

# Edmonton Minor Soccer Association

## Indoor 2024 – 2025 Season



### Team Official Handbook U8 – U19 Teams Only

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

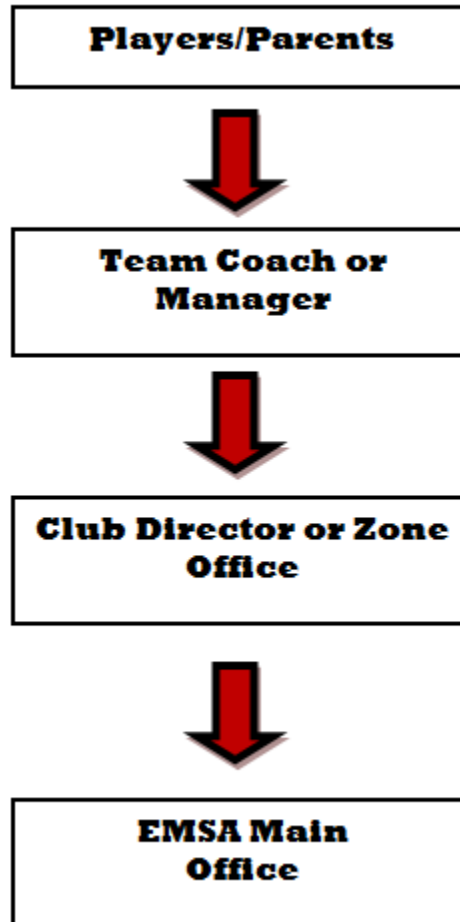
[www.emsamain.com](http://www.emsamain.com)

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## Contacting the EMSA Office

Please follow the EMSA Communication Process listed below for any questions or concerns:





# 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 9:00am – 5:00pm (subject to change)

## EMSA OFFICE STAFF

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

Angela DiCesare – Club U13 – U19 League Director  
[angelad@emsamain.com](mailto:angelad@emsamain.com)  
587.334.2949 (text or phone)

Tiffany Porteous – EMSA Registrar  
[jennad@emsamain.com](mailto:jennad@emsamain.com)  
587.340.3674 (text or phone)

Jenna Davis – Community League Director  
[jennad@emsamain.com](mailto:jennad@emsamain.com)  
587.340.3674 (text or phone)

Martina Menaguale – Club U8 – U11 League Director  
[martinam@emsamain.com](mailto:martinam@emsamain.com)  
587.338.8316 (text or phone)

April Wynn – Office Administrator  
[aprilw@emsamain.com](mailto:aprilw@emsamain.com)  
587.357.3775 (text or phone)

Natalia Shcherbyna – Admin Assistant  
[natalias@emsamain.com](mailto:natalias@emsamain.com)  
780-413-3672 (text or phone)

## EMSA REFEREE AND TECHNICAL DIRECTOR

Ed Charpentier 780.405.8960 text or phone  
[technicaldir@emsamain.com](mailto:technicaldir@emsamain.com)

## EMSA EXECUTIVE

Mario Charpentier – EMSA President  
[president@emsamain.com](mailto:president@emsamain.com)

Jay Ruptash – EMSA Vice President  
[jayr@emsamain.com](mailto:jayr@emsamain.com)

Alisa Colmer – EMSA Treasurer  
[alisac@emsamain.com](mailto:alisac@emsamain.com)

June McNeil – EMSA Executive  
[jkhmcneil@gmail.com](mailto:jkhmcneil@gmail.com)

## EMSA DISCIPLINE DIRECTOR

Jay Ruptash  
[jayr@emsamain.com](mailto:jayr@emsamain.com)

## EMSA CLUB DIRECTOR

Diana Clark  
[dclark.4@shaw.ca](mailto: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](http://www.emsamain.com)

## BOARDED SOCCER CENTRE CONTROL/ADMISSIONS DESK CONTACTS

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

## Electronic Game Sheet Procedure

- Each team will need to print their own game sheet for each and every game (home and away) from the EMSA Portal. If a team forgets their game sheet, then the team will default the game and an administration fee of \$100.00 will be issued to the team. For emergency cases, there will be a blank game sheet available for download on the EMSA website. We recommend, printing off a few copies and keeping them with your game supplies. <https://emsamain.com/wp-content/uploads/2023/01/Blank-Game-Sheet.pdf>
- The following information will be auto-populated on each team's game sheet by the EMSA Portal system:
  - Game Sheet of (team name)
  - Game ID #
  - Date, Game Time & Field
  - Division & Tier
  - Home Team Name
  - Away Team Name
  - All Player's Names (First & Last) and EMSA Card #'s
- For the player Jersey number's please see further instructions in this booklet.
- Teams will still need to handwrite in the following information onto their game sheet:
  - Team Officials names and I.D. card numbers (EMSA currently does not limit the amount of team officials that can be on a roster so we cannot auto-populate this section as we don't know who will be on the bench for each game).
  - Bench Attendant name (if applicable)
  - Ref Liaison name
  - Team Official Signature
  - Trialist Names and Jersey Numbers (if applicable)
- Game sheets must be presented to the referee at least a few minutes prior to kick off.
- Please ensure you are completely filling out your game sheets to avoid the admin fee being issued. Have someone from your team take a second look just to make sure you haven't missed anything.
- Please CROSS OFF any players and team officials that are listed on the game sheet but are not present at the game.
- Trialist Forms need to be turned into the referee prior to the player commencing play. At the end of the game all trialist forms will remain with the referee for submission to EMSA with the game sheets.

## One Time Jersey Number Entry

Prior to the season commencing, a team official who is on the Portal roster must log into the EMSA Portal and enter all of their player's jersey numbers into the system. This only has to be done once at the start of the season, not for every game. You can go back in and edit as necessary if the jersey numbers change or if you add a new player.

- **Step 1:** Log Into the EMSA Portal and click on the "Edit Player Jerseys" button in the Team Official Control Panel:

Team Official Control Panel

TRSA (Home):  
Coach

Manage/Score Games

View Team Roster

Download Team Roster

View Division Standings

**Edit Player Jerseys**

Police Information Check

Status: Verified  
Expiry: 2022-01-01

Program Information

Program: U17 Boys  
Community/Zone: EMSA South West  
Age Category: U17  
Season: 2019 - 2020 Indoor

Division Information

Division: Community City Wide U17 Boys  
Round: Round 3  
Tier: Tier 4X

- **Step 2:** Fill in the "Jersey" field with a 1 or 2 digit number. Leading zeroes are preserved (e.g., 09 isn't converted to 9). Leaving the field blank will remove the jersey number from the player. Repeat for the other players. Note that it's possible to leave 1 or more players without jersey numbers; the U4s don't need jersey numbers.

[Home](#) / [Manage Teams](#) / [Edit Player Jerseys](#)

### Edit Player Jerseys - U4 Team Green (U4 Mixed)

Search:

PL ID	JERSEY	LAST NAME	FIRST NAME	DOB	ID CARD #	
154729	12	Ferguson	Kasai	2016-11-16		<a href="#">View Registration</a>
153458	<input type="text"/>	Morales	Elise	2016-05-20		<a href="#">View Registration</a>
149354		Morris	Samantha	2016-05-08		<a href="#">View Registration</a>
149195		Sevigny	Gauge	2016-07-19		<a href="#">View Registration</a>
149198		Sevigny	Rayland	2016-07-19		<a href="#">View Registration</a>
152773		Shavluk	Cooper	2016-10-13		<a href="#">View Registration</a>

Once this has been completed, your player jersey numbers will now auto-populate on your electronic game sheets.

## How to Print Game Sheets

Each team is responsible for downloading and printing their copy of the team’s game sheet. Please see other Memo regarding Game Sheet instructions on what both teams need to do to complete their section of the Game Sheet.

- **Step 1:** Log Into the EMSA Portal and click on the “Manage/Score Games” button in the Team Official Control Panel:

The screenshot shows the EMSA Soccer Portal interface. On the left, under 'TRSA (Home): Coach', there is a list of buttons: 'Manage/Score Games' (circled in red), 'View Team Roster', 'Download Team Roster', 'View Division Standings', and 'Edit Player Jerseys'. On the right, there are sections for 'Police Information Check' (Status: Verified, Expiry: 2022-01-01), 'Program Information' (Program: U17 Boys, Community/Zone: EMSA South West, Age Category: U17, Season: 2019 - 2020 Indoor), and 'Division Information' (Division: Community City Wide U17 Boys, Round: Round 3, Tier: Tier 4X).

- **Step 2:** Find the game in the table and click the “Download” link under the “Game Sheet “column and the game sheet will automatically download.

The screenshot shows the 'Manage Scores/Games' page in the EMSA Soccer Portal. It features a table with the following columns: DATE, TIME, HOME TEAM, SCORE, VISITING TEAM, FIELD, MAP, TYPE, STATUS, GAME SHEET, YELLOW CARDS, and SUSPENSIONS. The 'GAME SHEET' column contains 'Download' links for several games. One 'Download' link is circled in red.

DATE	TIME	HOME TEAM	SCORE	VISITING TEAM	FIELD	MAP	TYPE	STATUS	GAME SHEET	YELLOW CARDS	SUSPENSIONS
Sun, Jan 5th	3:15 pm	[REDACTED]	1 - 6	TRSA (Home)	Edmonton Soccer Centre East, 7	Map	Regular	Incomplete			
Sun, Jan 12th	11:30 am	TRSA (Home)		TRSA (Away)	Edmonton Soccer Centre South Crosstown, 12	Map	Regular	Scheduled	Download		
Sun, Jan 19th	1:45 pm	TRSA (Home)		[REDACTED]	Edmonton Soccer Centre West Maxwell, 2	Map	Regular	Scheduled	Download		
Sun, Jan 26th	2:30 pm	[REDACTED]		TRSA (Home)	Edmonton Soccer Centre South Crosstown, 12	Map	Regular	Scheduled			
Sun, Feb 9th	1:15 pm	TRSA (Home)		[REDACTED]	Edmonton Soccer Centre East, 7	Map	Regular	Scheduled	Download		

*If a team forgets the game sheet then the home team will default the game and an administration fee of \$100.00 will be issued to the team. For emergency cases, there will be a blank game sheet available for download on the EMSA website under “Indoor Season Information”. We recommend, printing off a few copies and keeping them with your game supplies just in case.*

## Verification of your Players and Team Officials in the EMSA Portal

You are responsible for checking your team roster in the EMSA Portal PRIOR to any of your players and team officials participating in any games. Please ensure all team officials and players are listed in the EMSA Portal before they participate in a game. They must be listed on the EMSA Portal roster in order to participate otherwise they will be considered illegal. There is no grace period so please ensure you check otherwise you default the game and the head coach is suspended. If anyone is missing from your Portal roster please contact your Club Director or Zone Office to have them added before your game.

## How To Score Games In the EMSA Portal

- **U9 Community teams are required to post the score in the EMSA Portal using the mercy rule (5 goal difference maximum). Standings will not show on the website but EMSA will have access for teams to be able to be re-tiered for rounds 2 & 3.**
- **U11 Community teams please post the mercy score for your game (no more than a 5 goal difference) when you enter the score in the EMSA Portal.**
- **U8/U9 Club teams are required to post the score in the EMSA Portal using the mercy rule (5 goal difference maximum). Standings will not show on the website but EMSA will have access to review if necessary.**
- **U10/11 Club Teams, please post your scores and use the Mercy Rule (no more than a 5 goal difference) when you enter the score in the EMSA Portal.**
- **U13 – U19 Club Teams, please post your scores as per normal procedure. Mercy Rule does NOT apply to these age groups.**

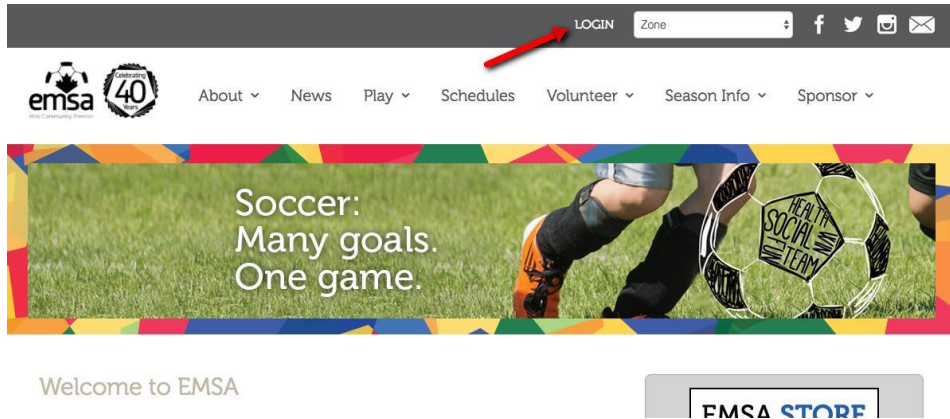
Teams must choose their coach, assistant coach, or manager (as listed on the EMSA Portal roster), to be responsible for scoring the game results online.

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

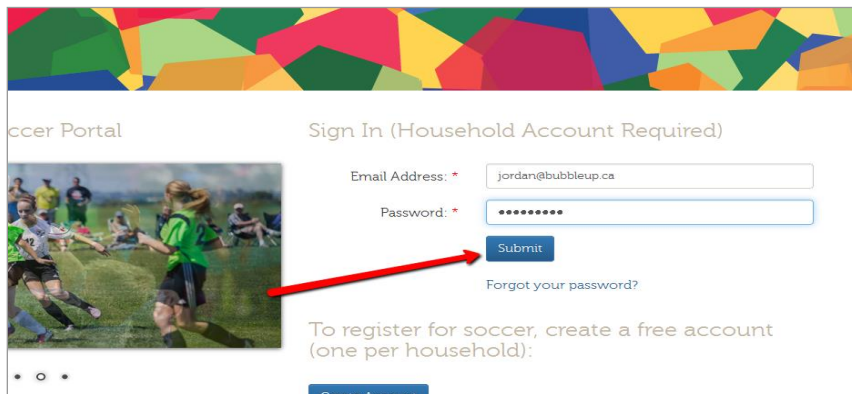


## Instructions for Scoring Games

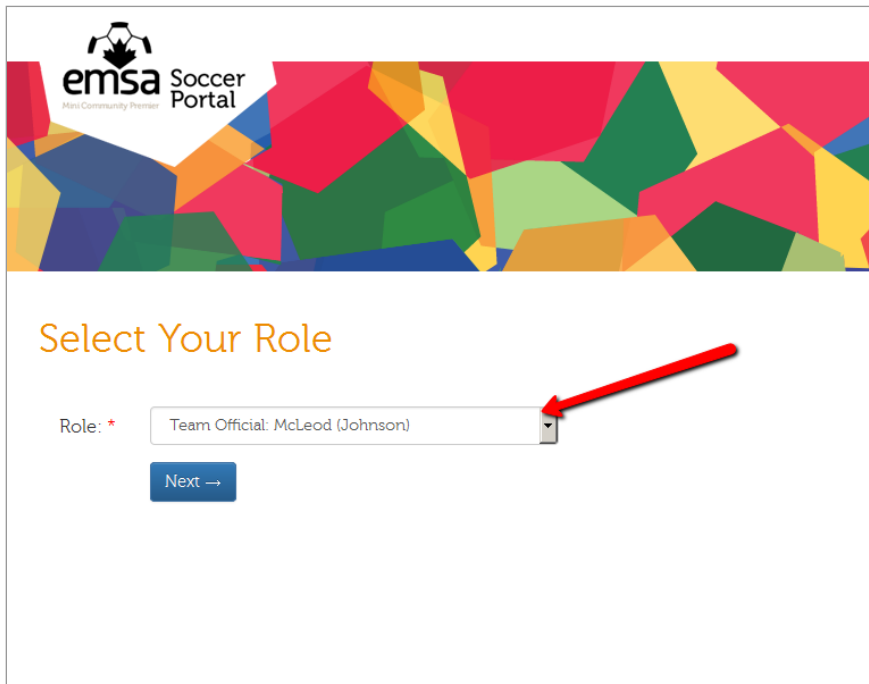
1. Go to [www.emsamain.com](http://www.emsamain.com) and click on the **Login** link at the top of the page:



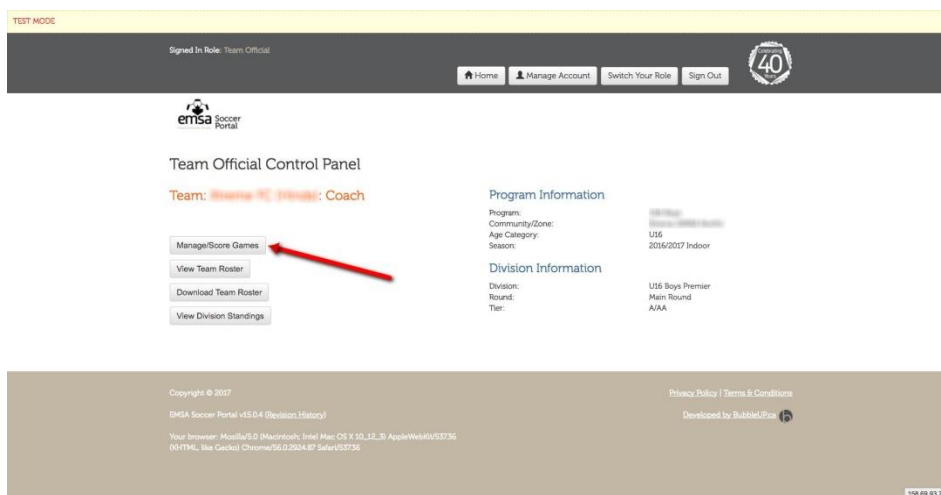
2. Please sign in with your account.



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.



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



- 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.

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	6:00 pm	McLeod (Johnson)	Lago Lindo (Smith)	6 - 0	South Soccer Centre Field #1	EXH	Complete

- 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)

- OPTIONAL** Referee Feedback: If you wish you can submit feedback regarding the referee. There are 6 questions to be completed and an option to provide comments. **(this is optional)**
- Once the form is complete, click the **Submit** button.
- 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
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)	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. When the Administrator verifies the game, the status will be marked as **Complete**. However, if there is an issue with the game sheet, the coach will be notified. In this case.

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)	2 - 1	Tri-Leisure Centre Field #1	REG	Information Required
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

## Game Sheet Submission

For the indoor season, the referee will keep both teams game sheets along with any trialist forms and the referee will submit it to the EMSA office on the teams' behalf. There are no carbon copies of the master game sheet so if you would like to have a copy of the game sheet for yourself, please take a photo with your phone.

A team official from each team is required to review the game sheet at the end of the game with the referee to ensure the score is correct and that any yellow or red cards have been issued to the correct player on the game sheet. If an issue is found at a later date and the referee cannot remember or verify to correct it, the card will stay issued to the person as indicated on the game sheet.

## Incomplete Game Sheets

Please ensure your game sheet is completely filled out as required. Otherwise, administration fees are issued for incomplete game sheets. Please see the Game Sheet Procedure on the EMSA website or in your team official handbook to know what areas of the game sheet are required to be filled in manually by the team officials prior to game start.

## Administration Fees

Offense	Fee Amount
Incomplete Game Sheet	\$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 U8-U19 Club 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 behavior 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](mailto:technicaldir@emsamain.com)

## Team Officials on the Bench

- The EMSA regular season league play permits a maximum of five (5) 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 U8 – U19 Club League team officials (coach, assistant coach & manager) must produce an official I.D. card/e-card 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. Out of District/Non-Members can use their own District's soccer I.D. card.
- If Team Officials cannot show their EMSA e-card/District I.D. card, 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.

## Technical Trainers in the Technical Area

- Teams are permitted to have one technical trainer per game in the technical area/on bench.
- The technical trainer will be included in the maximum of five (5) team officials permitted in the technical area/on bench.
- The technical trainer must have a special printed yellow plastic card from the EMSA office which is shown to the ref.
- The technical trainer's name and card number must be written on the game sheet in the team official's section.
- The technical trainer must have the word "TECH" or "TT" written down beside their name on the game sheet.
- The technical trainer is permitted to take over the team if there are no other team officials present.
- Technical trainers cannot be listed on the bench attendant line.
- The Technical Trainer must be noted on an approved list kept by the EMSA Main office in order to participate in any games.
- Any cautions or red cards issued to the Technical Trainers will result in the same Discipline dispensed to the Team Officials.

## Bench Parent/Attendant

- If you have a registered team official on the bench and listed on the game sheet that is the same gender as the team, then it is not mandatory that you have a bench attendant. You can still have a bench attendant if you wish to help out but they can be any gender.
- If you do not have a registered 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.

- At no time can a registered team official on your team (coach, assistant coach or manager) be written down on the bench attendant line of your game sheet. If a person is a registered team official that appears on your EMSA Portal Roster, then they must be marked down on one of the team official lines. The bench attendant line is only for those individuals helping out who are NOT on the roster.
- If a team official cannot produce their EMSA e-card/District ID card they cannot be marked down as a bench attendant instead. They must sit in the stands for the entire game.
- The bench attendant is included in the 5 maximum non-playing personnel on the bench. This means if you are using a bench attendant, then you can only have three (4) other team officials on the bench as the bench attendant would be the 5th.
- Bench attendants do not need an EMSA or District I.D. card, but they have to show a form of government issued photo I.D. to the referee to prove their identity for those divisions that require I.D. cards.
- If the bench attendant is removed from the game by the referee due to misconduct, the head coach or the bench attendant will serve any suspension issued.
- It is recommended that the bench attendant attend to any injured player on the field, however any team official (regardless of gender) is permitted to assist the injured player once given permission to enter the field from the referee.

## 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 12 players
- U8/U9 & U10/U11 16 players
- U13, U15, U17, U19 20 players

*\*Note: U8/U9 and U10/U11 Boarded teams will play 7 per side (6 players & 1 keeper) for indoor.*

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

### Minimum Number of Players Required to Start Game:

Age Group	Minimum Number of Players Required
U7	3
U8/U9 & U10/U11	5
U13 – U19 Boarded	4
U13 – U19 Non-Boarded	7

## Injured Players on the Bench

Players who are on the team's roster but are currently injured may still go onto the bench to support their team. They must be dressed in a jersey with a number, their information must be included on the game sheet and the letters "INJ" should be noted on the game sheet beside their name.

## Guest Players/Trialists

A form must be filled out and submitted to the referee with your game sheet prior to game start for each game (or prior to the start of the second half if the trialist arrives late). 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 review the complete trialist/guest player regulations in the full EMSA Rule and Regulations book. Using an illegal trialist will result in a game forfeiture. If there is any question whether a trialist may be legal or not, please ensure you contact the EMSA office for verification prior to using the trialist.

- Trialists do not require player cards.
- **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 sheet 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. 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)e.  
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.
- No EMSA player may play on an EIYSA team as a trialist for league games. No EIYSA player shall play on an EMSA team as a trialist for league games.
- 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.
- 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.
- You can list multiple players on one trialist form.
- **Trialists must be from the same boundary (South or North)**  
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).
- 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.

\*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.



## EMSA Boundaries for Trialist Purposes

### Club Boundaries:

NORTH Boundary: Northside United, Impact FC, Saints, Warriors, Strikers, Drillers, Viktoria, BTB FC, Inter, Forza, EMSA North Zone, EMSA West Zone, EMSA Spruce Grove Zone, EMSA St. Albert Zone.

SOUTH Boundary: Edmonton Sting, MW Selects, Scottish, KC Trojans, South West United, Juventus, Punjab Warriors, RESC, Phoenix, EMSA South Zone, EMSA South West Zone, Sherwood Park.

### Community Boundaries:

NORTH Boundary: EMSA North, Morinville, Fort. Sask., St. Albert, EMSA West, EMSA Spruce Grove, North West Central (NWC). Redwater

SOUTH Boundary: EMSA South West, EMSA South, Leduc, Beaumont, Sherwood Park, Ardrossan

## EMSA I.D. Cards (Players/Coaches)

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

### • Players:

Age Group	Community	Club
U8/U9		
U10/U11		✓
U13	✓	✓
U15	✓	✓
U17	✓	✓
U19	✓	✓

- Should a player be without their player card/e-card at kickoff, they may play the game provided that their player card/e-card is presented to the game official prior to end of the game. Failure to present the player's I.D. card/e-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.
- 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.

### • Team Officials: (head coaches, assistant coaches and managers):

Age Group	Community	Club
U8/U9	✓	✓
U10/U11	✓	✓
U13	✓	✓

U15	✓	✓
U17	✓	✓
U19	✓	✓

- NO other forms of identification will be accepted for team officials. They must have an EMSA or District ID card/e-card.
- Team Officials who are unable to present their EMSA I.D. card/e-card 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.

### **How to Download an Electronic List or Paper Copy of all your EMSA I.D. Cards.**

You can find the link to download the electronic list or print the cards on paper by logging into the EMSA Portal and click on "Download Team ID Cards", see below. Please note that if your Club/District uses their own I.D. cards instead of EMSA I.D. cards this feature will not be available to you.

## Team Official Control Panel

Attention! Your team members have **waivers** that must be reviewed. Failure to sign may prevent participation. If you are having trouble, contact the office.

### Saints (Horsfield) U17: Coach

Manage/Score Games

View Team Roster

Download Team Roster

Download Team ID Cards

View Division Standings

Edit Player Jerseys and IDs

Review Unsigned Waivers

F  
S  
E  
F  
P  
C  
A  
S  
C  
D  
R  
T

## 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 2 (two) game balls as specified below:

Age Group	Ball Size
U7	Size 3
U9 & U11	Size 4
U13, U15, U17 & U19	Size 5

## Game Length & Time Outs

- Community U9's: Two 20 minute halves. – 10 minutes of practice/warm up before start of game.
- Club U8/U9's & U10/U11's: Two 25 minute halves (no extra time at start of game)

- Community Boarded Games will consist of two (2) equal halves of 25 minutes for U11 – U19
- Non Boarded Games will consist of two (2) equal halves of 25 minutes for U13 – U19.
- Each team is entitled up to three (3) minutes of interval time/half time per the referee’s discretion.
- For Boarded Games 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.
- For Non Boarded games, no time outs are permitted.
- Games are considered complete when they have been played to 2/3 of the game length.

### **Late Arrivals and Failure to Show**

- Minimum Amount of Players Required to Start Game

Age Group	Minimum Number of Players Required
U7	3
U8/U9 & U10/U11	5
U13 – U19 Boarded	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 send an email to the EMSA office right away via email and send a copy of the notice where the local police/RCMP advised to stay off the roads.

Club U8 - U11 League Director: [martinam@emsamain.com](mailto:martinam@emsamain.com)

Club U13 - U19 League Director [angelad@emsamain.com](mailto:angelad@emsamain.com)

Community U9-U19 League Director: [jennad@emsamain.com](mailto:jennad@emsamain.com)

If the local police/RCMP have not made an advisory to stay off roads then teams are expected to show for their game otherwise they will default and the game will not be rescheduled.

## **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 behavior towards another EMSA player, team official, game official, parent or other participant will be subject to discipline by the EMSA Discipline Committee.

## **Community - Post Season**

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.

The Post Season Commitment Form (on EMSA website) indicates whether or not your team will be participating in the applicable post season competition, should they qualify. This google form must be submitted from the EMSA website, completed and submitted to the EMSA Community Program Director by **Monday, January 3, 2025**.

## **Club Teams - Post Season**

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.

The Post Season Commitment Form (on EMSA website) indicates whether or not your team will be participating in the applicable post season competition, should they qualify. This google form must be submitted from the EMSA website, completed and submitted to the Club League Director by **Monday, January 3, 2025**.

## **Post Season – Non EMSA Member Teams**

Non EMSA Member teams are not eligible to participate in the post season Provincials competition through an EMSA berth. Non-Member teams, however, may participate in the EMSA City Finals should

they be in a division that qualifies. A post season commitment form must be submitted by the deadline to advance.

## **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.

***EMSA Player Transfer Deadline February 13, 2025***

## **Facility Locations**

Edmonton Soccer Center West	17415 – 106A Avenue
Edmonton Soccer Centre East	12720 Victoria Trail
Edmonton Soccer Centre South	6520 Roper Road
Fort Saskatchewan Dow Centennial Centre	8700 - 84 Street
Beaumont Sport and Recreation Centre	5001 Rue Eaglemont
Trans Alta Tri Leisure Centre	221 Jennifer Heil Way (Spruce Grove)
Victoria Soccer Club	14025 142 St NW
Edmonton Soccer Dome	3126 Ewing Trail SW

## **Facility Passes for Boarded Team Officials (Edmonton Soccer Centres West, East and South)**

Team Officials can gain access to the Edmonton Soccer Centres (Boarded) facilities by showing their electronic EMSA soccer I.D. card (EMSA e-card). This is the only form of ID accepted. If you do not have an EMSA e-card then you will have to pay admission to get into the Facility. This goes for all EMSA Member team officials as well as Non-Member Out of District team officials.

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

## **Facility Passes for NON-Boarded Team Officials (Edmonton Soccer Dome/Viktoria)**

Each NON boarded team will be given team official Dome Facility Passes from their Zone/District/Club office that will need to be shown to the Facility staff for free entrance into the building.

EMSA is not responsible for lost or stolen passes. You will have to pay out of pocket for any replacement cards needed. Replacement cards can be purchased directly from the Edmonton Soccer Dome.

Parents & spectators are responsible for purchasing their own passes through the Edmonton Soccer Dome 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](mailto:bookings@esaf.com).

You can contact the Edmonton Soccer Dome for Non-Boarded bookings at 780.988.5357 or email [contact@edmontonsoccerdome.com](mailto:contact@edmontonsoccerdome.com).

## **Edmonton Soccer Facilities 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 Plexiglass 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](mailto:info@esaf.com).

## **Edmonton Minor Soccer Visual Recording Policy**

1. Background Soccer activities (i.e., games, practices) governed by EMSA occur in public places accessible to both EMSA participants (i.e., players, coaches, parents) and to members of the general public. Visual recording of these activities (i.e., photographs, videos) may occur for personal, teaching or training purposes, and in some circumstances for promotional or commercial purposes.
2. Purpose to specify when the visual recording of soccer activities by EMSA participants is permitted.
3. Policy EMSA participants may visually record soccer activities governed by EMSA, subject to the following conditions:
  - (a) the recording must only be used: (i) for personal, teaching or training purposes; or (ii) if recorded by or at the direction of EMSA, an EMSA zone organization or affiliated organization, or an EMSA club, for

purposes related to communicating or promoting their activities to their participants or to the general public;

(b) commercial use (i.e., sale or licensing) of recordings is prohibited without the written consent of EMSA and the individuals who appear in the recordings;

(c) individuals who appear in recordings must not be specifically identified (by name or other identifying feature) in the recording without the consent of the individual;

(d) where a recording occurs in an indoor facility, the rules and policies of the operator of the facility must also be complied with, and if there is a conflict between this Policy and the rules and policies of the operator of the facility, the rules and policies of the operator of the facility take precedence;

(e) any additional rules or policies of an EMSA zone organization or affiliated organization, or an EMSA club, must also be complied with. When consent from an individual is required, and the individual is a minor, consent must be obtained from a parent or guardian of the individual. Any distribution or publication of recordings must be reasonable and limited having regard to the purpose of the recording (as permitted above).

4. Extended Application It is acknowledged that EMSA has no authority to restrict the visual recording of soccer activities by non-EMSA participants when such recordings occur in public places. However, EMSA expects non-EMSA participants to comply with this Policy, and to the extent any non-EMSA participant who breaches this Policy is associated with an EMSA participant, EMSA may seek recourse for such a breach against the EMSA participant when reasonable in the circumstances. EMSA may also seek any recourse available at law against a non-EMSA participant.

## **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 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 who is listed on the EMSA Portal Roster 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. If you do not receive an email within a day or two, please contact the EMSA office to inquire.

**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.*

**As per new laws of the game, team officials can now be shown yellow and red cards.**

**Authority of the Referee: The referee has the authority to – stop, suspend or terminate the match for any breach of the requirements of the Return to Modified Games plan by participants or spectators.**

## **Players and Team Officials Serving Suspensions – Game Attendance**

Players who are serving a suspension may attend their team's games as a spectator only. They are not permitted to have any team interaction or be in the dressing room. They are not permitted to sit on the bench and must sit with the spectators for entirety of the game.

Team officials who are serving a suspension cannot be anywhere in the building where the game is taking place. They are not permitted to be near the indoor building from 30 minutes before until 15 minutes after the game.

## **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 cash, cheque or e-transfer in the amount of \$75.00, to the EMSA League Director within 24 hours of 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 the decision notification being sent (excluding weekends and holidays), along with cash, cheque or e-transfer in the amount of \$100.00, sent to 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 Rules**

Where there is more than one (1) team at the end of a round which has accumulated the same number of total points within their group, a tie breaking formula is required in order to determine the team with the higher standing. The following formulas should assist you in determining the higher-ranking teams:

### **If there are two (2) teams with the same number of points:**

#### **Step # 1. – HEAD-TO-HEAD GAME(S)**

The winner of the game between the two (2) teams concerned will determine the higher-ranking team. If the two teams have multiple games against each other, the team with the greater goal difference between the two tied team's games will be considered the higher-ranking team. If both teams are tied both in points and goal difference based on the game(s) played between each other, then proceed to step #2 of the EMSA tie breaking formula.

#### **Step # 2. – FEWEST GOALS AGAINST**

The team which has the fewest goals scored against them from all games within their group will attain the higher ranking. If this breaks the tie, nothing further is required. If this does not break the tie, proceed to step #3.

#### **Step # 3. – OVERALL GOAL DIFFERENCE**

The overall goal difference will be determined by subtracting the total number of goals scored against each of the two (2) teams from the total goals scored by each of the two (2) teams. It is not only the goals scored against each other, but the goals scored against all other teams in the group as well as the goals scored against them by all teams within the group that should be counted. The team with the greater goal difference of the two (2) with the equal number of points will be declared the team with the higher standing. If this breaks the tie, nothing further is required. If this does not break the tie, proceed to step #4.

#### **Step # 4– PENALTY KICKS**

If steps 1, 2, 3 or 4 fail to break the tie, both teams shall meet, as scheduled by the League Director or league organizer to proceed into penalty shots in order to break the tie.

#### **If there are three (3) or more teams with the same amount of points:**

##### **Step #1. – FEWEST GOALS AGAINST**

The team which has the fewest goals scored against them from all games within their group will attain the higher ranking. If this breaks the tie, nothing further is required. If this does not break the tie, proceed to step #2.

##### **Step # 2. – OVERALL GOAL DIFFERENCE**

The goal difference will be determined by subtracting the total number of goals scored against each of the teams from the total goals scored by each of the teams. It is not only the goals scored against each other, but the goals scored against all other teams within the group as well as the goals scored against them by all teams within the group that should be counted. The team with the greater goal difference of all with the equal number of points will be declared the team with the higher standing. If this breaks the tie, and only one higher ranking team is 34 required, nothing further is required. If this produces a highest-ranking team and others are required, that one higher ranking team is removed now from the formula and given the highest possible ranking in their group. If another higher-ranking team is required (example: a next place team), Then this step (#1) should be used to determine that next ranking team; (the next highest goal difference by a team). If the teams are tied in goal difference as well as points and this formula does not break the tie, then proceed to step three (3).

#### **Step #4. – PENALTY KICKS**

If steps 1, 2 fail to break the tie, all teams shall meet, as scheduled by the League Director or league organizer to proceed into a single round robin of penalty shots in order to break the tie.

## **Emergency Contact Information**

It is recommended that all team officials keep a list of emergency contact numbers on who to call for their players and other team officials in case of emergency. Important information should be also be known and listed about all persons such as important medical information like heart conditions, diabetes, hypertension, serious allergies, etc.

## **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 honor and dignity
- Honestly and wholeheartedly applaud the efforts of your 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:**

**[www.emsamain.com](http://www.emsamain.com)**