



Coach Information

U9 - U19

Indoor 2025/26

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<https://canadasoccer.com/>



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<https://emsamain.com/>



<https://emsanorth.com/>

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EMSA North Community Soccer Directors

- **BATURYN**
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- **WELLINGTON**
Director: Aviva Addo
E-mail: wellingtonparksoccer@gmail.com



Community Technical Leads

Stefan & Dejan Gajic

Community Technical Leads

Email: techcoach@emsanorth.ca

How They Can Help:

- Providing coaching resources
- Enhancing player engagement via coach development
- Offering advice and guidance
- Acting as a coach advocate
- Serving as a training advisor



EMSA North Staff

Cindy Jara

Programs Administrator

Ph: 780-406-0798 Ext. 2

Email: programs@emsanorth.ca

Monica Cameron

Office Staff

Ph: 780-406-0798 Ext. 1

Email: staff2@emsanorth.ca

Megan Locher

Registrar and League Coordinator

Ph: 780-406-0798 Ext. 3

Email: socceroffice@emsanorth.ca

EMSA North Chain of Communication

- All questions, comments, and concerns must be submitted in writing via email.
- Complaints require a 24-hour cooling-off period before submission. Complaints sent prematurely will not be considered.
- Follow this communication chain:
 - Parent/Player → Coach/Team Official
 - Coach/Team Official → Community Soccer Director (if necessary)
 - Community Soccer Director → Community Soccer Director (if necessary)
 - Community Soccer Director → Discipline (if necessary) disciplinecommittee@emsanorth.ca
- Submissions that bypass this chain will not be reviewed



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)

Coaching Requirements

1. Register as a Team Official in the EMSA Soccer Portal
portal.emsamain.com
2. Become screened and obtain a valid security clearance (valid 3 yrs)
Email Monica – staff2@emsanorth.ca
3. Obtain a digital EMSA ID card (valid 3 yrs) <https://emsamain.com/wp-content/uploads/2025/08/How-to-Obtain-your-EMSA-E-Card-Aug-262025-scaled.jpg>
4. Obtain an NCCP number to set up a Team Official transcript.
<https://thelocker.coach.ca/account/login?ReturnUrl=%2f>
5. Head Coaches, Assistant Coaches & Managers: Complete Respect In Sport
Email Monica – staff2@emsanorth.ca
6. Head Coaches & Assistant Coaches: Complete the NCCP Coach Pathway Course (Fundamentals – U9 ; Learn to Train – U11; Soccer for Life – U13-U19)
<https://canada-soccer.myshopify.com/collections/grassroots-coaching-education-program>
7. Head Coaches & Assistant Coaches: 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 Understanding the Rule of Two

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

Use this link to check off
all items on the list of
requirements:

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

Coach Training Cheat Sheet for Head Coaches & Assistant Coaches

- Link for Fundamentals and Learn to Train Courses – PAID Courses
<https://canada-soccer.myshopify.com/collections/grassroots-coaching-education-program/products/active-start>
- Reimbursement Link:
<https://fs4.formsite.com/socceroffice/yfb9slk3ou/index>
- Respect in Sport – FREE!
Email for code – staff2@emsanorth.ca

Link for Locker Courses – FREE! Can be found in The Locker

- Making Headway: <https://coach.ca/nccp-making-headway-soccer>
- Emergency Action Plan: <https://coach.ca/nccp-emergency-action-plan>
- Rule of Two: <https://coach.ca/understanding-rule-two>

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

Team Managers are only required to complete Respect in Sport

EMSA ID Card Procedure

- **U9+ team officials** (coach, assistant, manager) and **U13+ players** require an EMSA ID Card.
- All players and team officials must get a **new electronic card**, as **no cards from the old portal will be transferred** - even recently updated ones.
- Cards expire - check yours before the season starts.
- EMSA no longer prints cards; they are visible in the team profile on the Portal.
- How to Obtain your Player/Team Official Card (NEW PROCESS)
<https://emsamain.com/wp-content/uploads/2025/08/How-to-Obtain-your-EMSA-E-Card-Aug-262025-scaled.jpg>
- How to Download Your Teams Digital Cards
<https://emsamain.com/wp-content/uploads/2025/09/How-to-Download-Your-Teams-List-Photos-of-your-digital-E-Card.pdf>
- EMSA ID Card Verification Process at the Game
<https://emsamain.com/wp-content/uploads/2025/07/EMSA-ID-Card-Verification-at-the-Game.pdf>



ID: 1934257

Jane
Doe

DOB: 2010-01-01

Expires: 2028-01-01



Edmonton Minor Soccer Association

Coaches Kit & Forms

The U9+ league is managed and scheduled by EMSA Main, therefore it is MANDATORY to read the rules and memos found on EMSA Main's website:

Key Forms:

- [U11 Post Season Commitment Form](#) – Due January 2, 2026
- [U13-U19 Post Season Commitment Form](#) – Due January 2, 2026

CITY WIDE LEAGUE U9 – U19: INDOOR SEASON INFO

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

EMSA RULES AND REGULATIONS 2025-2026

<https://emsamain.com/wp-content/uploads/2025/03/EMSA-Rules-and-Regulations-v2025-2026-002.pdf>

U9-U11 BOARDED INDOOR INFO & EMSA RULE MODIFICATIONS

<https://emsamain.com/wp-content/uploads/2025/09/U8-U11-Boarded-EMSA-Rule-Modifications-Indoor-2025-2026.pdf>

ASA Rules of Indoor Soccer 2025/26 (updated October 9, 2025)

<https://albertasoccer.com/wp-content/uploads/2025/09/ROIS-2025-26-Edit-FINAL.pdf>

Head Coach of Two Teams

- Head coaches managing multiple teams must have enough assistant coaches on their roster to cover any game conflicts.
- If no assistant or manager is available, EMSA Main can issue a permission letter for a substitute coach (not on the roster) for that game.
- EMSA does not reschedule games due to coaching conflicts.
- **A coach may head a maximum of two teams** but can serve as an assistant or manager on additional teams.

Equipment

Players to Bring

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

- Jersey (supplied by Community)
- Indoor soccer cleats
- Shin pads
- Shorts
- Socks that cover shin pads
- Water bottle



Coach to Bring

Provided by the community unless stated otherwise:

- 2 Suitable game balls
- Electronic copy of all EMSA ID Cards for the Team (U9&U11 Team Officials only, U13+ All Players and Team officials)
- First Aid Kit
- 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
- Pinnies – (home team)

If you haven't received your equipment, email your Soccer Director by Thursday, October 9, 2025





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 oversees 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)
 1. Have your Referee Liaison contact the referee assignor
 2. Or speak to the Front desk at the soccer facilities

REFEREE ASSIGNOR CONTACT INFORMATION

Referee Assignor: Ed Charpentier

E-mail: technicaldir@emsamain.com



Referee Liaison Program

- The Referee Liaison program helps prevent referee abuse and supports young referees in gaining experience. Without referees, there are no games!
- Both Home and Away teams, participating in the U9-U19 Community must provide a ref liaison for every EMSA league game
 - This person advocates for the referee but cannot be a coach, assistant coach, or suspended team official.
 - A Team Manager may take the role but must sit with spectators, not on the bench.
- The Liaison must be strong-willed and willing to address negative or unsportsmanlike behavior from parents or coaches toward 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

1. 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.
2. Please wear the identifying lanyard (over any outerwear) so you can easily be identified.
3. Place yourself in the middle of your team spectators.
4. 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.
5. Quickly diffuse potential problems before they arise by either being visible or calmly speaking with the individual(s) involved.
6. 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.
7. Submit a brief report in writing to the EMSA North office of any incident that you feel the EMSA North should be aware of involving inappropriate behavior by ANY individual. Based on any official report, EMSA North will investigate 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 Liaison, you are the referee's friend, and as such, must make sure your friend is treated with respect by your team and coaches.

Trialists & Team Officials on the Bench

What is a Trialist?

A trialist is a player from a lower tier or age group used when your team is short players.

Key rules:

- Max 5 trialists per team for 5 league games
- Trialists can only play one age group up
- Players from one age group down residing on a Tier 3 team are permitted to Trialist for a Tier 4 team one age group up
- No EIYSA players allowed on EMSA teams
- Trialist Form must be submitted with the game sheet to Referee: <https://emsamain.com/wp-content/uploads/2025/07/Trialist-Form-Indoor-2025-2026.pdf>
- Tournaments: Check rules - some allow same-tier trialists
- For Community-to-Community trialists, the movement must occur within the same EMSA Boundary (North or South)
- For Community-to-Club trialists, the movement must occur within the same EMSA Boundary (North or South)

Team Officials on the Bench

- A maximum of four (4) team officials are allowed on the bench, with at least one matching the team's gender.
- All officials must show an EMSA I.D. card/e-card.
 - Without a valid EMSA I.D., the team defaults the game, and the official is suspended.
 - Officials without an EMSA I.D. cannot be listed on the game sheet - doing so results in a forfeited game and coach suspension.

<https://emsamain.com/wp-content/uploads/2025/07/Team-Officials-and-Bench-Attendants.pdf>

COMMUNITY TEAMS Tier 4, Tier 5, Tier 6

SPECIFIC TRIALIST RULES

- Max 5 trialists per team for 5 league games (updated October 9, 2025)
- 5 trialists up to maximum ASA roster. (updated February 2, 2026)
- Trialists used must be from a lower tier and your same boundary (EMSA North, EMSA West, Spruce Grove, Fort Sask, or St. Albert) (updated October 9, 2025)
- A player can be used as a trialist for a max of 5 league games (tournament do not count towards the total number of games) (updated October 9, 2025)
- Players from one age group down residing on a Tier 3 team are permitted to Trialist for a Tier 4 team one age group up (updated October 9, 2025)
- 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

[Trialist Form Indoor 2025/26](#)

What is a Bench Attendant ?

- If a registered team official of the same gender as the team is on the bench and listed on the game sheet, a bench attendant is optional (any gender allowed).
- If no such team official is present, a bench attendant of the same gender as the team is mandatory.
- Bench attendants must be at least 18 years old.
- One bench attendant per game is permitted.
- Registered team officials cannot be listed as bench attendants.
- A bench attendant counts toward the four non-playing personnel limit.
- They do not need an EMSA/District ID but must show government-issued photo ID when required.
- If a bench attendant is removed for misconduct, the head coach or bench attendant will serve the suspension.
- They should assist injured players, but any team official can do so with referee approval.

<https://emsamain.com/wp-content/uploads/2025/07/Team-Officials-and-Bench-Attendants.pdf>

Schedules & Standings

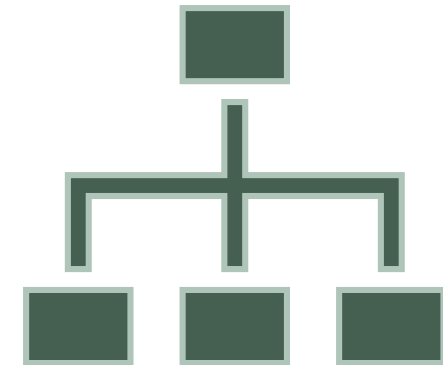
Schedules are created by EMSA Main and can be found under the [EMSA Main Schedules Tab](#) or EMSA Portal Coach Login.

U9 & U11 Teams: Teams will be placed in divisions at random. EMSA Main will re-tier these teams based on their standings following rounds 2 and 3.

U9 Coaches: Coaches for the U9 teams are required to post the mercy score from their games when they are the home team in the portal. The stats for this age group are **not published** on the website; and used for re-tiering.

U11 Coaches: Coaches for the U11 teams are required to post the mercy score from their games when they are the home team in the portal. The stats for this age group **are published** on the website; and used for re-tiering.

U17 & U19 Teams: Please note that depending on the total number of registered teams in these age groups, may participate in a main round.





Post Season Play



EMSA North Mini Jamboree

- The event will take place on a **Saturday morning in early-to-mid February 2026 (the exact date will be announced)**
- **U5, U7, U9 - FREE**
 - Registration is required for U9 teams only.
 - We will send the registration form to all U9 teams once the event date is confirmed.
- Join us to celebrate the season's wrap-up for our mini teams!
- Each team will play **one game** and receive a **medal** to commemorate their season.

**U5 and U7 teams will have the event built into their schedule. No team registration required

FC Memorial Challenge

Jan 22 to Jan 25, 2026

U9-U19

Registration Fee Boarded

\$675 Regular

Registration Fee Non-Boarded

\$875 Regular

Registration:

<https://fcmemorialchallenge.com/>



Game Sheets

Game sheets are required for all U9-U19 games to make a match official and pay referees. EMSA no longer uses game sheet books; the home team must download and submit the sheets to the EMSA Main office

Some Special Considerations with online game sheets.

- 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 print off their game sheet for every game. Any registered team official who is on the registered team's ASA roster will have access to print their game sheets
- Both teams should arrive on the field 30 minutes prior to the game start time
- For the indoor season, the referee will keep both team's game sheets/trialist forms and the referee will submit it to the EMSA office on the teams' behalf

TIP: Please make sure all 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 teams' automatic default of the game.

- Electronic Game Sheet Procedure [CLICK HERE](#)
- How to enter jersey numbers for your game sheets [CLICK HERE](#)
- How to download & print game sheets [CLICK HERE](#)
- How to score games in the EMSA Soccer Portal [CLICK HERE](#)
- Blank Game Sheets (keep a few on hand) [CLICK HERE](#)

Submitting the Game Sheet:

For the indoor season, the referee will keep both team's game sheets/trialist forms, and the referee will submit it to the EMSA office on the teams' behalf. There are no carbon copies of the game sheets so if either team would like a copy of their game sheet, they will have to take a photo of it with their cell phone or other device.

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 staff2@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: staff2@emsanorth.ca
- Please contact Monica at staff2@emsanorth.ca should you experience any challenges or problems during your rental. All after-hours emails will be returned the next business day

Gym Incidents

- Any damage or incidents must be reported immediately to staff2@emsanorth.ca
- Prompt reporting helps us address the situation quickly and work with the City on a resolution, ensuring our contract stays in good standing.
- Failure to report incidents may result in the team losing access to future gym bookings and could impact the ability of other teams to use the facility.



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.
- We highly recommended having a team meeting to go over the rules at your first practice of the season.
- **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 Gyms**: 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/2025/09/GYMNASIUM-USER-GUIDELINES-2025.26.pdf>

FACILITY POLICIES

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

Other Important 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

TeamSnap

- TeamSnap is a communication/registration/scheduling tool that the North Zone is using for the indoor season.
- Follow the link to access the TeamSnap information and videos on how this tool will help you manage your team more effectively this season:
<https://emsanorth.com/wp-content/uploads/2025/09/TeamSnap-App-Information.pdf>
- If any of your Team Officials/Players DO NOT have access to TeamSnap, please email socceroffice@emsanorth.ca

EMSA North Injury Reporting Form

If a player is injured on the field, we ask all coaches 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 below, please bookmark in your phone:

<https://fs4.formsite.com/socceroffice/uoixxcidj5/index.html>

NOTE: 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.

Spectator Admissions

- Spectator admission fees are in effect at the Edmonton Soccer Facilities.
- Please inform your parents before your first session that they will need to purchase a pass or pay the daily admission fee if they wish to watch their athlete play in the facility.

Pass Special (through Oct 31):

Buy 1 pass for \$46 or

2 passes for \$68

Daily admission: \$7

Free entry for ages 17 & under and 60+

Pass Purchase forms can be printed [HERE](#)

Passes are only sold at the facilities, not through mail. Please bring your completed form into any one of the indoor soccer centers during business hours to purchase your pass(es)

Facility Locations

- **Edmonton Soccer Centre East**
12720 Victoria Trail
Edmonton, AB T5A 5G4
- **Edmonton Soccer Centre South**
6520 Roper Road
Edmonton, AB T6B 3K8
- **Edmonton Soccer Centre West**
17415 – 106A Avenue
Edmonton, AB T5S 1M7

<https://emsamain.com/wp-content/uploads/2025/07/Facility-Admissions-Info.pdf>

Codes 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.

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.

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.

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**



Thank you for
volunteering!