emsa north

Mini Community Premier

Coach Information Tier 3

Indoor 2026/27

Governance of Soccer

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CANADA

https://canadasoccer.com/

Alberta

https://albertasoccer.com/

emsa

Mini Community Premier

https://emsamain.com/

emsa north

Mini Community Premier

https://emsanorth.com/

EMSA North Executive Board

Bryan Payne
President
Email: bryanp@emsanorth.ca

Mirka Griffith
Vice President
Email: mirkag@emsanorth.ca

Danny Da Silva
Treasurer
Email: dannyd@emsanorth.ca

Candice Bevan
Community Program Director
Email: candiceb@emsanorth.ca

Rob Lewis
Discipline Director
Email: robl@emsanorth.ca

EMSA North Community Soccer Directors

- **BATURYN**
  Director: Darko Brkin
  E-mail: soccer@baturyn.ca
- **BELVEDERE**
  Director: Kelvin Hughes
  E-mail: sports@belvederecl.com
- **CAERNARVON**
  Director: Justin MacKenzie
  E-mail: soccer@caernarvon.ca
- **CARLISLE**
  Director: Rob Lewis
  E-mail: rmlewis10@shaw.ca
- **CUMBERLAND/OXFORD (COCL)**
  Director: Eric Lyseng
  E-mail: soccer@cocl.org
- **DELTON**
  Director: Sheri Kluytmans
  E-mail: deltonsoccerdirector@gmail.com
- **GRIESBACH**
  Director: Simon Chin
  E-mail: sports@griesbachcommunity.com
- **HORSE HILL**
  Director: Duerr Garcia
  E-mail: horsehillsports@gmail.com
- **LAGO LINDO**
  Director: Cliff & Lori Ziegler
  E-mail: soccer@lagolindo.ca
- **LORELEI/BEAUMARIS**
  Director: Anthony Villeneuve
  E-mail: soccerlbcl@gmail.com
- **NEWTON**
  Director: Alberto Ruiz
  E-mail: newtonsoccer77@gmail.com
- **SOUTH CLAREVIEW**
  Director: Rhina Delgado
  E-mail: sports@southclareview.ca
- **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

Megan Locher
Registrar and League Coordinator
Ph: 780-406-0798
Email: socceroffice@emsanorth.ca

Elaine Aquino Cezar
Admin Coordinator
Ph: 780-406-0798
Email: staffadmin@emsanorth.ca

Srdjan Gajic
Scheduling Coordinator
Email: scheduling@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**

Coaching Requirements

1. Register as a Team Official in the EMSA Soccer Portal and TeamSnap
   Portal: portal.emsamain.com
   TeamSnap: https://register.teamsnap.com/form/pjVntAxagpeGQ4xTk4VkX

2. Obtain a valid security clearance (valid 3 yrs)
   Email Elaine – staffadmin@emsanorth.ca

3. Obtain a digital EMSA ID card (valid 3 yrs) https://emsamain.com/wp-content/uploads/2026/09/How-to-Obtain-your-EMSA-Card-July-8-26.pdf

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 Elaine – staffadmin@emsanorth.ca

6. Head Coaches & Assistant Coaches: Complete the NCCP Coach Pathway Course (U9 – Fundamentals ; U11 – Learn to Train ; U13-U19 - Soccer for Life)
   Grassroots Coach Education Program – Canada Soccer

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
   4. NCCP Making Ethical Decision

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, Learn to Train, and Soccer For Life Courses – PAID Courses https://canada-soccer.myshopify.com/collections/grassroots-coaching-education-program
- Reimbursement Link: https://fs4.formsite.com/socceroffice/yfb9slk3ou/index

- Respect in Sport – FREE!
  Email for code – staffadmin@emsanorth.ca

Link for Locker Courses – FREE! Can be found in The Locker
- Making Headway
- Emergency Action Plan
- Rule of Two
- Making Ethical Decisions

https://thelocker.coach.ca/account/login?ReturnUrl=%2f

NCCP Make Ethical Decision (MED) training (U13+) has transitioned from an in person/online delivery to a single eLearning module found in the Locker.

Team Managers are only required to complete Respect in Sport

	U10	U12	U19
Learn to Train	x	x	
Soccer for Life			x
Respect in Sport	x	x	x
Making Ethical Decisions	x	x	x
Making Headway	x	x	x
Emergency Action Plan	x	x	x
Rule of Two	x	x	x

EMSA ID Card Procedure

- **All Tier 3 Players and Team Officials require an EMSA ID Card**
- EMSA IDs will be checked before every game.
- Cards DO EXPIRE - check yours before the season starts.
- EMSA ID Cards are no longer being printed instead please download your teams' cards in the portal https://emsamain.com/wp-content/uploads/2022/05/How-to-Download-List-of-EMSA-I.D.-E-Cards.pdf
- How to Obtain your Player/Team Official e-card https://emsamain.com/wp-content/uploads/2026/09/How-to-Obtain-your-EMSA-Card-July-8-26.pdf
- EMSA E-Card Verification Process https://emsamain.com/wp-content/uploads/2026/09/EMSA-ID-Card-Verification-at-the-Game.pdf

PHOTOS MUST BE UPLOADED BY OCTOBER 9, 2026

- Please note that there will be **no grace period this season**. If your photos are not uploaded by the October 9 deadline, your card will not be processed in time for your first game, and you will not be permitted to participate until your card has been processed.

Coaches Kit & Forms

The Tier 3 league is managed and scheduled by EMSA Main; therefore it is MANDATORY to read the rules and memos founds on EMSA Main's website

Key Forms:

- Club Post Season Commitment Form – Due January 4, 2027

CLUB LEAGUE: INDOOR SEASON INFO
https://emsamain.com/seasoninfo/indoor-season-information/club-league-u9-u19-team-official-indoor-season-info/

EMSA RULES AND REGULATIONS 2026-2027
https://emsamain.com/wp-content/uploads/2026/03/EMSA-Rules-and-Regulations-v2026-2027.pdf

U10 TIER 3 BOARDED INDOOR INFO & EMSA RULE MODIFICATIONS
https://emsamain.com/wp-content/uploads/2026/09/U9-U11-Indoor-Mini-Rules-2026-1.pdf

U12 TIER 3 BOARDED INDOOR INFO & EMSA RULE MODIFICATIONS
https://emsamain.com/wp-content/uploads/2026/09/U12-Tier-2-and-3-Boarded-Soccer-rules-2026.pdf

U13-U19 TIER 3 BOARDED INDOOR INFO & EMSA RULE MODICIATIONS – TBA
https://emsamain.com/seasoninfo/indoor-season-information/club-league-u9-u19-team-official-indoor-season-info/

ASA Rules of Indoor Soccer 2026/27

- FULL: https://albertasoccer.com/wp-content/uploads/2026/08/ROIS-2026-27-EDIT-to-PDF-FINAL.pdf
- SUMMARY: https://emsanorth.com/wp-content/uploads/2026/09/SUMMARY-ASA-Rules-of-Indoor-Soccer-2026.27.pdf

Equipment

Players to Bring

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

- Jersey (Home & Away - supplied by Community)
- Indoor soccer shoes
- 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
- 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

Post Season Play

U13-U19:
Provincials: March 12-14, 2027

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 EMSA Main's Website

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 No-Show

- The game may proceed with one referee. If the Referee Coach is on-site, they will contact the Referee Assignor.
- In the rare event that neither referee arrives, please wait 15 minutes. Note on the game sheet that no referee was present for the match, then submit the game sheet to the front office staff.

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!

- Each team must assign one Referee Liaison per 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 wear the identifying lanyard (over any outerwear) so you can easily be identified.

2. Place yourself in the middle of your team spectators.

3. 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.

4. Quickly diffuse potential problems before they arise by either being visible or calmly speaking with the individual(s) involved.

5. 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.

6. 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

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:

- No more than a total of five (5) such players can be recruited for five (5) games up to the maximum ASA roster for the respective age group.
- Trialist players can be used to increase the roster size for a game greater than the team's registered roster size.
- The player(s) will be noted as trialists on the game sheet.
- Trialists can only play one age group up
- Tier 3 players can play as a trialist on a Tier 4 community team of an older age group
- No EIYSA players allowed on EMSA teams
- Trialist Form must be submitted with the game sheet to Referee: https://emsanorth.com/wp-content/uploads/2026/09/Trialist-Form-Indoor-2026-2027.pdf
- Tournaments: Check rules - some allow same-tier trialists
- For Club Trialists, movement from Community to Club must occur within the same EMSA Boundary (North or South).
- No movement is permitted from Club to Club. If a team wishes to use a Club trialist (Tier 1, 2, or 3), the trialist must come from within the team’s club system.

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 Team officials (coach, assistant coach and manager) must produce an EMSA I.D. card/e-card (or a photo of the card on an electronic device or printed paper list copy) to be permitted on the bench/technical area.
  - If you cannot produce an EMSA I.D. card/e-card (or an electronic/printed copy of the card) prior to the start of the game, you will not be permitted on the bench/technical area, and you must sit with the spectators for the duration of the game.
  - No other forms of I.D. will be accepted.

https://emsamain.com/wp-content/uploads/2026/09/Team-Officials-and-Bench-Attendants.pdf

What is a Bench Attendant ?

- If a team has at least two team officials on the bench and listed on the game sheet, and at least one of the team officials is of the same gender as all the players on the team, then the team cannot use a bench attendant.
- If you do not have a 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.
- In situations where females play or trialist on boys' teams the team must include at least one female team official or bench attendant on the bench
- Bench attendants must be at least 18 years of age.
- One bench attendant per game is permitted
- 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 must show a form of government issued photo I.D. to the referee to prove their identity for those divisions that require I.D. cards.

Game Sheets

Game sheets are required for all U9-U19 games to make a match official and pay referees.

Some Special Considerations with online game sheets.

- Enter all player jersey numbers before the first game.
- Both the home and away teams must print their own game sheet for every game.
- Arrive at the field 30 minutes before kick-off.
- Complete the game sheet fully to avoid an admin fee.
- Cross off any players or team officials who are not present.
- Submit any Trialist Forms to the referee before the player enters the game.
- Check the game sheet at the end of the game to ensure all goals, scores, and infractions are recorded correctly. Report any errors immediately.
- Keep blank game sheets in your coach/team bag or vehicle in case the printed copy is unavailable.
- Important: Failure to produce a game sheet within 10 minutes of kick-off will result in an automatic game default.

Submitting the Game Sheet (NEW PROCESS - UPDATED OCTOBER 1, 2026):

Game sheets will no longer be collected by referees or left at the soccer centres.

Teams will follow the same procedure as Outdoor:

- The **home team** (the team listed on the **left-hand side of the schedule**) is responsible for collecting **both teams' game sheets and any trialist forms** from the referee at the end of the game.
- The home team must **upload both game sheets, any trialist forms, and the game score** to the EMSA Portal by **1:00 PM the day after the game**.
- A **$50.00 administration fee** will be charged to the team for late submission of game sheets.

Portal game scoring:

The home team (as marked on the schedule – team on the left hand side of schedule) is responsible for scoring the game in the EMSA Portal by 1pm the day after the game otherwise a $75 admin fee is issued to the team. Only those team officials listed on the roster will have access to the EMSA Portal to score games.

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 (socceroffice@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: socceroffice@emsanorth.ca
- Please contact socceroffice@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 socceroffice@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/2026/09/GYMNASIUM-USER-GUIDELINES-2026.27.pdf

FACILITY POLICIES
https://www.esaf.ca/index.php/policies

Other Important Information

- Teams should bring both their home and away jerseys to every game. If there is a colour conflict with the opposing team, players can switch to the alternate jersey.
- Pre-season parent/player meeting is crucial, even prior to your first game to set up expectations and your vision throughout the season

TeamSnap ONE **NEW**

- We've transitioned to the new TeamSnap ONE platform for this season. All families will need to download the new TeamSnap ONE app, which is free to download:
  - Android: https://play.google.com/store/apps/details?id=com.teamsnap.android.fusion&hl=en-US&pli=1
  - iOS: https://apps.apple.com/ca/app/teamsnap-one/id6670517733

- Follow the link to access the TeamSnap information and videos on how this tool will help you manage your team more effectively this season: TeamSnap ONE Mobile Guide: Staff, Parents, and Players - (TS1) TeamSnap ONE Consumer Help

- If any of your Team Officials/Parents 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 Nov 1):

Buy 1 pass for $50 or

2 passes for $74

Daily admission: $8

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

For more information, please visit esaf.ca

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.

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.

Thank You for Volunteering!