

Edmonton Minor Soccer Association

Indoor 2019 – 2020 Season



Coach/Manager Handbook U9 – U19 Teams Only

This book is an excerpt of our rules, regulations and policies. For the complete listing of EMSA Rules & Regulations please visit:

www.emsamain.com

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Team Correspondence Liaisons

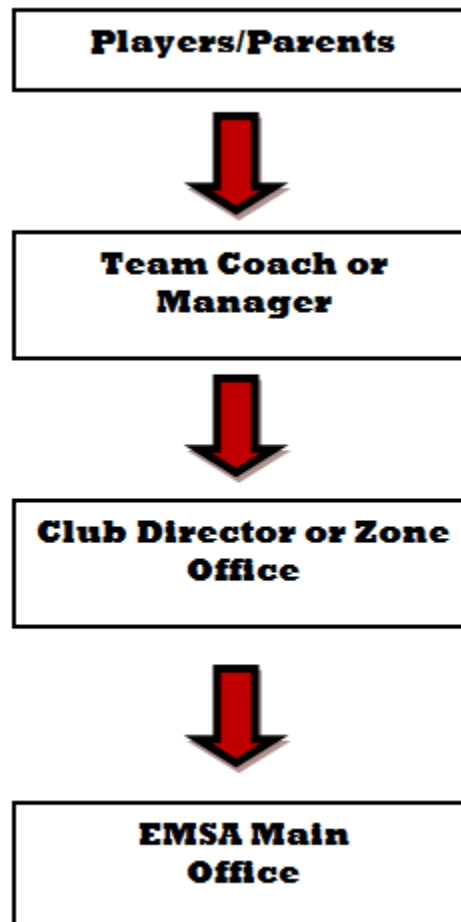
We are advising all coaches, assistant coaches and managers that they will be the acting correspondence liaisons for their team.

They will be responsible for communications between the EMSA and the team. Such communications can include, but are not limited to suspensions, complaints, league play, etc.

Please note that only these individuals as well as the referee liaison will have the authority to contact the EMSA directly either through a phone call or email.

***Any other contact from parents, players, etc. will not be responded to.**

Please follow the EMSA Communication Process listed below before calling/contacting the EMSA Main Soccer Office directly.





Contact Information

Office Location:
6520 Roper Road
Edmonton, AB T6B 3K8
Phone: 780.413-EMSA (3672)
Fax: 780.490.1652

General Office Hours: Monday – Friday 8:00am – 5:00pm (subject to change)

EMSA OFFICE STAFF

Dragos Niculescu – General Manager
dragosn@emsamain.com
780.916.7977 (text or phone)

Angela DiCesare – Premier & Mini League Director
angelad@emsamain.com
587.334.2949 (text or phone)

Jenna Davis – Community Program Director
jennad@emsamain.com
587.340.3674 (text or phone)

Martina Menaguale – Registrar
martinam@emsamain.com
587.338.8316 (text or phone)

Leonora Newell – Office Administrator
leonoran@emsamain.com
587.357.3775 (text or phone)

Nichole Dunlop – Carey – Admin Assistant
nicholed@emsamain.com
780-413-3672 (text or phone)

EMSA REFEREE AND TECHNICAL DIRECTOR

Ed Charpentier 780.405.8960 text or phone
technicaldir@emsamain.com

EMSA EXECUTIVE

Mario Charpentier – EMSA President
president@emsamain.com

Jay Ruptash – EMSA Vice President
jayr@emsamain.com

Kathy Droeske – EMSA Treasurer
sdroeske@shaw.ca

June McNeil – EMSA Executive
jkhmcneil@gmail.com

EMSA DISCIPLINE DIRECTOR

Jay Ruptash
jayr@emsamain.com

EMSA PREMIER DIRECTOR

Diana Clark
dclark.4@shaw.ca

*For a complete listing of the EMSA Board of Directors, as well as, Zone Office contacts visit the EMSA website www.emsamain.com

SOCCER CENTRE CONTROL/ADMISSIONS DESK CONTACTS

West Centre: 780.944.4092
East Centre: 780.413.4125 ext. 232
South Centre: 780.490.0158

Scoring Games on the EMSA Website

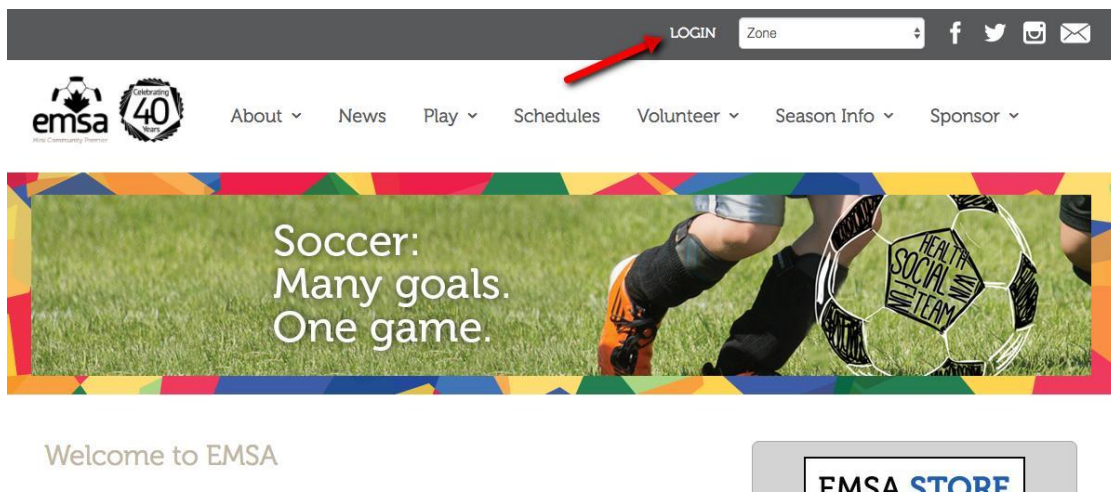
U9 – U19 Only

Teams must choose the coach, assistant coach, or manager (as listed on the ASA roster), to be responsible for scoring the game results online.

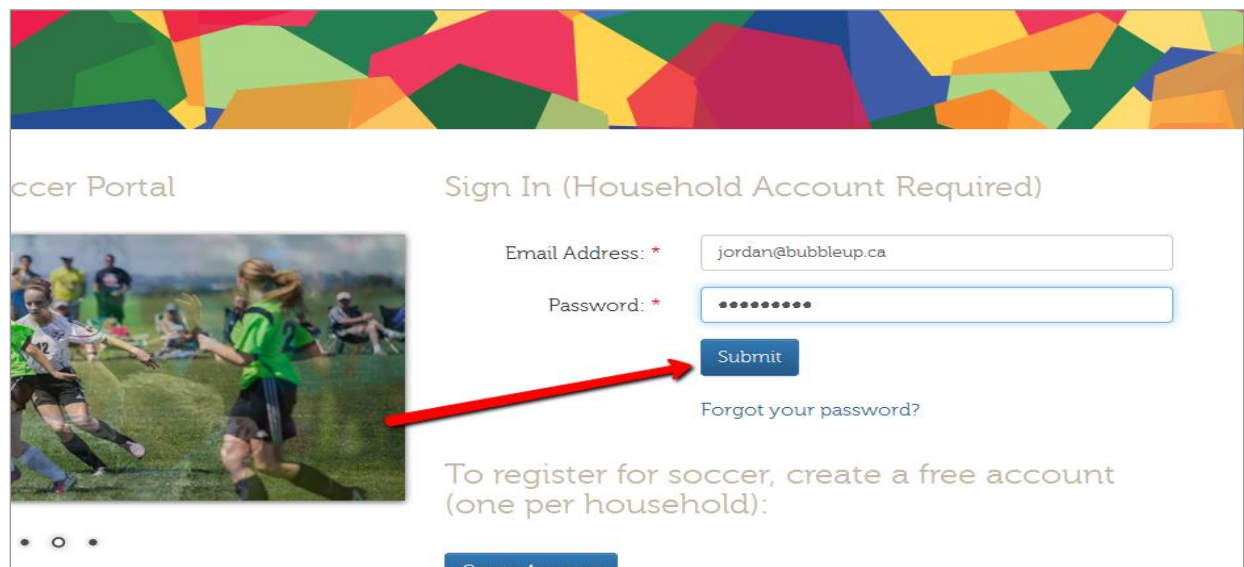
Scoring the game online is the responsibility of the **HOME TEAM**. Game results must be input online by 1:00 PM the following business day. Failure to do so will result in an administration fee being issued to the head coach of the **HOME TEAM**.

Instructions for Scoring Games

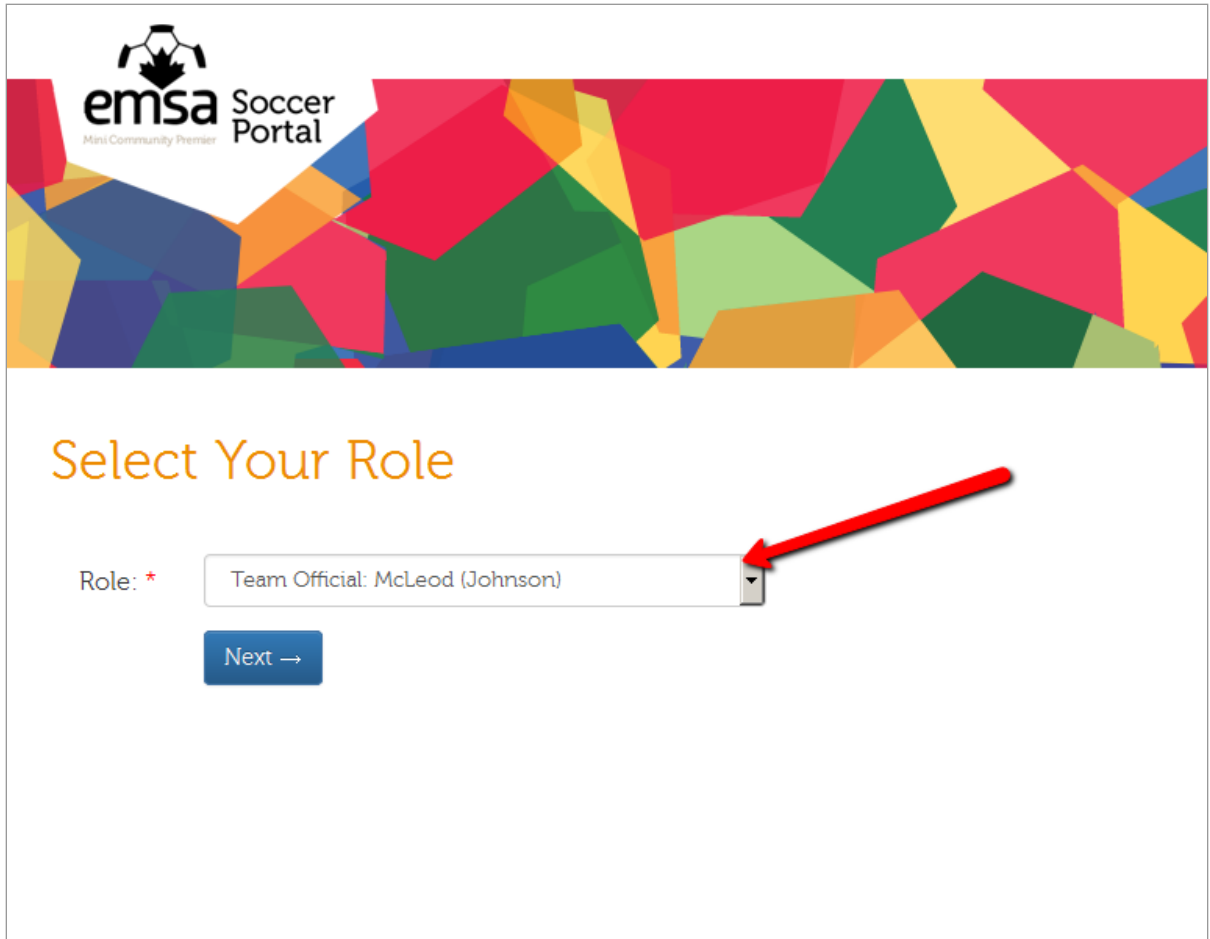
1. Go to www.emsamain.com and click on the **Coach Login** link at the top of the page:




2. Please sign in with your account.



3. Select the Team Official role for the team you are coaching. A person may have multiple team official roles (1 role per team). In this example, a McLeod coach with last name Johnson is signing in.



 **emsa** Soccer Portal
Mini Community Premier

Select Your Role

Role: *

[Next →](#)

- Once signed in, you will be redirected to the Team Official Control Panel. Click the **Manage Score/Games** button.

TEST MODE

Signed In Role: Team Official

Home Manage Account Switch Your Role Sign Out

emsa Soccer Portal

Team Official Control Panel

Team: **Winnipeg FC (White) : Coach**

Program Information

Program: [Redacted]
 Community/Zone: [Redacted]
 Age Category: U16
 Season: 2016/2017 Indoor

Division Information

Division: U16 Boys Premier
 Round: Main Round
 Tier: A/A

Manage/Score Games
 View Team Roster
 Download Team Roster
 View Division Standings

Copyright © 2017
 EMISA Soccer Portal v15.0.4 (Revision History)
 Your browser: Mozilla/5.0 (Macintosh; Intel Mac OS X 10_12_3) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/56.0.2924.87 Safari/537.36

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158.69.93.7

- On the Manage Scores/Games screen, you will see a list of all games for your team. Once a game is ready to have a score recorded, an edit pencil button will be available. Click the edit pencil button.

emsa Soccer Portal
 Mini Community Premier

Home / Manage Scores/Games

Manage Scores/Games

DATE	TIME	HOME TEAM	VISITING TEAM	SCORE	FIELD	TYPE	STATUS	
MO Nov 09	7:30 pm	Beverly Heights (White)	McLeod (Johnson)		West Soccer Centre Field #4	REG	Scheduled	
MO Nov 02	8:00 pm	McLeod (Johnson)	Fraser (White)		Tri-Leisure Centre Field #1	REG	Incomplete	
MO Oct 26	7:00 pm	McLeod (Johnson)	Baturyn (Kerr)	2 - 3	South Soccer Centre Field #2	EXH	Complete	
MO Oct 19	8:00 pm	McLeod (Johnson)	Lago Lindo (Smith)	6 - 0	South Soccer Centre Field #1	EXH	Complete	

6. On the Score Game form, complete the required fields by entering the home team score and the away team score.

Score Game

McLeod (Johnson): * (Home Team)

Fraser (White): * (Away Team)

7. Lastly, please submit feedback regarding the referee officiating of the game. There are 6 questions to be completed and an option to provide comments. **(optional)**

Referee Feedback

Please submit feedback regarding the officiating of the game.

Field Referee Name: *

Box Referee Name:

- 1) Management of the Game: *
- Excellent
 - Good
 - Fair
 - Poor

- 2) Manners/Professionalism: *
- Excellent
 - Good
 - Fair
 - Poor

- 3) Knowledge of Rules: *
- Excellent
 - Good
 - Fair
 - Poor

- 4) Movement on the Field: *
- Excellent
 - Good
 - Fair
 - Poor

- 5) Communication: *
- Excellent
 - Good
 - Fair
 - Poor

- 6) How support was the box referee: *
- Very supportive
 - Somewhat supportive
 - Not supportive


Comments:

8. Once the form is complete, click the **Submit** button.
9. After submission, the game status will be changed to **Under Review**. An EMSA Administrator will review the game sheet and verify the information has been collected and acknowledged.

Home / Manage Scores/Games

Manage Scores/Games

DATE	TIME	HOME TEAM	VISITING TEAM	SCORE	FIELD	TYPE	STATUS
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MO Nov 02	8:00 pm	McLeod (Johnson)	Fraser (White)	2 - 1	Tri-Leisure Centre Field #1	REG	Under Review
MO Oct 26	7:00 pm	McLeod (Johnson)	Baturyn (Kerr)	2 - 3	South Soccer Centre Field #2	EXH	Complete
MO Oct 19	6:00 pm	McLeod (Johnson)	Lago Lindo (Smith)	6 - 0	South Soccer Centre Field #1	EXH	Complete




10. If the Administrator verifies the game, the status will be marked as **Complete**. However, if there is an issue with an uploaded/faxed game sheet, an email will be sent back to the coach asking for the game sheet. In this case, the status will be changed to **Information Required**.

Home / Manage Scores/Games

Manage Scores/Games

DATE	TIME	HOME TEAM	VISITING TEAM	SCORE	FIELD	TYPE	STATUS
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Game Sheets

Game sheets are to be submitted to the game official prior to kickoff. If you do not submit your game sheets prior to kickoff then you default the game.

White copies of the game sheets are submitted to the EMSA main office **by the game official** during the indoor season. Teams do not need to send in copies of the game sheets.

Each team is responsible for completing their game sheet in its entirety. Failure to do so will result in an administration fee being issued to the head coach.

Please list your player's names on the game sheet in alphabetical order by their last name.

Proper completion of game sheet:

1. Game Sheet of (Team Name): PRINT your team name here
2. Date/Time: PRINT the date and time of the scheduled game
3. Field: PRINT the field number the game is being played on
4. Age: CIRCLE the age category of your team
5. Gender: CIRCLE the gender of your team
6. Division: PRINT the letter or number that corresponds with your teams division, group or tier
7. Home Team: PRINT the name of the team scheduled as Home
8. Away Team: PRINT the name of the team scheduled as Away
9. Score: To be completed by the game official.
10. Head Coach/Team Official: PRINT the name of the coach, assistant coach and/or manager that is present for the scheduled game.
11. Card #: PRINT the registration number as shown on the EMSA I.D. card for each coach, assistant coach, and/or manager that is present for the scheduled game.
12. Coach or Team Official's Signature: Coach, assistant coach or manager to SIGN their name.
13. Ref Liaison: PRINT the name of the team's referee liaison for the scheduled game. *See Referee Liaison for further information.*
14. Bench Attendant: PRINT the name of the team's bench attendant for the scheduled game. *See Bench Parent/Attendant for further information.*
15. Jersey #: PRINT the player's jersey numbers.
16. Player's First and Last Name: PRINT the first and last name of the player – initials will not be accepted.
17. Ref. Card Check: To be completed by the game official.
18. Player Card #: (if applicable) PRINT the registration number as shown on the EMSA I.D. card for each player
19. Goals: To be completed by the game official.
20. Yellow Card: To be completed by the game official.
21. Red Card: To be completed by the game official.
22. Trialist: PRINT the first and last name of the player (s) being used as a trialist. *Trialist form/permission letter must be submitted to the game official with the game sheet.*
23. Center Ref PRINT: To be completed by the game official.
24. Box Ref PRINT: To be completed by the game official.

***** Be sure to cross off any team official's name or player's name who is listed on the game sheet but is not present at the game. This falls under the team's responsibility, not the refs.**

Game Sheet Submission

Both teams will turn their completed game sheets into the game official prior to kickoff. The game official will keep the white copies and give them to the EMSA on the teams' behalfs after the game. Teams do not need to submit game sheets to the EMSA office after the game during the indoor season

Sample Game Sheet

REFEREE		Player's Full Name (no initials)		Infractions		
check cards ✓	Jersey #	Goals	Player Card #	*Cross off any players who are not at the game.	Yellow Card	Red Card
	5		123456	1. Blake Green		
	2		654321	2. Mark Hines		
	7		223344	3. Robert Lee		
	4		152345	4. Joe McIntyre		
	20		166224	5. Patrick Wilson		
				6.		
				7.		
				8.		
				9.		
				10.		
				11.		
				12.		
				13.		
				14.		
				15.		
				16.		
				17.		
				18.		
				19.		
				20.		
Form required	25	Forms do not need I.D. cards but permission forms are required and must accompany white copies of game sheets. Refs please ensure you keep the forms and hand them in with game sheets.		TRIALIST	Jacob Blaine	
Form required				TRIALIST	Print name here	
Form required				TRIALIST	Print name here	

Center Ref Print: _____ Box Ref Print: _____

Misconduct Reports: Ref, drop off reports to admission desk or email them to the EMSA office by the next morning.

Distribution of Game Sheets: (White - Ref Collects and Gives to Admissions Desk) (Green - Home Team) (Pink - Visiting Team) (Gold - Referee)

Administration Fees

Offense	Fee Amount
Incomplete Gamesheet	\$50.00
Failure to Score Game Results by 1:00 PM	\$75.00

Referee Liaison Program

The abuse of game officials by coaches and spectators is the main reason why referees (especially those in their early teens) drop out of the development program. As a result, we face severe shortages of game officials at all levels. Addressing this unacceptable behavior is a top priority for EMSA, particularly if minor soccer is to have an adequate supply of referees.

Both Home and Away teams, participating in the U9-U19 community and U9-U19 premier programs, are required to provide a referee liaison for every EMSA league game. The referee liaison can be any person over the age of 18, with the exception of the teams registered coaching staff. The referee liaison can be a different person each game and their name must be **PRINTED** on the game sheet in the space provided. The referee liaison must wear an identifying neck lanyard and sit in a visible area in the stands with the spectators.

The referee liaison must be an individual who is willing and able to control and monitor the behavior of the parents and coaches throughout the game. This role is to be taken very seriously and the goal of this role is to keep the parents and coaches in the game following the rules as set forth in code of conduct as well as maintaining respect for the referees and opposing team. This role is not in place for the referee liaison to question any calls made by the refs.

Description of Duties

- Wear the referee liaison neck lanyard – this is to be provided by a team official.
- Place yourself in the middle of your team's spectators.
- Monitor the behavior of your teams' spectators and coaching staff.
- Quickly diffuse potential issues before they escalate by either making your presence more visible, or calmly addressing the behavior with the person(s) involved.
- Address inappropriate comments, gestures, and/or any other unsporting behavior directed at the game officials, players, coaching staff or any other individual by your teams' spectators.
- Submit a brief report in writing, outlining any incidents involving any individuals, to the referee after the game. This will be turned into the EMSA League Director and they will conduct an investigation at their discretion.

Failure to provide a referee liaison will result in a default win for the opposing team. All teams are granted a 15 minute grace period to provide a referee liaison.

Team Spectators & Player's Parents

The head coach of the team is responsible for all spectators and player's parents associated with their team. Please keep in mind that the head coach may serve a suspension for any issues that arise from the team's spectators/parents. Please ensure you speak to your group about their behaviour in the stands or at the soccer centres ahead of time.

Referee Feedback/Issues/Complaints/Compliments

Please contact the EMSA Referee Director, Ed Charpentier at technicaldir@emsamain.com

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.
- Some Tournaments only allow a maximum of three (3) team officials on the bench and teams must adhere to each individual tournament rules.
- All Team officials (coach, assistant coach & manager) in the U9-U19 Community Program and ALL U9 – U19 Premier/Club League team officials (coach, assistant coach & manager) must produce an EMSA I.D. card (or an electronic version) to be permitted on the bench. If you cannot produce an EMSA I.D. card prior to the start of the game you will not be permitted to be on the bench and you must sit with the spectators for the duration of the game. No other forms of I.D. will be accepted. 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 forget their ID Card or cannot show it electronically, 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.

Bench Parent/Attendant

Teams can have a bench attendant with them on the bench for games. Bench attendants are included in the maximum four (4) team officials allowed on the bench per game. Bench attendants must be at least 18 years of age. If the coaching staff on the bench (coach, assistant coach, manager as registered on the official ASA roster) are not of the same gender as the players, it is mandatory to have a bench parent/attendant that is the same gender as the team on the bench. If one of the coaching staff (coach, assistant coach, manager) on the bench is already the same gender as the team then it doesn't matter what gender the bench attendant is. It is mandatory that this person's name be printed in the appropriate place on the game sheet. The bench parent/attendant is not required to have an EMSA I.D. card, however, they must present a government issued, photo I.D. to the referee prior to kickoff. The bench parent/attendant will be considered part of the four (4) maximum team officials allowed on the bench. One (1) bench attendant per game is permitted. **The registered coach, assistant coach, or manager of that team are NOT permitted to be marked down in bench attendant section of the game sheet. If they are marked as a bench attendant because they forgot their card this will be considered participating without their I.D. card and the game will be forfeited and the coach suspended.**

Players Registered and Dressed

Teams are limited to a maximum number of players permitted to be registered & dressed at one time during the season, according to the following:

- U7 14 players
- U9 & U11 16 players
- U13, U15, U17, U19 20 players

**Note: All U9 and U11 teams will play 7 per side (6 players & 1 keeper) for the indoor season.*

***Teams are permitted to dress and play additional players only if they have received special dispensation from the EMSA Board of Directors.*

Minimum Amount of Players Required to Start Game:

Age Group	Minimum Number of Players Required
U7	3
U9 & U11	5
U13 – U19	4
U13 – U19 Non Boarded	7

Guest Players/Trialists

A form must be filled out and submitted to the referee with your game sheet prior to game start for each and every game. If you are using the same trialist for multiple games you must have copies of the trialist form to submit to the referee at each game. Please ensure you have enough copies. Please ensure you review the complete trialist/guest player regulations in the rules section. Using an illegal trialist will result in a game default.

For regular league play, any EMSA player who is registered on an EMSA team's Portal roster may play in a higher tier (in the same age category) or higher age category. You cannot use lateral trialists (same age group/same tier).

If divisions (tiers) and/or age groups are combined, you cannot use trialists from teams playing in the same combined group as your team.

THE MOVEMENT MUST OCCUR WITHIN THE SAME ZONE (example West Zone to West Zone or North Zone to North Zone. You cannot have a North Zone player as a trialist on a West Zone team). Out of district teams can only use trialists from their own district.

- Trialists do not require player cards.
- All fields must be filled out entirely on the form.
- **Prior** written approval of the Coach or Team Designate of the team for which the player is registered must be obtained. The written approval (trialist form) must be surrendered to the referee at the start of the game or prior to the start of the second half if the trialist arrives late.
- Trialist players must already be registered on another EMSA team's roster during the current season.
- Players who are playing up an age group are not permitted to be a trialist for a team that is in a lower age category than the current team they are registered on even if their birth year is the same as the lower age group.

The following conditions must also be met:

- A. Community teams can only use trialist players to replace missing players currently on that team's roster. When using trialist players, the registered roster size must remain the same.
- B. Premier teams may use trialist players to increase their registered roster size up to the maximum roster size set out in Rule 304, Team Rosters.
- C. No more than a total of three (3) trialist players may be recruited for a single (1) game.
- D. The player(s) will be noted as 'trialist' on the game sheet (there is a section for this located on the bottom of the game sheet) prior to game start.
- E. A player can be used as a trialist for a maximum of five (5) games per team.
- F. No EMSA player may play on an EIYSA team as a trialist at any time. No EIYSA player shall play on an EMSA team as a trialist at any time with the exception that EIYSA players may play on an EMSA team as a trialist in tournament play.
- G. Teams from out of district who are participating in the EMSA program are permitted to use trialists from their parent organizations/zone/district as long as they are an ASA registered player for that season; they are from a lower division or lower age category; and the use of the trialists does not violate any EMSA or ASA rules
- H. Premier/Club players are ineligible to be used as a trialist on all community teams.**
- I. Players who are currently serving a suspension from EMSA or ASA are ineligible as trialists.
- J. Up to four (4) Trialists will be allowed for teams advancing to City Finals. Trialists must be in compliance with the EMSA Rules & Regulations and cannot be from another team advancing to City Finals.

*Trialists are NOT permitted in Provincial Competitions. If additional players are needed for Provincials, they must be duly registered prior to the Player Transfer Deadline for your tier.



Edmonton Minor Soccer Association TRIALIST FORM

THIS TRIALIST FORM MUST ACCOMPANY ALL GAME SHEETS TO THE EMSA OFFICE. IF YOUR TRIALIST HAS PERMISSION TO PLAY MORE THAN ONE GAME YOU WILL NEED TO MAKE PHOTOCOPIES OF THE TRIALIST FORM TO SUBMIT WITH EACH GAME'S SHEET S.

• **TRIALISTS MUST BE FROM THE SAME ZONE (example West Zone to West Zone or North Zone to North Zone. You cannot have a North Zone player as a trialist on a West Zone team). Out of District teams can only use trialists from their own District.**

- Trialists do not require player cards.
- A written permission letter is also acceptable in place of this form. All information below must be included in the letter.
- All fields below must be filled out entirely.
- Prior written approval of the Coach or Team Designate of the team for which the player is registered must be obtained. The written approval (trialist form) must be surrendered to the referee at the start of the game or prior to the start of the second half if the trialist arrives late. It must be submitted along with the game sheets to the EMSA office.
- For regular league play, any registered player may play in a higher Tier (in the same age category) or higher age category. You cannot use lateral trialists (same age group/same tier).
- If divisions (tiers) and/or age groups are combined, you cannot use trialists from teams playing in the same combined group as your team.
- The player must already be registered on another EMSA team during the current season in order to be an eligible trialist for your team. If they are not registered on any EMSA team during the current season then they cannot be used as a trialist with the exception of rule 4.8(4).

The following conditions must also be met:

- No more than a total of three (3) such players can be recruited for any one (1) game. 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), except that club teams (Premier) may use trialists to increase their game roster size up to the maximum team roster size set out in Rule 304, Team Rosters. The player(s) will be noted as 'trialist' on the game sheet (there is a section for this located on the bottom of the game sheet).
- A player can be used a trialist for a maximum of five (5) games per team (tournament & exhibition games 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.
- No EMSA player may play on an EIYSA team as a trialist at any time. No EIYSA player shall play on an EMSA team as a trialist at any time with the exception that EIYSA players may play on an EMSA team as a trialist in tournament play.
- Teams from out of district who are participating in the EMSA program are permitted to use trialists from their parent organizations/zone/district as long as they are an ASA registered player for that season; they are from a lower division or lower age category; and the use of the trialists does not violate any EMSA or ASA rules.
- Premier/Club players are ineligible as trialists on all community teams.
- Players who are currently serving a suspension from EMSA or ASA are ineligible as trialists.

PLAYER'S FIRST & LAST NAME:		
	CURRENT TEAM that Player is Registered with:	TRIALIST TEAM that Player is playing for:
Team Name		
Coach Last Name		
Age Group		
Gender		
Tier/Division/Group		
Please indicate with a check mark the number of trialist times this game is for this player on your team.		
Exhibition League Games: <input type="checkbox"/> Please check this box if this is for an exhibition game (unlimited use).		
REGULAR League Games: 1st time ____ 2nd time ____ 3rd time ____ 4th time ____ 5th time ____ (max. 5 times use)		
Date(s) that player has permission to play as a trialist for the above team:		

By signing below, the team official/designate of the team that the player is currently registered with has given permission for the above player to play as a trialist on the above mentioned team. By signing below the team official/designate of the team the player is playing as a trialist for recognizes all trialist rules.

Coach/Team Designate of team player is currently registered with: _____

Coach/Team Designate of team that player is playing as a trialist for: _____

Please note if you are using an ineligible trialist/guest player your team will default the match and further disciplinary action may apply. If you have any questions on the eligibility of a trialist, please call the EMSA Office for verification.

EMSA I.D. Cards (Players/Coaches)

The following EMSA city wide programs require an EMSA I.D. Card:

• Players:

Age Group	Community	Premier A	Premier B	Tier 1	Tier 2	Tier 3
U9		✓	✓	✓	✓	✓
U11		✓	✓	✓	✓	✓
U13	✓	✓	✓	✓	✓	✓
U15	✓	✓	✓	✓	✓	✓
U17	✓	✓	✓	✓	✓	✓
U19	✓	✓	✓	✓	✓	✓

- EMSA I.D. cards must be presented to the referee prior to game kickoff.
- Players must present their individual card to the referee so they can compare the picture to the player and cross reference the number on the game sheet.
- EMSA I.D. cards are to be made available to the opposing team officials or the EMSA League Director, if requested.
- Should a player be without their player card at kickoff, they may play the game provided that their player card is presented to the game official prior to end of the game. Failure to present the players EMSA I.D. card to the game official prior to the end of the game, will result in a default loss for the team. The player and team will also be subject to further disciplinary action being taken by the EMSA Discipline Committee.
- Players that do not require an EMSA I.D. card that are participating as a trialist player in a division/age group which does, are not required to get one. These players will simply need to provide the completed trialist form to the game official, prior to kickoff. This form will be kept with the game sheet and submitted to the League Director at the EMSA office.
- If a team is unable to provide the EMSA I.D. player cards before the end of the game, they can supply high quality photocopies to the game official in their place. The copied player cards will be submitted to the EMSA League Director along with the white copy of the official game sheet. The EMSA League Director will cross check the copied player cards that were supplied, with the player cards that are on record in our system. In the event that a falsification is found in this review, the teams officials will automatically receive a suspension, an administration fee, and the game will be recorded as a default loss. The opposing team will be awarded three (3) points and five (5) goals.
- Photocopied substitutions of player cards will only be accepted twice (2) during the season and they are only accepted in place of the entire teams cards – not just a few players.
- A player can use a picture of his/her EMSA I.D. card shown on an electronic device.
- Out of District players are permitted to use their own youth District I.D. cards in place of EMSA cards as long as their District has received permission from the EMSA office.

**Note: there is a \$20.00 charge for any replacement EMSA I.D. cards, where the card has not expired.*

- **Team Officials:** (head coaches, assistant coaches and managers):

Age Group	Community	Premier A	Premier B	Tier 1	Tier 2	Tier 3
U9	✓	✓	✓	✓	✓	✓
U11	✓	✓	✓	✓	✓	✓
U13	✓	✓	✓	✓	✓	✓
U15	✓	✓	✓	✓	✓	✓
U17	✓	✓	✓	✓	✓	✓
U19	✓	✓	✓	✓	✓	✓

- Coaches, assistant coaches and managers registered to teams in age categories/divisions where EMSA I.D. cards are required, must present their card to the game official prior to kickoff for verification.
- No other forms of identification will be accepted.
- Team Officials who are unable to present their EMSA I.D. cards prior to the start of the game will not be permitted on the bench and must sit with the spectators for the entire game. If no team officials are able to produce their EMSA I.D., the game will be recorded as a default loss and three (3) points and five (5) goals will be awarded to the opposing team.
- If a team knows ahead of time that it will be unable to supply the EMSA I.D. cards for the registered team officials, or if the registered team officials are unable to attend a game, the team may request that a substitute coach or coaches be granted permission to take control of the team temporarily. A request to allow for a substitute coach or coaches must be sent to the EMSA League Director and should the request be approved, they will provide a permission letter to allow the substitute coach/coaches on the bench. This permission letter must be handed to the referee prior to kickoff and will be kept for submission to the EMSA League Director along with the white copies of the official game sheet.
- A team official can use a picture of his/her EMSA I.D. card shown on an electronic device.
- Team officials CANNOT be written on the bench attendant line if they are unable to produce their ID card or electronic copy.
- If a team official participates in a game without their ID card then the team will default the game and that team official will be suspended for one game.
- Out of District team officials are permitted to use their own youth District I.D. cards in place of EMSA cards as long as their District has received permission from the EMSA office.

**Note: there is a \$20.00 charge for any replacement EMSA I.D. cards, where the card has not expired.*

Equipment, Casts, Splints and Jewelry

- Indoor soccer shoes or runners are the only footwear permissible to be worn by players.
- It is at the discretion of the game official what will constitute dangerous equipment which must be removed in order for play to be allowed.

- Under no circumstance will splints and/or casts be permitted to be worn on the field during game play.
- Players who wear braces (knee, ankle, wrist etc...) will be permitted to wear these during game play provided that the brace does not have the potential to injure others. The decision to allow specific braces is left to the game official.
- **Players refusing to remove any type of jewelry at the request of the referee, including all external body piercings, will not be permitted to play. Taping is not permitted.**
- **Referees have the final say as to what is considered a hazard.**
- It is the responsibility of the Home Team to supply the game ball as specified below:

Age Group	Ball Size
U7	Size 3
U9 & U11	Size 4
U13, U15 & U19	Size 5

Game Length & Time Outs

- Games will consist of two (2) equal halves of 25 minutes for U11 – U19.
- For U9, the game length will be two – 20 minute halves which will start 13 minutes after the start of the assigned time slot. During the first 13 minutes of the time slot, coaches can run drills and prepare their team.
- Each team is entitled up to three (3) minutes of interval time per the referee's discretion.
- Each team is permitted a maximum one (1) minute to be used as a timeout during the game. Teams may request this from the referee at any stoppage of play during the game. The game clock will stop and the referee will tally the time used against the one (1) minute allotted for the time out.
- Teams are not permitted more than one (1) time out per game, regardless of whether or not they used the minute provided.
- Time outs cannot be exchanged among teams.

Late Arrivals and Failure to Show

- Minimum Amount of Players Required to Start Game

Age Group	Minimum Number of Players Required
U7	3
U9 & U11	5
U13 – U19	4
U13 – U19 Non Boarded	7

- A 10 minute grace period is provided for a team to be present. If a team is not present after such time, the game will be recorded as a default win for the opposing team and they will be awarded three (3) points and five (5) goals in their favor by the league director.
- In order to claim the default win, the team that is present must turn in their completed game sheet to the referee.
- Late players must arrive prior to kickoff of the second half. Players arriving after such time will not be permitted to play.

- It is not mandatory for the opposing team to wait any longer than the 10 minute grace period. After this time has expired, the field may be used for a practice or an exhibition game for the remainder of the time that was scheduled for the 55 minute game.
- In the event that both teams are not present, the game will be recorded as 'cancelled'. These games will not be rescheduled.

Rescheduling of Games

All teams were given the opportunity to submit tournament requests to be taken into account in terms of scheduling, prior to the season beginning. As a result, the rescheduling of games during the indoor season is NOT permitted for any reason. Teams are required to play all of their games, as they are scheduled.

Winter Driving Conditions

Failure to travel to a scheduled game due to extremely poor road conditions, as advised by the local police/RCMP, will result in the game being brought to the EMSA Discipline Committee for review. The Committee will decide whether the game will be recorded as a default loss, or be rescheduled for play.

If your team is not present for your scheduled game due to the above mentioned circumstances, please contact your league director via email and send a copy of the notice where the local police/RCMP advised to stay off the roads.

Premier Club League Director: angelad@emsamain.com

Community League Director: jennad@emsamain.com

Scheduling for Multiple Rounds

Teams placed in groupings with multiple rounds are responsible for downloading their new schedule from the EMSA main website, as they will not be emailed to you. Please do not call the office inquiring about the next round schedule, as they are posted as soon as they are ready. Please allow your league director the time to confirm the stats and create the new schedules.

Harassment

EMSA has zero tolerance for any form of harassment, bullying, discrimination or intimidation. Any EMSA player, team official, game official, parent or other participant who engages in such behaviour towards another EMSA player, team official, game official, parent or other participant will be subject to discipline by the EMSA Discipline Committee.

Post Season Information

Post Season Information will be emailed to the team officials as soon as it becomes available. Teams are responsible for informing themselves on the post play information for their division.

- Post Season Commitment Form – Community Teams Only: Post season commitment forms are distributed in the coaches' packages for all U9-U19 community league teams. This form indicates whether

or not your team will be participating in the applicable post season competition, should you qualify. This form must be completed and submitted to the EMSA office by **Monday, December 9, 2019 at 9:00am.**

It is mandatory that all Premier League teams (Tier 1, 2, 3 and Premier A & B) attend the post season competition, should they qualify. As a result, Premier teams *do not* need to complete this form.

**Note: Out of District teams are not eligible to participate in the post season Provincials competition through an EMSA berth. Out of District Community League teams, however, may participate in the EMSA City Finals. A post season commitment form must be submitted by the deadline to advance.*

Post Season Competitions

- City Finals – February 22 & 23, 2020 - U9/U11 Club Premier & U9 – U19 Community Boys/Girls

**U13 – U19 Tier 4 post season advancement to Provincials will be determined from the results of City Finals.*

**All Star Tier 5 Community U13 – U19 – March 7, 2020. Tier 5 teams to participate based on the results of the final round. More information to follow.*

- Provincials – March 13 -15, 2020 – U13 – U19 Premier Club & U13 – U19 Tier 4 Community

Player Transfers/Registration

The process of transferring/registering a player must begin with your zone office/registrar. Should further assistance be required, please contact the EMSA Main office.

Player Transfer Deadline: February 13, 2020

Facility Locations

Field	1 – 4	Edmonton Soccer Center West	17415 – 106A Avenue
Field	5 – 8	Edmonton Soccer Centre East	12720 Victoria Trail
Field	9 – 12	Edmonton Soccer Centre South	6520 Roper Road
Field	13 – 14	Trans Alta Tri Leisure Centre	221 Jennifer Heil Way (Spruce Grove)

Facility Passes

All players, U7 - U19, are admitted into the facilities for free and do not require a facility pass.

For Boarded teams, there will be decals distributed to the teams by your Zone Offices, to be used by the team officials. These will be placed on the back of the team officials EMSA I.D. card and used as the facilities admissions pass. Non Boarded teams do not receive Edmonton Soccer Centre Facility Passes. Non Boarded teams will receive team official passes from the venue they will be playing at.

Should additional passes be required, they can be purchased at the admissions desk in each of the Edmonton Soccer Associations facility buildings. EMSA does not have extra facilities passes/decals and EMSA is not responsible for lost or stolen passes/decals. Should a pass/decal be lost or stolen, a replacement pass must be purchased at full price from one of the three Edmonton Soccer Facilities.

Parents & spectators are responsible for purchasing their own passes through the Edmonton Soccer Association Facilities at full price.

Personal/Practice Field Bookings & Gym Practices/Bookings

Edmonton Soccer Facilities manages the bookings for the Edmonton Indoor Soccer Centres. If you wish to book/rent a field, please contact them directly at 780.413.4125 ext. 1 or email bookings@esaf.com.

Zone offices are responsible for all of the gym bookings. Please contact your zone directly if you have any questions regarding your practice times.

Camera Policy

As stated by the Edmonton Soccer Association Facilities Camera Policy:

Camera refers to all recording or image devices. Photograph/photo refers to all forms of captured images.

1. Taking photos and/or recording videos is not permitted on the field, in the player/referee/penalty boxes, or from the hallways leading to the dressing rooms. In order to photograph from any of these areas, special permission must be obtained by the ESA Facilities management.
2. Taking photos and/or recording videos is permitted from the lounge, bleachers/stands, and behind the Plexiglas on the main floor only after first seeking consent of the individuals being photographed/recorded. In the case of minors, permission must be granted from the child's parent/guardian.
3. Under no circumstances is it permissible to take photographs or videos in the dressing room and/or washrooms.
4. Individuals violating this policy will be asked to stop and could face further disciplinary action including, but not limited to, fines, bans and bonds.

Should you have any questions or concerns, or if you are seeking special permissions for photography, please contact the Operations Manager at 780.413.4125 ext 222 or info@esaf.com.

DISCIPLINE

For full discipline & suspension information please see the EMSA Rules and Regulations section 6.

IMPORTANT:

- All suspensions are automatic. **Team officials are responsible for heading the suspension whether or not they have officially been informed by the EMSA office. Please contact the EMSA office if you haven't received any notification prior to your next game.**
- Punishment for any offense that has not been listed will be delivered at the discretion of the EMSA Discipline Director.
- All suspensions listed are the minimum amount required to be served.
- Suspensions must be served in full and over the course of consecutive games.
- Suspensions where games could be served after regular league play will be referred to the EMSA Discipline Committee for deliberation.
- All coaches, players and spectators have the right to an appeal. Official appeals can only be filed by the team's correspondence liaisons. **One (1) game suspension's cannot be appealed.**
- Level 1 Boarding cannot be appealed.

Red Cards & Suspension Notifications

When a player, team official, or spectator is ejected from a game, the main contact for the team will be notified of the suspension details via email within a few days. This email will contain the reason for the red card/ejection and the length of the suspension. Suspensions issued as a result of spectator misconduct are to be served by the main team official, as listed on the ASA roster.

Team officials are responsible for imposing all suspensions regardless of receiving email notification. Please contact the EMSA office if you haven't received any notification prior to your next game.

All suspensions are issued in accordance with the Rules & Regulation and based on the report submitted by the referee. The EMSA staff does not have the authority to change a suspension.

Red Card suspensions are automatic and hold a minimum one (1) game suspension. Any suspension additional to this can be appealed to the EMSA Discipline Committee – *please see Rules & Regulations Appeal Procedures Indoor for further information.*

Violating Suspensions

Any person(s) found in violation of their suspension will be brought before the EMSA Discipline Committee for further action. The violation of any suspension may result in up to a one (1) year suspension from EMSA.

Protest of Game of Results

1. Protests of game results must be submitted in writing, along with a cash/money order/certified cheque (payable to the Edmonton Minor Soccer Association) in the amount of \$75.00, to the EMSA League Director within 24 hours of the being completed. Should the game results be overturned as a result of the protest, the administration fee will be refunded.
2. Questionable points of facts/points of view of the game official(s) will not be considered for protest.

Appeal Procedure

Appeals of decisions are to be submitted in writing - within 48 hours of receiving the decision notification (excluding weekends and holidays), along with a cash, money order or certified cheque in the amount of \$100.00 (payable to Edmonton Minor Soccer Association), to the EMSA Discipline Director at the EMSA Main office.

Appeal fees will be refunded in the event that the individual in question has been exonerated by the EMSA Discipline Committee.

Tie Breaking Procedure (EMSA league play only)

When there is more than one (1) team at the end of a round that has accumulated the same number of total points within their division/group/tier, a tie breaking procedure is required in order to determine which team has the higher standing. The following are the procedures used to determine team standings.

Two (2) Way Tie

1. Head to Head Game(s)

The winner of the game(s) between the two (2) teams will determine the higher ranking team. Ex. Team A & B are tied. The EMSA League Director will look back at the records to view the game results for the game(s) where Team A played against Team B. The winner of this/these game(s) will be considered to be in higher standing. Should the teams remain tied, the EMSA League Director will proceed to step 2 in the procedure.

2. Total Goal Differential

The total goal differential is determined by subtracting the total number of goals scored against each team by the number of goals scored in the favor of each team, within the round in question only. The team that has the greater goal differential will be considered to be in higher standing. Should the teams remain tied, the EMSA League Director will proceed to step 3 in the procedure.

3. Least Goals Scored

The team which has the fewest number of goals scored against them, within the round in question only, will be considered to be in higher standing. Should the teams remain tied, the EMSA League Director will proceed to step 4 in the procedure.

4. Penalty kicks

The EMSA League Director will schedule a place and time for penalty kicks to be made between the two (2) teams. Teams and game officials will follow the appropriate procedure for penalty kicks.

Three or more (3+) way tie

1. Total Goal Differential

The total goal differential is determined by subtracting the total number of goals scored against each team by the number of goals scored in the favor of each team, within the round in question only. The team that has the greater goal differential will be considered to be in higher standing. Should the teams remain tied, the EMSA League Director will proceed to step 2 in the procedure. Should a team have a different total goal differential than the others, they will be removed from the procedure at this stage, the teams that remain tied will continue into step 2 of the tie breaking procedure.

2. Least Goals Scored

The team which has the fewest number of goals scored against them, within the round in question only, will be considered to be in higher standing. Should the teams remain tied, the EMSA League Director will proceed to step 3 in the procedure.

3. Penalty kicks

The EMSA League Director will schedule a place and time for a single round robin of penalty kicks to take place between the remaining teams. Teams and game officials will follow the appropriate procedure for penalty kicks.

Codes of Conduct & Others

Coach / Volunteer Code of Conduct

Coach / Volunteer Responsibilities:

- To remember that you are an ambassador for the Edmonton Minor Soccer Association [EMSA], your Zone, and your Community, as such, carry oneself with respect, dignity and pride.
- To accept and work within all parameters set forth by the EMSA. To act in accordance with the Aims and Objectives set forth by EMSA.
- To demonstrate a commitment to a role chosen (coach, assistant coach, team manager, etc.).
- To act in accordance with all EMSA Bylaws Rules, Regulations and Policies.
- To carry out one's duties and responsibilities in a manner exhibiting the utmost professionalism, dignity and respect.
- To respect and honor the EMSA Codes of Conduct.
- To carry out one's responsibilities efficiently, accurately and to the best of one's ability.
- To be accountable for the behavior of one's team (if affiliated to one) including all its coaches, players and parents.
- To be accountable for all team-related activities including the accurate completion and timely submission of game sheets, the proper registration of players, the proper use of trialist players and the meeting of all league imposed deadlines.
- To respect the authority and dignity of ALL EMSA game officials including game referees, Board of Directors, staff and other volunteers.
- To comply with any mandates handed down, including all player / coach suspensions.
- To treat all EMSA Board of Directors, staff, fellow volunteers / coaches, players and parents with the utmost dignity and respect.

Coaches' Code

- Soccer is a game for happiness
- The laws of soccer should be regarded as mutual agreements, the spirit or letter of which no one should try to avoid or break
- 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

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 honour and dignity
- Honestly and wholeheartedly applaud the efforts of you teammates and opponents

Parents' 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.
- The opponents are necessary friends. Without them your child could not participate meaningfully.
- Applaud good plays by your team and by members of the opposing team.

This book is an excerpt of our rules, regulations and policies. For the complete listing of EMSA Rules & Regulations please visit or contact an EMSA Staff Member:

www.emsamain.com