



PARENT HANDBOOK 2017

A GUIDE TO WHAT HAPPENS AND WHEN

WELCOME TO SEASON 2017
INFORMATION AT A GLANCE

A Millet Soccer Association Board Publication
E. Saunders, T. Wadsworth & T. Phillips



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1 - INTRODUCTION & WELCOME!

WELCOME to Millet Soccer Association (MSA). We are happy to provide you and your family with outdoor activity, camaraderie, fun and challenges. We are proud you chose us. Your children will have a wonderful experience and so will you.

CLUB HISTORY

MSA was founded singlehandedly almost 30 years ago by one parent who believed that kids of all ages should have the opportunity of playing this fun sport locally in their own small home community without having to drive to Leduc or Wetaskiwin two or more times a week. We have a long tradition ever since of enabling kids to play soccer for fun, and not necessarily for the purpose of winning every game! MSA is very proud of this tradition!

YOUR INVOLVEMENT TODAY

Today, Millet Soccer is a not-for-profit organization governed and operated by a volunteer executive board. We take great pride in the community effort brought together by parents, children and youth, and supported by volunteers!

Remember, Our Board Members Are Here For You!

Here is a list of who is in charge of what, so you may easily get your questions answered.

NAME	EMAIL	ROLE
Tommy Phillips	president@milletsoccer.ca	President
Jim Manns	jim.manns@outlook.com	Vice President
Erin Saunders	emmrs72@gmail.com	Past President
Tony Wadsworth	tonywads@telus.net	Secretary & "Millet Classic"
Cindy Kroetch	cindy@cremedelacakes.ca	Treasurer
Kathryn Weremey	registration@milletsoccer.ca	Registrations
Allison Dziejwiontkowski	adhiller77@gmail.com	Parent Task Coordinator
Lorinda Grant-Norton	jnortons@telus.net	Referee Coordinator
Tim Taylor	Ttt12321@hotmail.com	Coach & Equipment Coordinator
Gail Battle	gbattle@telus.net	Donations & Sponsorships

Online Registration

New to MSA in 2017 - On line registrations! You can easily register your child(ren) at <https://www.rampinteractive.com/registration/v3/?c=bb9da14cae18> The process is easy and we encourage you to try it out. You will still have to come and pay, size uniform and sign up for coaching (if you are willing) at one of the registration nights but your child will be pre-registered.

Registration Nights are:

- March 15 - Wetaskiwin Parade of Programs 6:00-8:00PM
- March 16 - Millet Parade of Programs 5:30-8:00PM
- March 20/21 - Griffiths-Scott School Millet 4:00-7:00PM



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2 - INFORMATION ON FEES - 2017

U4 (born in 2013/2014)	Fee - \$80.00 (incl. <i>TIMBITS</i> Jamboree & team shirt)
U6 (born in 2011/2012)	Fee - \$110.00 (incl. <i>TIMBITS</i> Jamboree & team shirt)
U8 (born in 2009/2010)	Fee - \$130.00 + \$35.00 for Uniforms
U10 (born in 2007/2008)	Fee - \$130.00 + \$35.00 for Uniforms
U12 (born in 2005/2006)	Fee - \$140.00 + \$35.00 for Uniforms
U14 (born in 2003/2004)	Fee - \$140.00 + \$35.00 for Uniforms
U16 (born in 2001/2002)	Fee - \$160.00 + \$35.00 for Uniforms
U18 (born in 1999/2000)	Fee - \$160.00 + \$35.00 For Uniforms

**ALL REGISTRATION FEES INCLUDE DISTRICT AND PROVINCIAL FEES, AND A TEAM PHOTO U8 to U18.
FEES ALSO INCLUDE TOURNAMENT FEES**

A more detailed and comprehensive document - "2017 Fees" - is available from our website

3 - NEW for 2017

Battle River Soccer Association is the regional organization that is involved for age groups U10 and up within the communities of Leduc, New Sarepta, Calmar, Devon, Thorsby, Warburg, Breton, Pigeon Lake and Millet.

The BRSA implemented player cards for U12 and up in 2016. If your child registers in the U12 through U18 age groups, please ensure MSA has a recent photo taken at registration. *[[Note: All Photos have to be taken by MSA - with the official BSRA background - at the time of registration – We will have a camera on hand]]*. The player cards will be presented at all games to the referee and is mandatory for provincials.

Alberta Soccer Association (ASA) is working towards making player cards mandatory for all Associations; we just decided to do it now. Your player card will be given to your coach at the coach's meeting. There is no cost to you and they are valid for 5 years. If you did not hand your card back to the coach last year, please find it or let us take a new picture.

Play-offs for U12 and up!!! The top team is no longer guaranteed a berth at provincials. Implemented in 2016, the BRSA teams will have to duke it out to be named BRSA champion and lead our Association to provincials. Play off games will take place during the period from June 24th to June 29th, and usually on the same day(s) of the week that each team regularly plays.

A Referee Liaison will be required for each U12, U14, U16 and U18 game (home and away)

NOTE: if your team does not sign the post-season commitment, your team will not be eligible for the play-offs. MSA will try to see if this can be turned into a league playoff for ALL teams but as it stands right now, if you declare that your team will not go the provincials, they cannot complete in the play-off. Any updates will be communicated via your coach.



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4 - FIELDS

Millet Soccer is proud to have 3 main fields located within the town limits. A map is located on BRSA website (www.battleriversoccer.com).

1. **Paul Pay fields** (named after the founder of MSA), accommodate U4-U10 teams.
2. **Moonen Heights East and West** could accommodate both U12 and full size fields. Layout always depends on registration.
3. **Pipestone North and South ***** - can accommodate 2 full size fields.

*** ASA has identified these 2 fields as being among the very best fields in the Province.

Until registration is complete and MSA knows how many teams in each age category, we will not know where you will practice. Your coach will let you know.

5 - SCHEDULES - U4 TO U8

U4-U8 schedule is set by **MILLET SOCCER ASSOCIATION** and practices and games happen at the Paul Pay fields.

- ✓ U4 - Tuesday 6:00-7:00pm
- ✓ U6 - Tuesday & Thursday 6:00-7:00pm
- ✓ U8 - Tuesday & Thursday 6:30-7:30 pm

6 - SCHEDULES - U10 TO U18

Schedules are set by the **BATTLE RIVER SOCCER ASSOCIATION** after all clubs have submitted their final declarations. The expected date of Schedule Release this year is Wednesday April 19, 2017.

U10 Schedules generally allow for one game per week against another community team.

U12 and up Schedules allow two games per week, with one game being at home in Millet and the other at a neighbouring community.





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7 - 'TIMBITS JAMBOREE' (TOURNAMENT) U4 TO U6



U4-U6 parents: **Tim Hortons sponsors a yearly Timbits Jamboree.** This event will take place in Devon on May 27, 2017. *Reminder - Tournament fee is included in your fees.*

8 - 22nd ANNUAL MILLET CLASSIC TOURNAMENT

U8 and up parents: Book the dates: June 10-11, 2017

The **Millet Classic Tournament** is the longest-running soccer tournament for kids in central Alberta. Two years ago, we hit record numbers at the 20th Annual Millet Soccer Classic and last year, we held a 2 day tournament for all age groups! We will be doing the same again this year.

As we prepare for the Tournament, your family's commitment to Millet Soccer will be in high demand during the week of June 5th through 11th.

The game schedule will be announced once registration for out of town teams has been finalized. Expect more information near the end of May.

Your **Parent Tasks** will be coordinated by the parent task committee (see below for more information). It is crucial that you show up on time and finish the tasks assigned to you. If for some reason you cannot make your scheduled time, you **must** find a replacement.

(Our board will be so busy making sure the event runs smoothly that we will not be able to commit ourselves to other tasks. It is only with your commitment of time that we will have a smooth running, fun-filled tournament)

Your tournament costs were included in your fees. Our Coaches are required to register MSA teams according to the deadlines of the tournament.

Millet Soccer is also sending U8 and up teams to the **Wetaskiwin Spirit Cup June 17-18****. Each team will have the choice to attend and coaches must register according to the rules and regulations of the tournament.

Note: ** MSA contributes 50% of the costs to this external Tournament so that parents' costs will be minimal (around \$ 10/\$15).



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9 - PARENT TASKS (ESSENTIAL!)

Parent involvement is necessary for a successful season.

A list of all required tasks will be made available to you at registration, allowing you to select the one(s) most suitable to your liking! ***On average, these tasks amount to 3 or 4 hours for the whole season.***

Only with the dedication and involvement of **all** parents are we able to make this soccer season a success for your children.

If you have any questions about your assigned task, please contact Allison - adhiller77@gmail.com - in advance. There will be a sign in/sign out sheet for parent tasks. This will enable us to keep track of hours and tasks completed. (*Note: 'referee liaison' is not considered a 'parent task'*)

Please note: For U4-U6's we highly recommend parent involvement on the fields. Please be available to assist coaches, play games and lead by example in this age group.

A more detailed and comprehensive list of Parent Tasks is available from our website

10 - DEADLINES FOR REGISTRATION AND TEAMS

Millet Soccer Registration is complete Mar 25, 2017. Late fees of \$30/registrant are implemented after this date.

In the event that there are not enough players to form a team, the board will call the registrants to enlist their help to find more players and/or amalgamate age groups. We have until mid-April to submit our teams to our governing association, Battle River Soccer Association (BRSA). We suggest you make sure your child's friends know about soccer and decide if they want to join prior to March 25. If our efforts to create a team fall short, the registration will be null and void and all costs will be returned to you. We sincerely hope that this does not happen. We will not know until registration is complete if a team can be formed.

U8 and up teams must have a minimum of 7 players. More are needed for substitutions but we can create a team with only 7. Please have your children encourage their friends to join.

It is imperative that players are registered in the correct division. You may not "play down" from your age group; however, in the event that teams must be amalgamated, age groups can play "up".



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11 - UNIFORMS

U4-U6 players require shin guards, black shorts and knee length black socks. These “starter kits” can be ordered from Millet Soccer at registration events for \$25.00 or any other vendor. Cleats are not recommended in this age division. A Timbits team shirt and the starter kits will be presented to your child at the first practice by their coach and they are yours to keep.

U8-U18 players are required to wear Millet Soccer uniforms. Uniforms are ordered at the time of registration for a cost of \$35*. The uniform kit includes: Millet Soccer jersey, black shorts and soccer socks. Players will need to provide their own cleats and shin guards**.

*The uniforms are yours to keep. MSA uniforms purchased and sized at registration will be delivered to team via the coaches on the first practice, unless it can be arranged prior.

If your child has their own jersey from last year.....

It is imperative that we know the number of the jersey you wear so that we do not have repeated numbers. If you did not bring the number with you when you registered, please get it to Kathryn ASAP.

**Announcing the new SOCCER SWAP BOX. Bring your old and take a new. We will have a box at registrations and it will be set up at the soccer shack during regular season. Disinfecting spray not included.

12 - TEAM PHOTOS

Included in your fees is a team photo. Your child’s team will be scheduled a time to arrive on picture day. The coaches will inform the team of the time and location once it has been finalized by the photographer.

Each team member will have both an individual and team picture taken. You receive only 1 copy of this photo from MSA. Order forms for any extra photos will be given to you by the coaches on the first day of the season.

If you order any pictures above and beyond the photo included in your fees, you must give your order form directly to the Photographer or the assistant. Coaches and board members will not accept order forms.

John Kroetch Photography accepts all forms of payment, except debit. We will announce when pictures are ready and get them to your coaches. If you missed the pick- up date, we will have pictures ready at the Wind-Up Party scheduled for June 23th. If you miss this date, contact your coach.



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13 - COACHES - TECHNICAL ASSISTANCE & EDUCATION

Considered a Parent Task, plus there is a fee incentive as this is a task for the whole season. If you want to be a coach, please contact Tim or Erin as there is paperwork to fill out and a course to attend. ASA training must be completed in order to be reimbursed; MSA pays for your training. You may register yourself at <http://albertasoccer.com/> **before May 1st**, (many courses take place during April)

*Note: There is a new link on the ASA website** which will have dates/locations of courses and a "how to register" guide - ** <http://site3742.goalline.ca/event-search.php> - If Coaches have to pay when they register, they should keep their receipt and hand it in to Cindy Kroetch in order to be reimbursed.*

Millet Soccer Association embraces current trends in child, youth and athlete development. We are actively involved in promoting **Physical Literacy, Fundamental Movement Skills and are strong advocates for Sport For Life, and the Canada Soccer Association Long Term Player Development (LTPD) Model**

RESOURCE WEBSITES

Physical Literacy - <http://canadiansportforlife.ca/ten-key-factors/physical-literacy>

FMS - <http://www.coach.ca/fundamental-movement-skills-s16736>

Sport4Life - <http://canadiansportforlife.ca/>

CSA Pathway (LTPD) - <http://www.canadasoccer.com/canada-soccer-pathway-ltpd--s16879>

14 - DOCUMENTATION & PROCESSES

Games schedules for the entire district will be released on Wednesday April 19th by BRSA. Copies will be given to your coaches and posted at the soccer shack. Coaches may ask to reschedule games if required.

PROVINCIALS

For those teams that win the BSRA Championship for their Age/Gender Group, this competition takes place on the July 8th & 9th weekend.

U12 and up Coaches will be required to sign a post-season commitment letter for the BRSA this year stating that IF a team makes it to provincials, the team **MUST** declare at the beginning of the season if they will go or not. If your team declares that they will not go to provincials, they will also forfeit going to the play-offs. If the team declares that they will go to Provincials and don't, the team is responsible to pay a penalty. The coach will sign on the team's behalf and submit it to the BRSA. This form is located on our website but will be given to the coaches at our coaches meeting.



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15 - REFEREEES, POTENTIAL REFEREES & "REFEREE LIAISON"

Millet Soccer Association Actively Mentors (new, young) Referees!

If you want to be a referee or know someone who does, **training must be completed by May 1**. This is a paid position and Millet Soccer covers the cost of training for Youth referees. Adult referees will be reimbursed training costs after refereeing 3 games. There is a new tab on the website for ref courses and other information. Go to <http://www.refcentre.com/> to set up accounts and register for their clinics before April 1. Please contact Lorinda - jnortons@telus.net - for more information.

"REFEREE LIAISON" - DUTIES & RESPONSIBILITIES

It is mandatory for every team U12, U14, U16 and U18 to provide a referee liaison for every league game. The liaison can be anyone with the exception of the coach or assistant **coach**

If you intend to be a spectator only at the games, this person could easily be you! The Referee Liaison person should be decided before each game in consultation with your team's coach.

- ✓ Please introduce yourself to the referee prior to the start of the game and tell them that you are here to help them if they require it.
- ✓ Please wear the identifying yellow (or white) armband provided by your team.
- ✓ Locate yourself on the spectator side of the field.
- ✓ Monitor the behavior of your team's spectators.
- ✓ Be visible at half time and full time by walking onto the field with your fellow liaison from the other team if you feel that this is necessary.
- ✓ Be ready to walk towards the referee and assist them if needed if he/she is being confronted by any individual.
- ✓ Attempt to quickly diffuse potential problems before they arise by either being visible or calmly speaking with the individual(s) involved associated with your team.
- ✓ Deal with, and act on, inappropriate comments, gestures and/or general unsporting behavior directed at the referee, players or any other individual by your team's spectators or coaches but please avoid getting into a confrontation.
- ✓ If you think it is necessary submit a brief report in writing of any incident that you feel that MSA should be aware of involving inappropriate behavior by any individual. Based on any submitted report someone from the MSA will conduct an investigation into the incident and act accordingly.

We do have a copy of an incident report on the website. It can be used for injury and/or any issues that need to be escalated. No review of conduct will start without a completed form.

Games schedules for the entire district will be released mid-April by BRSA. Copies will be given to your coaches and posted at the soccer shack. Coaches may ask to reschedule games if required.



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16 - KEY DATES – (Subject to Change)

LIST OF IMPORTANT DATES - any changes will be communicated via coach or board members

- Feb - May: Coaches courses - must register prior to April 1
- Feb - May: Referee courses- must register prior to April 1
- Mar 25: Registration Closes
- April 15 - 30: Call from Parent Task Committee regarding your Parent Task(s)
This may be earlier if you are assigned to pre-season tasks.
- April 9 - May 1: Expect a call from your child's coach.
- April 19: BRSA U10 and up schedule release
- April 22: Coaches meeting 9-11 am at soccer shack
- May 1: Official start of season (weather dependent)
- May 13: Picture Day - all divisions- schedule to be determined
- May 27: Timbits Jamboree - Venue: Devon
- June 8 - 11: Parent Tasks start with a frenzy ☺
- June 10 - 11: 22nd Annual Millet Classic Tournament
- June 10 - 11: Majority of the Parent Tasks completed
- TBA: U10 Festival- details to follow
- June 17 - 18: Wetaskiwin Spirit Cup- U8-U18
- June 23: Wind Up Party- starts at 6PM
- June 24 - 29: District Play-offs
- June 29: Year End Clean Up; starts at 6PM
- July 8 - 10: Provincials
- Aug 26: Harvest Fair Parade - *(MSA kids take part!)*
- Sept 10: AGM 2PM

17 - ETHICS & PARENT CODE OF CONDUCT

MSA values and prides itself on good ethical behaviour and codes of conduct from our Coaches and Board Members. Please see our website for Parent Code of Conduct.



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18 - GENERAL INFORMATION and RULES

FINANCIAL HARDSHIP

If you know of a family that has financial reasons for not being able to join soccer or any sport, please let them know about Kidsport (www.kidsportcanada.ca) and Jumpstart (www.jumpstart.canadiantire.ca). It is an easy web- based process and if approved, funds up to \$300/yr for sports can be made available. There are no barriers. *(Please feel free to contact the MSA President 'in confidence')*

SPONSORSHIP

We are always looking for sponsors. If you own a business or know of someone who would like to donate, please contact Gail - gbattle@telus.net Companies and/or individuals can donate cash, sponsor tournament entertainment (e.g. bouncy castle, dunk tank, other potential activities) or provide other needed items such as tents, concession products or line paint.

The **Town of Millet** has now approved the hanging of sponsorship banners at Paul Pay Fields for the full 2017 season - a signed Agreement allowing specific types/sizes of signage - We support those who support us.

If your child is a superstar, please make sure you discuss with the coaches how to contact potential post secondary schools for scholarships.

GENERAL BEHAVIOURAL EXPECTATIONS (Things We've Learned)

PLEASE do not allow your children to climb on the nets.

Please ensure any pets you bring to the field are well-mannered, cleaned up after and do not chase the ball - or kids for that matter :) Thank you all for last year, the dogs were great!

Please be advised that board members are at practices and games for their children. This is not the venue to "talk shop".

OPEN COMMUNICATION AND TRANSPARENCY

Please feel free to contact the board at any time, other than soccer nights. We put in a lot of time and energy so we can watch our children have fun.

You are welcome to join us for any board meeting. Please contact Tommy Phillips at president@milletsoccer.ca for dates.

Thank you for taking the time to read this. I hope it has cleared up some questions and set some expectations for you. It was our intent to make this year the easiest and fun-filled for parents, as we need your help throughout the season. The best way to get help, in our opinion, is to clearly ask for it. Did we succeed? Feedback welcome!

See you on the fields!!!!

Your MSA President and Board Members