CMSA
CALGARY MINOR
SOCCER ASSOCIATION

TEAM OFFICIALS HANDBOOK

www.calgaryminorsoccer.com
Outdoor 2023

Welcome!

Thank you for volunteering and dedicating your time to a youth soccer team. This handbook has been designed as an 'on-boarding' package for new volunteers to support you with the admin side of the game to help get you organized and on your way to a successful season.

Click on any of the boxes (right) to advance directly to that section.

Who is CMSA?

Calgary Minor Soccer Association (CMSA) is the governing body of youth soccer in Calgary responsible for scheduling league games, hosting post-season play and tournaments, providing coach education and resources, offering referee mentorship and support, and working with our stakeholders to grow soccer in Calgary.

If you have any questions this season, we are here to help! Please reach out to the CMSA office:

403-279-8686
info@calgaryminorsoccer.com
www.calgaryminorsoccer.com

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Getting Started

To be an eligible Team Official (Coach, Assistant Coach or Team Manager), please ensure you have successfully completed each of the steps below. Once you have completed step 5, please see the Coaching Requirements on page 6.

Step 1

Register with a soccer club

You can register with any club in Calgary. CMSA recommends you find a club with programs close to home.

Once your club has confirmed your registration, proceed to step 2.

CLICK HERE

Step 2

Apply for ePIC

All team officials on a roster **MUST** have an ePIC (electronic Police Information Check) with a vulnerable sector search completed.

This can be obtained through Calgary Police Service or outside of the city through the RCMP.

CLICK HERE

Step 3

Set up your profile

All participants have their own profile ('Household account').

Through your profile, you can view all teams you are a part of, update relevant information such as your email address and upload your photo for step 4.

CLICK HERE

Step 4

Get your CMSA ID Card

Required for team officials on U10 – U19 teams, ID cards are valid for 3 years. You can obtain your ID card by visiting the CMSA office during regular office hours or by appointment on select evenings and weekends.

CLICK HERE

Step 5

Complete RIS Certification

Respect in Sport (RIS) is designed to ensure that safety and respect are the foundation of everything we do for the children in our care.

This is mandatory for all team officials.

CLICK HERE

Team Officials Code of Conduct

1. Follow the fair play philosophy that emphasizes the concept of equal participation for equal commitment, respect both the rules and the spirit of the game.
2. Respect the opposition players and coaches and actively encourage their players to do the same.
3. Remember that players need a coach they can respect. Be generous and praise, lead by example and provide all feedback in a constructive, positive manner.
4. Respect the referees and refrain from criticism of their efforts and rulings.
5. Following the CMSA Anti-Discrimination Policy, refrain from discrimination and treat all participants with respect and dignity and appreciate that every individual is unique.
6. Emphasize the importance of active participation and doing ones best over the importance of winning or losing and focus on the quality of the experience, not just the outcome.
7. Promote positive teammate interaction and intervene where negative behaviours are demonstrated.
8. Show zero tolerance for profanity, violent behaviour, bullying and abuse of any kind.
9. Communicate openly and clearly with parents and players to ensure all expectations and feedback are understood.
10. Be receptive to ideas and suggestions from players and parents in developing goals and programs for the team.
11. Protect the safety of all players, referees, spectators, and participants, and create a soccer environment where safe play is valued.
12. Respect fair play and protect the competitive integrity of all levels of youth and minor soccer.

Quick Links to Important League Documents and Forms

Quick access to important league documents and forms can be found by clicking on any of the boxes below. These documents can also be found at www.calgaryminorsoccer.com under the ‘League’ tab and ‘Coach/Manager’ tab.

CMSA Rules and Regulations

CMSA Calendar and League Structure

Game Rescheduling Procedure

Weather and Field Closure Information

Travel Permits

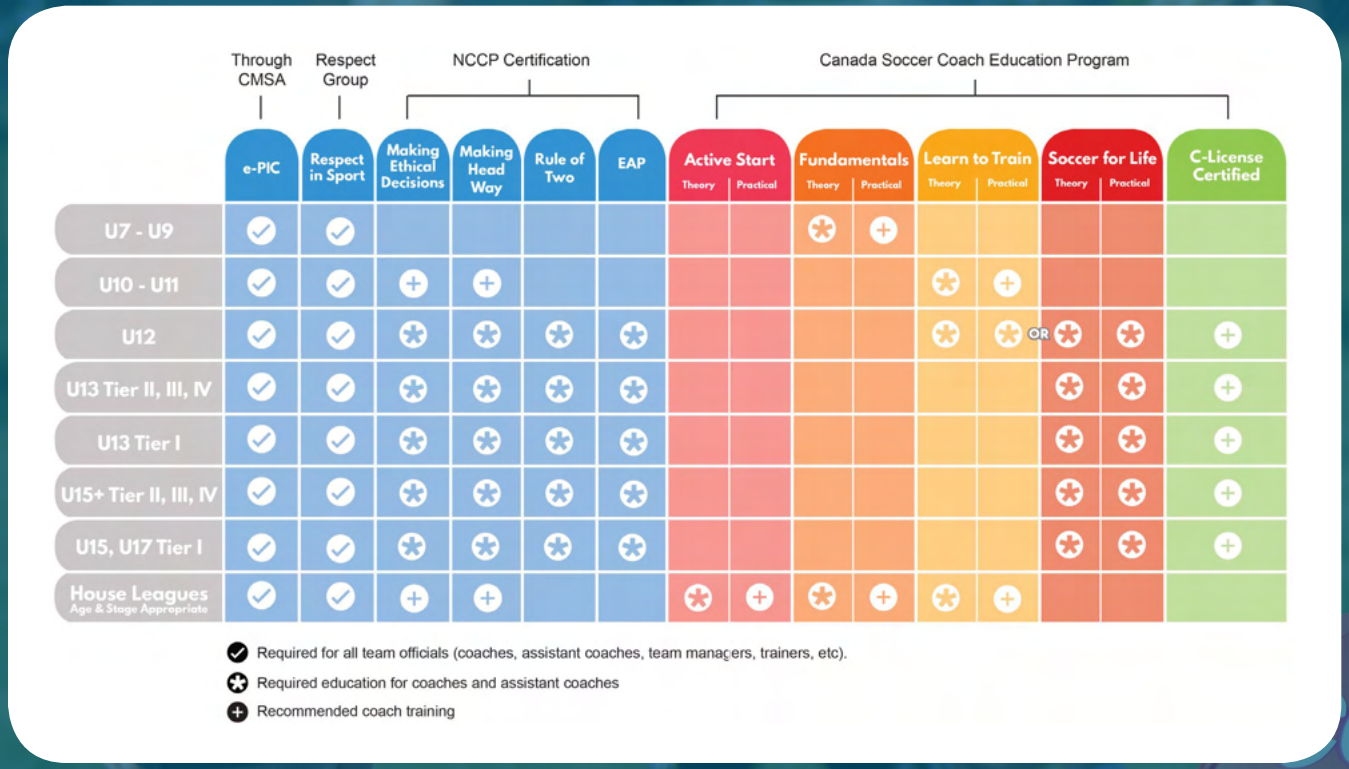
Referee Evaluation

Issue and Complaint Reporting Form

CMSA Policies

Coach Development

Minimum Requirements



Canada Soccer has moved to a two-part delivery for their Canada Soccer Grassroots coaching courses above. Part one is the theory component and must be completed before you register for part two. Part two is the practical component, check with CMSA for upcoming course offerings.

CLICK HERE

Additional Resources

Canada Soccer Coach Pathway

Canada Soccer Coach Toolkits

CMSA Technical Culture Series

Schedules

Schedules are available to the public on the CMSA website, as well as to team officials through your household account. You will receive a league specific email at the start of the season outlining what your league structure is, as well as indicating if your division has any exhibition games (league scheduled games whose results will not count towards the final standings). The CMSA website is mobile friendly, and you can access your household account through the My Demosphere app.

For U12 and younger teams, scores and standings are not posted to the website, but scores should still be entered into Demosphere.

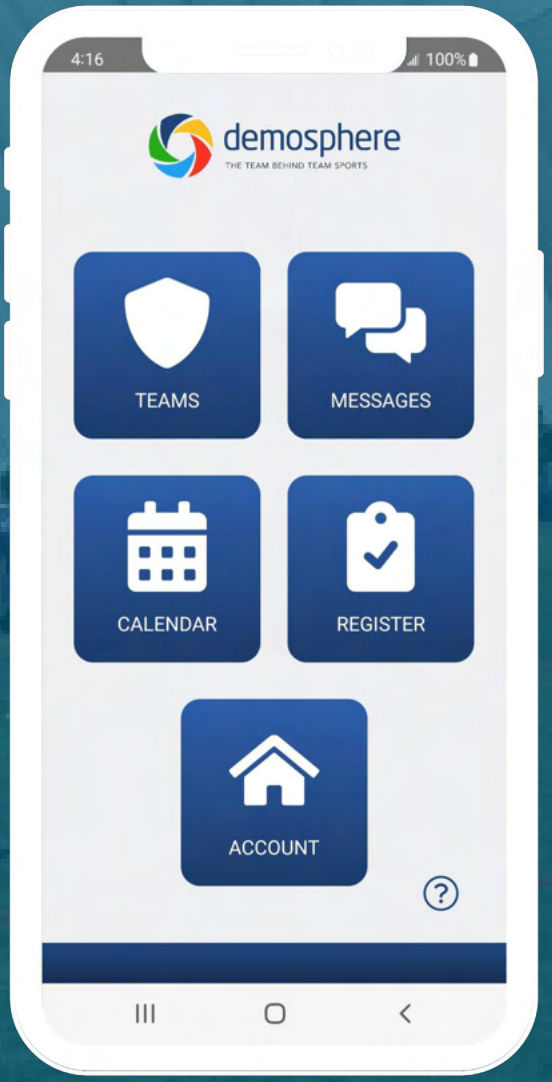
For U13 and older age groups, the league winner will receive their league champion trophies at the end of the season.

Questions about practice schedules or team placement specifically? Reach out directly to your club who you registered with to become a team official.

Provincial Qualifier Cup Competition

The CMSA Provincial Qualifier Cup Competition: a competitive pathway for teams interested in qualifying for Alberta Soccer Provincial Championships.

Teams U13, U15 and U17 at all tiers can opt-into the CMSA Provincial Qualifier Cup Competition. The CMSA Provincial Qualifier Cup Competition matches will run alongside the league in a single elimination knock-out with the number of rounds determined based on the number of teams who opt-in.



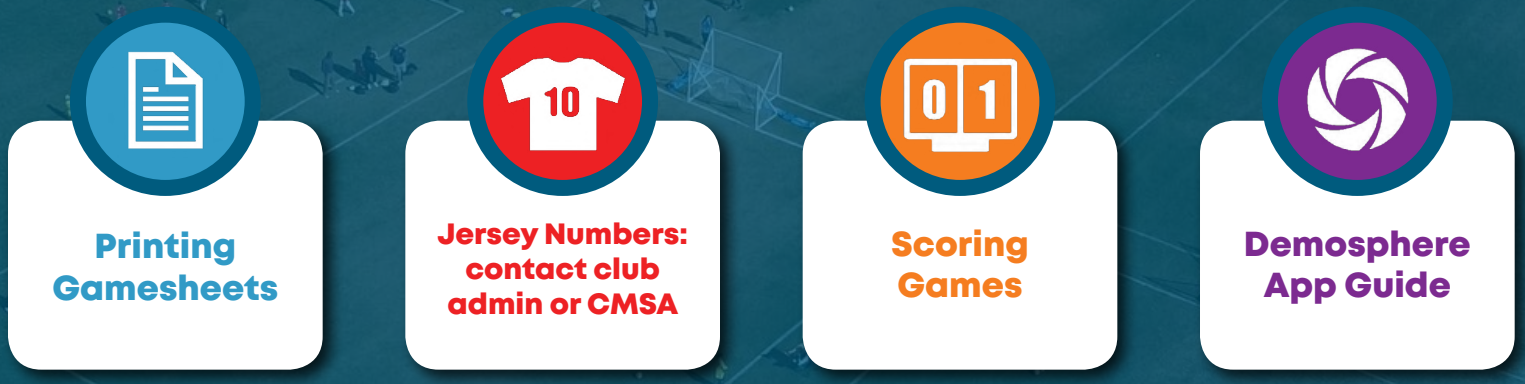
Click on the phone above to download the app.

Game Management

Game Sheets and Scoring Games

Game sheets will be available to print through the CMSA website using your household account login. Each team must print and provide one (1) copy of the official Demosphere game sheet for every CMSA league game to the referee. After the game, both teams take a photo of each game sheet for their records, and the referee will keep the hard copies for submission to CMSA. Please see page 47 of the CMSA Rules and Regulations for more details on game sheets.

It is the responsibility of team officials to report the game score in Demosphere within 24 hours, following the game.



Tracking Yellow Cards

It is the team's responsibility to keep track of U13-U19 yellow cards and sitting players accordingly (See CMSA Rules and Regulations "Offences", page 57):

- 3 yellows = 1 game suspension
- 5 yellows = 2 game suspension

Safety and Concussion Resources

CMSA Concussion Policy

CMSA recognizes the risks and concerns of concussions and is taking action to prevent and manage head injuries with a mandatory concussion protocol for all youth teams. Team Officials are encouraged to review the policy.

CLICK HERE

Insurance Coverage

Alberta Soccer covers its Members with Commercial General Liability, Sport Accident and Excess Travel (out-of-country is now a mandatory purchase) Insurance protection. Notice must be given within 30-days and written proof must be submitted within 90 days of the date a claim arises.

CLICK HERE

Standards for Quality Soccer - Safe Sport Modules

The following modules are recommended training for coaches/assistant coaches working with youth ages U3-U11 and mandatory for coaches/assistant coaches working with youth ages U12 and older. Respect in Sport is mandatory for ALL Team Officials (including team managers) at all ages and levels.

Make Ethical Decisions

Making Headway

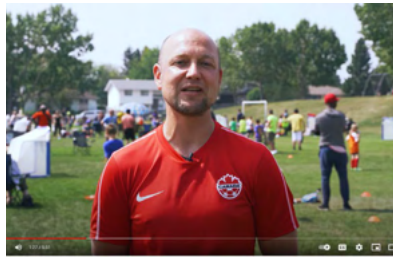
Rule of Two

Emergency Action Planning

Respect in Sport

CMSA Video Resources

Click on any of the videos below to watch. These videos and more can be found on CMSA's Youtube Channel.



All About the CMSA Grassroots League (U7-U9)

How to Set Up a Farpost Soccer Net

U10 - U11 Initiatives to Prevent Lopsided Matches

Soccer Retreat Line Explained (coming soon)

CMSA's Teal Shirt Campaign (First Year Referees)