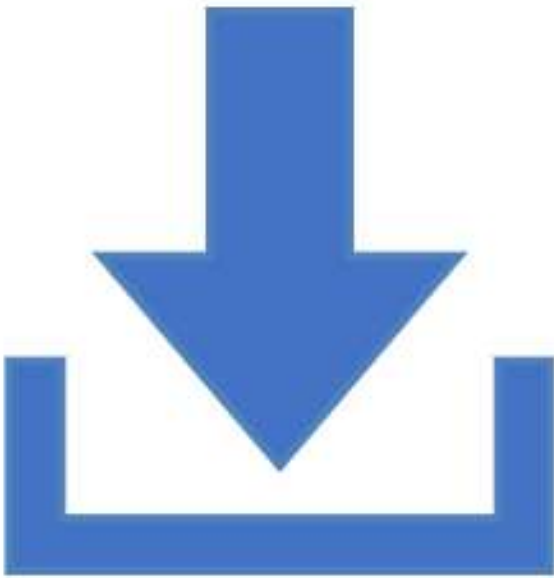
Division: Community City Wide U13 Girls  
Round: Round 1  
Tier: 6Y

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**

# Referee Information

## Coach Expectations:

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

## 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 because of pay or other reasons.



# Referee No Show

Please follow this process if your CENTER referee is a no-show: **(you can still play a game if the linesman is absent)**

- Have your Referee Liaison contact the referee assignor
- Or speak to the Front desk at the soccer facilities

## REFEREE ASSIGNOR CONTACT INFORMATION

**Referee Assignor:** Ed Charpentier

**E-mail:**

[technicaldir@emsamain.com](mailto:technicaldir@emsamain.com)

## Referee Review

Respect the Referees!

The Referee is the Match Official.

The game can not be disputed.

# Referee Liaison Program

The referee Liaison program was introduced to discourage and limit referee abuse. When these young referees are not being treated with respect or allowed 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 its 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 before the start of the game and tell them that you are here to help them if they require it.
- Please wear the identifying lanyard (over any outerwear) so you can easily be identified.
- 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.**

# REMINDERS FROM YOUR CHILD



- I'm Just a **KID**
- It's Just a **GAME**
- My Coach is a **VOLUNTEER**
- The Referees are **HUMAN**
- I'm Here to Have **FUN**

# EMSA ID Cards

- All Players U13+ will need an EMSA ID Card
- All Team Officials (U5+) will need an EMSA ID Card
- Referee will check before every game.
- Player cards expire – please make sure you check your team's expiration
- EMSA ID Cards are no longer being printed instead you should download the card photos and list from the EMSA Soccer portal (under your coach access) and bring this to the game.
- The only requirement for physical cards will be if a team advances to provincials at which please review who requires the physical card and order it for printing.

<https://fs4.formsite.com/socceroffice/oxdduwytzs/index>

# EMSA Card Procedure

EMSA ID Cards will be generated online (no more physical cards)

The updated card will be uploaded into the EMSA Soccer Portal instead.

To order a replacement or new card please make sure you have access to take a photo of the person requiring the card as well as proof of age (AB health card, Drivers License etc.)

Visit the online request form in the link below to request your EMSA ID Card (must be done prior to the season starting or the player/coach cannot participate)

<https://fs4.formsite.com/socceroffice/oxdduwytzs/index.html>

# 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" on the left and four buttons: "Home", "Manage Account", "Switch Your Role", and "Sign Out". The "Switch Your Role" button is circled in red. 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 trouble with the waivers, please contact your Zone office." Below this, the user's role is identified as "TRSA (McFee): Assistant Coach". A red arrow points to the "Download Team ID Cards (Mobile)" button. Other buttons include "View Games", "View Team Roster", "Download Team Roster", "Download Team ID Cards (Printable)", "Edit Player Jerseys and IDs", and "Review Unsigned Waivers". To the right, there are sections for "Police Information Check" (with fields for Status and Deputy), "Program Information" (with fields for Program, Community/Zone, Age Category, and Season), and "Division Information" (with fields for Division, Round, and Year).



# Injury Report Form

- If a player is injured on the field, we ask all coaches to complete the North 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.
- Injury Report Form can be Found Here, please bookmark on your cell phone:
  - <https://fs4.formsite.com/socceroffice/uoixxidj5/index.html>
  - Head injuries should be taken seriously even if they may seem minor, in some cases the Zone office may ask for Dr. Clearance before an athlete may return to play.

# Edmonton Soccer Facility Entry & Costs

- Coaches will show their digital EMSA ID card to gain free entry into the EMSA Soccer Facilities.
- If you are the head coach or the 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.
- 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 1<sup>st</sup> 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.
- All groups shall vacate the booked space no later than the end of their license agreement end time. Please time at the end of your booking for clean up. No entering the space until the start of your booking.
- 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 these areas.
- Supervise entrances and adjacent areas to prevent unauthorized persons from entering the building.
- It is recommended to discourage spectators due to space constraints and the lack of insurance on guardians and loved ones in the event of injury in the space.
- NO SHOWS are strictly prohibited and will result in the termination of your gym time.
- CANCELLATION REQUESTS must be sent to the Zone office [scheduling@emsanorth.ca](mailto:scheduling@emsanorth.ca) 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: [scheduling@emsanorth.ca](mailto:scheduling@emsanorth.ca)
- Please contact Ryleigh Bridges at [scheduling@emsanorth.ca](mailto:scheduling@emsanorth.ca) should you experience any challenges or problems during your rental. All after-hours emails will be returned the next business day.

# Gym Incidences

- Any damage or incidences need to be reported to [scheduling@emsanorth.ca](mailto:scheduling@emsanorth.ca) immediately
- This is required to help us get ahead of the situation and work with the City on a solution without jeopardizing our whole contract.
- Incidence not reported may lead to a loss of gym bookings for the team.



# Gym Expectations

- We expect our coaches, players, and parents to behave positively as a representation of EMSA North.
- Leaving a booking a mess, leaving late, trying to get in early, loitering in the halls, propping doors, and not using approved indoor balls **WILL NOT BE TOLERATED**
- Please respect the schools hosting and the teams using the facility before or after you.
- Coaches are responsible for the behavior and actions of their players
- It is highly recommended to have a team meeting to go over the rules at your first practice of the season.

# Gym & Facility Bookings

- **Facilities** practice: Will have a **5-minute grace period** at the end of their session. This time is to clean up and allow the next booking to start on time.
- **School Gym**: Teams **MUST** leave the gym before the end of their booking. Teams **CANNOT** enter the gym until the start of their scheduled booking

GYM RULES PDF

<https://emsanorth.com/wp-content/uploads/2024/09/GYMNASIUM-USER-GUIDELINES-2024.pdf>

FACILITY POLICIES

<https://www.esaf.ca/index.php/policies>

# Other Information

- If the jerseys of both team matches or are similar the home team wears the pinnies.
  - Pre-season parent/player meeting is crucial, even prior to your first game to set up expectations and your vision throughout the season
- 

## TEAMS NAP

- Team Snap is a communication / registration / scheduling tool that the North Zone is using for the Indoor season.
- **Follow this link to access the Team Snap information and videos on how this tool will help you manage your team more effectively this season**  
**<https://emsanorth.com/wp-content/uploads/2023/09/TeamSnap-App-Information.pdf>**

# 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)





# Code's Of Conduct

## Players Code

- Play the game for the game's sake.
- Be generous when you win.
- Be gracious when you lose.
- Be fair always, no matter what the cost.
- Obey the Laws of the Game.
- Work for the good of the team.
- Accept the decisions of the Officials with good grace.
- Believe in the honesty of your opponents.
- Conduct yourself with honor and dignity.
- Honestly and wholeheartedly applaud the efforts of your teammates and opponents.

## Coaches' Code

- Soccer is a game for happiness.
- The laws of soccer should be regarded as mutual agreements.
- Visiting teams and spectators are honored guests.
- No advantages except those of superior skill should be sought.
- Official and opponents should be treated and regarded as honest in intention.
- Official decisions should be accepted without looking angry no matter how unfair they may seem.
- Winning is desirable, but winning at any cost defeats the purpose of the game.
- Losing can be a triumph when the team has given its best.
- The ideal is the greatest good to the greatest number.
- In soccer, as in life, do unto others as you would have them do unto you.

## Parent's Code

- Children have more need for example than criticisms.
- Make athletic participation for your child and other a positive experience.
- Attempt to relieve pressure of competition, not increase it. A child is easily affected by outside influences.
- Be kind to your child's coach and officials. The coach is a volunteer giving personal time and money to provide a recreational activity for your child. The coach is providing a valuable community service, often without regard other than the personal satisfaction of having served their community.

# Resources

## Governing Bodies

[www.emsanorth.com](http://www.emsanorth.com)  
[www.emsamain.com](http://www.emsamain.com)  
[www.albertasoccer.com](http://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/>

### EMSA North Coach Information

<https://emsanorth.com/coachref/coachs-corner/>

### Coach Checklist (training & clearance requirements)

<https://fs4.formsite.com/socceroffice/riyjpgnqsw/index.html>

### Game Rules

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

### Gym Rules

<https://emsanorth.com/wp-content/uploads/2024/08/GYMNASIUM-USER-GUIDELINES-2024-2.pdf>

### Ordering an EMSA ID Card

<https://fs4.formsite.com/socceroffice/oxdduwytzs/index.html>

### TeamSnap Information

<https://emsanorth.com/wp-content/uploads/2023/09/TeamSnap-App-Information.pdf>

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

- Ben Schwartzwalder

Thank you for  
volunteering!!

