

TEAM OFFICIALS HANDBOOK

www.calgaryminorsoccer.com

Indoor 2024/2025



WELCOME

Thank you for volunteering and dedicating your time to a youth soccer team. This handbook has been designed 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 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

Getting
Started

PG 3

Safety &
Concussion
Resources

PG 8

Code of
Conduct

PG 4

Schedules &
Provincials

PG 9

Quick Links:
League Docs
& Forms

PG 5

Game Sheets
& Scoring
Games

PG 10

Coach
Development

PG 6

Video
Resources

PG 12

GETTING STARTED

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

Register for an NCCP

The NCCP number is your primary database for all coach education. This number will be needed for all coaching courses.

Register for your NCCP number by clicking the link below.

[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 6.

[CLICK HERE](#)

STEP 4

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 5

Complete required coach training

All coaches must complete the required training. Refer to the table on page 6 for the Coaching Standards.

This is mandatory for all coaches.

[CLICK HERE](#)

STEP 6

Get your CMSA Photo 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](#)

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 your 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. Report any Referee abuse through Referee Abuse Form.

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; 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

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 & Regulations



Calendar & League Structure



Game Rescheduling Procedure



Weather & Field Closure Information



Referee Abuse Reporting Form



Referee Evaluation



Issue & Complaint Reporting



CMSA Policies

COACH DEVELOPMENT REQUIREMENTS

RESOURCES

	Through CMSA		NCCP Training				Canada Soccer Coach Education Program								
	e-PIC	Respect in Sport	Making Ethical Decisions	Making Head Way	Rule of Two	EAP	Active Start		Fundamentals		Learn to Train		Soccer for Life		C-License Certified
							Theory	Practical	Theory	Practical	Theory	Practical	Theory	Practical	
U7 - U9	✓	✓							*	+					
U10 - U11	✓	✓	+	+							*	+			
U12	✓	✓	*	*	*	*					*	*	OR	*	+
U13 Tier II, III, IV	✓	✓	*	*	*	*							*	*	+
U13 Tier I	✓	✓	*	*	*	*							*	*	+
U15+ Tier II, III, IV	✓	✓	*	*	*	*							*	*	+
U15, U17 Tier I	✓	✓	*	*	*	*							*	*	+
House Leagues <small>Age & Stage Appropriate</small>	✓	✓	+	+			*	+	*	+	*	+			

Safe Sport
Technical Coaching Training Requirements

- ✓ Required for all team officials (coaches, assistant coaches, team managers)
- * Required education for coaches and assistant coaches
- + Recommended coach training



Canada Soccer Coach Pathway



Canada Soccer Coach Toolkits



CMSA Technical Culture Series

Canada Soccer has moved to a two-part delivery for courses. 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](#)

COACH DEVELOPMENT

Click on the box below for the age you are coaching. This will provide a better understanding of the training and certification needed to give our players a great experience, safe environment, and developmentally appropriate sessions.

CMSA has certain courses that coaches are required to complete to meet the Modified and Full Safe Sport Rosters requirements and to be in compliance with Canada Soccer. There are also additional suggestions for extra courses to enhance your knowledge as a coach.



U4 - U6
Active Start



U7 - U9
FUNdamentals



U10 - U12
Learn to Train



U13 - U19
Soccer for Life

SAFETY AND CONCUSSION

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 Members with Commercial General Liability, Sport Accident and Excess Travel 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](#)

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**

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 to your club.

PROVINCIAL QUALIFICATION

There are 2 competitive pathways for teams to qualify for the Alberta Soccer Provincial Championship. For all details, click [HERE](#).

1

LEAGUE STANDINGS

Tiers I, II & III qualify one team through league play. The League Champion will proceed to ASA Provincial Championships.

Tier IV will qualify two teams through league play. The League Champion and League Runner-up will proceed to ASA Provincial Championship.

2

CHALLENGE CUP

Tier I, II & III will qualify a second team through Challenge Cup. Challenge Cup is a battle of the top 4 teams at the end of league play. The Challenge Cup Champion will proceed to Provincial Championship.



GAME MANAGEMENT

GAME SHEETS & 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 49 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



**Printing
Game Sheets**



**Jersey #'s
Contact Club
or CMSA**



**Scoring
Games**



**Demosphere
App Guide**

PLAY UP GUIDELINES

CMSA LEAGUE

Participant wishes to PLAY UP to:

Participant is CURRENTLY registered in:

	House League*	U7	U8	U9	U10	U11	Tier V Same Age	Tier V Higher Age	Tier IV Same Age	Tier IV Higher Age	Tier III Same Age	Tier III Higher Age	Tier II Same Age	Tier II Higher Age	Tier I Same Age	Tier I Higher Age
House League*		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
U7	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
U8	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
U9	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
U10	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
U11	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Tier V	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Tier IV	No	No	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Tier III	No	No	No	No	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes
Tier II	No	No	No	No	No	No	No	No	No	No	No	No	No	Yes	Yes	Yes
Tier I	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	Yes

*A House League player is eligible to play for any CMSA League registered team for a maximum of three (3) games.

→ Read Chart LEFT to RIGHT, not top to bottom. →

Please note that a House League player must have:

- A CMSA Demosphere Profile, with a CMSA number.
- Provided a proof of age document to CMSA.
- Completed the CMSA Player Waiver prior to participating with any CMSA League team.

VIDEO RESOURCES



All About the CMSA Grassroots League (U7 - U9)



Town Hall Sessions



U10 - U11 Initiatives to Prevent Lopsided Matches



Teal Shirt Campaign for First Year Referees



Soccer Retreat Line Explained



7v7 Dribble-In Modified Laws of the Game

