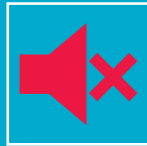


# Indoor Manager's Meeting

2023-2024 Season

## Instructions for Engagement



Please mute your microphone unless prompted to speak.



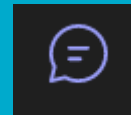
Questions are to be directed to the chat room and will be answered at the end of the powerpoint presentation.



Please type your Name, Team and Program before your question.



Use a reaction if you have an urgent comment or question.





**CUSA Office has moved! You will find us in Unit 180  
Same building, just down the hall past the old office.**

October 26, 2023

# Agenda

- **Program Updates**
- **Reminders**
- **Q&A**
- **Fee Draw**

# CUSA Programs

		Boarded	COED	Boardless	Futsal	Total
# of Teams	2022 23	44	41	128	14	227
# of Divisions		6	5	14	2	27
# of Teams	2023 24	38	43	166	20	267
# of Divisions		5	6	19	2	32
Change in Teams		↓ 6	↑ 2	↑ 38	↑ 6	↑ 40
Change in Divisions		↓ 1	↑ 1	↑ 5	= 0	↑ 7





# Season Preparation



How to be prepared for first game.

# Player Registration Process

Player registration is online only. Team managers can initiate player registration using one of the following;

- Invitation Email
- Registration Link
- Invite Code

Players who **did not** participate in CUSA or CWSA in Summer 2023 will be charged a \$38.85 membership fee by Alberta Soccer when registering.

Player cards can be paid online while registering. All online payments must be paid via a credit card.

Registered players will appear on the roster on the CUSA Website and on pre-printed game sheets.

After registering, player cards can be picked up at the CUSA office during office hours.

You need **12 registered players** before your first game.

**NO CARD. NO PLAY. Must be physical card, no photos. NO EXCEPTION!**

## CUSA

Extended office hours are available soon.



**Weekdays - Oct 30, Nov 1,2,,6,7,8 9am – 7pm.**



**Friday Nov 3 9am – 5pm**

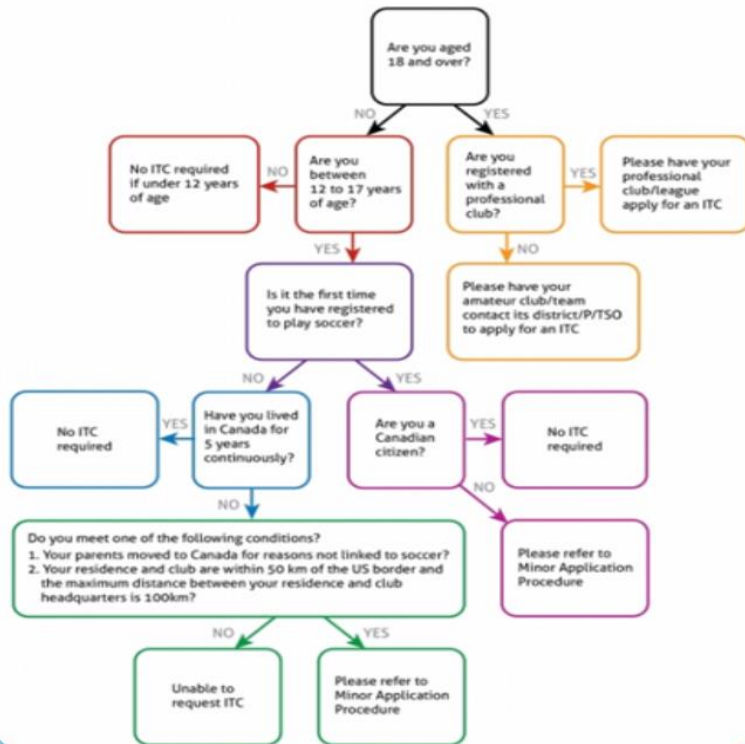


**Saturday - Nov 4 10am – 2pm.**

Oct 31 regular office hours apply.  
Open during lunch hour.

# Player Releases

## International Transfer Certificates (ITC)



### Arriving from outside of Calgary

- District Release
- **You do not require a release if your last team was within CMSA.**

### Arriving from another Province?

- Provincial Transfer Application

### Arriving from the United States

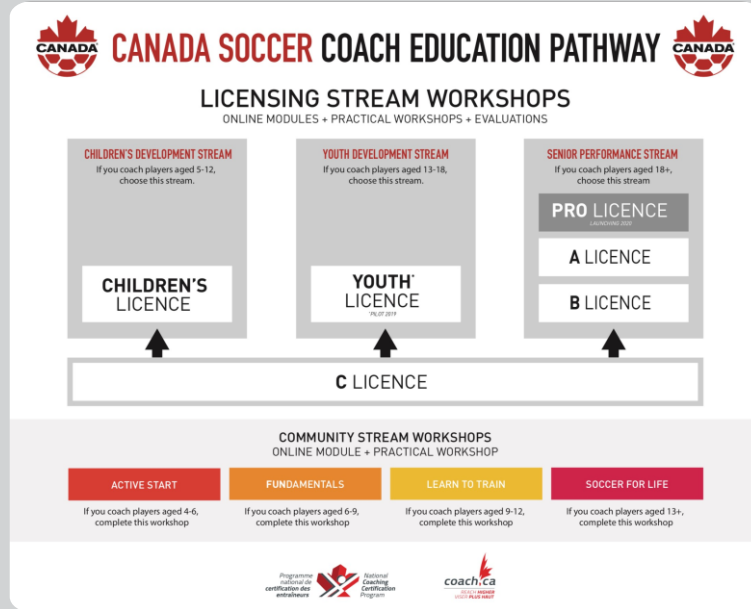
- US Release Form

### Arriving from Outside USA or Canada

- CSA Transfer Form

If your player received a release from Canadian Soccer to train or play internationally then they need a release back to Canada before resuming play here.

# Coaching Qualifications



All team staff listed on a Provincial Championship roster are required to obtain Criminal Record Check Clearance. For Futsal Teams this must be submitted by January 31, 2024.

ASA will remove from rosters all team officials who did not meet this requirement

Failure to meet these will disqualify your team and can make you subject to a fine that can be as high as \$2,500.

Teams that register players under the age of 18 years old **must have a minimum of two coaches** 18 years and older present and participating in the group.

It is recommended that at least one coach per group be trained, at minimum, at the appropriate NCCP Coaching level.

For the safe training of players under the age of 18 years, **Rule of Two** maintained at all training sessions. All team officials will be required to meet the Canadian Police Information Centre requirements, (CPIC), as stated by the Alberta Soccer Association and the Canadian Soccer Association.

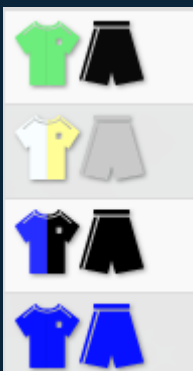
All coaches with registered players under 18 years old **MUST have a valid CPIC including Vulnerable Sector search on file with their district/club.**



# JERSEYS (KIT)

Every team is responsible for having two kits.

Teams are to wear their designated Kit: Home or Away as per schedule. Home team to change if there is a conflict.



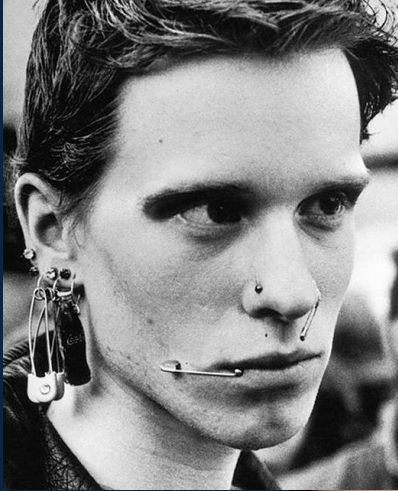
## Proper Kits

- 2<sup>nd</sup> set of jerseys in opposite color from primary set. i.e. black and white.
- All jerseys are numbered
- Each player has their own kit
- **Futsal Teams require sub bibs**

## Unacceptable Kit

- 2<sup>nd</sup> set of jerseys do not have numbers
- Pinnies, duct tape
- Players sharing jerseys with subs
- Jersey's worn inside out

# Jewellery Not Allowed



# Player Indebtedness

## No Forced Loyalty



The time period that a club/team can hold a player accountable for past fees, while allowing the player to continue to play, is the **past season**.

- Club must have a **written record** between club & player on amount of fees & payment agreement. Emails or text count.
- A verbal agreement is not sufficient
- Agreement to be renewed each season of play.
- For a player's registration or transfer to be blocked due to indebtedness to a club the indebted club must provide the league with a list of the players to be locked prior to the commencement of the registration period for that season.
- When a player account is locked it can no longer be for a player to sign with the club that requested the lock unless:
  - Past fees are paid in full
  - Payment plan has been reached
  - Outstanding debt has been forgiven

# Game Day Success



**Be Prepared**

30-DAY PRICE GUAR





# Team Checklist

- ✓ Register players and coaches
  - ✓ U18 players – require 2 coaches with CPIC
- ✓ Physical ID cards required
  - ✓ Player/Coaches should have 2 cards.
- ✓ Two sets of numbered uniforms
  - ✓ Uniforms listed on website
  - ✓ Teams to wear colours as shown
  - ✓ Home team changes when conflict
- ✓ Print 1 copy of game sheet/game
  - ✓ All Coaches listed on game sheet and signed
  - ✓ [Blank sheet](#) under forms if you cannot print from RAMP
- ✓ Home team to provide game balls
- ✓ Take a picture of your game sheet at field for record of cards and goal scorers
  - ✓ Yellow card suspensions automatic after 3<sup>rd</sup>, 6<sup>th</sup> & 9<sup>th</sup>
  - ✓ Red card discipline details can be received from office.
- ✓ [Log into RAMP](#) and enter your match results
- ✓ Complete the [Referee Evaluation](#) within 14 days of the game.



# Game Sheet Printing

CUSA uses pre-printed game sheets from the RAMP Software

- Pre-filled with player name, CUSA ID number, and jersey number.
- 1 copy required for each game.
- Digital copy for teams – take a picture of the game sheet.
- Easier to read for officials and CUSA administration
- Faster game statistics input
- Update online after the game for up to date records

For best results – have players register at least 24 hours prior to game time

# Gameday Process

## Print appropriate game sheet (1 copy only)

- Ensure Coach is listed and signed off on the bottom. Player/Coach is permitted in the case of coach absence.
- Anyone on the game sheet who will not be at the game needs to be crossed off.
- Guest players are to be written on the game sheet if necessary.

## Digital copy

- After the game, the referee will complete both teams game sheet and provide an opportunity for each team manager to take a picture of the game sheets for their record. Ensure all cards and goals are marked correctly at this time. [CUSA administration cannot change the official game sheet once submitted to CUSA.](#)

## Update online Stats

- Login to the Team Management Login
- Update the game sheet with the game score, fair play score, who scored the goals and who received yellow cards. This will ensure the website is up to date.

# Player Card Process

- The referee will complete the player card check for every individual on the field or in the technical area.
- Player/coaches should present both a player's card, and a coach's card.
- Once all players have been checked, the official will retain the bundle of player cards.
- The official will keep the player card of anyone who is dismissed from the game to be submitted to the league office with a misconduct report.
- Team is responsible to ensure that there is no one at your team bench and area, that does not have a valid CUSA ID card and is on your game sheet.

## Questioning the Identity of an opponent?

- Ask that the official have the player in question sign their full name (not just initials) on the back of the gamesheet.
- Player will be permitted to play in the game, CUSA administration to review and follow up.

# Boardless Program

- New single referee system for all divisions.
- The ball is out of play when it touches the ceiling or building structure overhanging the field of play.
- **Restart:** Throw-in to the opponents of the player who last touched the ball, at the touchline closest to where the ball touched the ceiling or structure.
- No Offsides
- Throw-Ins, not kick ins
- Red carded players must leave the playing area immediately and are **NOT** to be replaced by another player – the team plays a man short for the remainder of the game.
- Goalkeepers will have no restrictions as to how they distribute the ball – neither from a goal kick, nor in regular possession.
- Free kicks are direct/indirect when applicable and the wall should be set up 6 yards/5 meters away
- Spitting on the playing surface is a dismissal
- Substitutes
  - Up to 4 at a time
    - Over 45 – Unlimited
  - Players to be ready at half line – Enter the field with permission in a break in the play

## NEW: Boardless Game

The **Away team** will have kick off in the first half of the game and defend the side which their bench is on.

The **Home team** will have kick off in the second half of the game and defend the side which their bench is on.



# Guest Players



Must be written on game sheet

No more than 4 per game

# Affiliate Teams

Independent Open Division Teams may affiliate with another Independent Open Division Team for the purpose of guest players. Club teams are not eligible to affiliate to another team.














Teams will need to identify their affiliate by **January 30<sup>th</sup> 2023**, or prior to their 1<sup>st</sup> game using a guest player from that team, which ever occurs first.

Teams may not change their affiliation during the season.

A lower division affiliate cannot challenge their higher division affiliate for their league position through Promotional Challenge.

Guest player restrictions remain in place – 6X per player from lower division team to higher division team.

Affiliation remains in place for at minimum 2 consecutive seasons of registration.

Program	Men's Boarded	Boardless	Futsal	Coed
Men's Boarded	See Program Rules			
Boardless		See Program Rules		
Futsal				
Coed				See Program Rules

Players can be registered to one team in each program.

## Boardless Men's Open

- Play-ups within Open Division are Club or Affiliation tied.
  - U23 divisions players are eligible to guest within their club into division 4 and higher.
- U23 teams may use up to 3 guest players, or register up to 3 players, who are over aged per game.

## Boardless Masters & Over 45

- Masters Competitive can guest into Open division 3 and above only. No guesting into O45.
- Masters 1, 2 and 3 can guest up into higher Masters, any division of open, and Over 45 for those aged 45 or over.










# Men's Boarded Program

- Open division teams can use guest players from any team in a lower level of competition.
- Masters Division can use guest players from Over 45 only
- Over 45A can use Over 45B registered players.

Players can be registered to one team in each program.

Your Team's Registered Division

Eligible Divisions to call guest players

	Competitive	Recreational	Over 45A	Over 45B
Competitive				
Recreational	6x/Team			
Over 45A	Unlimited	Unlimited		
Over 45B	Unlimited	Unlimited	Unlimited	See Program Rules

Intra Divisional Guest players in O45B ONLY

# Futsal

- Two venues are in use this season:
  - Seven Chiefs Sportsplex
  - Genesis Center
- Indoor shoes only.
- Teams will require sub bibs for each game. Match officials will mark on game sheet non-compliance.

## League Structure Men's (13 Teams)

- single round robin (12 games)
- top 5 teams advance to provincial playdown group for single round robin (4 games)
- remaining 8 teams play even/odd round robin (4 games)

## League Structure Women's (7 Teams)

- double round robin (12 games)
- top 4 teams advance to provincial playdown group for single round robin (3 games)
- remaining 3 teams play one round (2 games)

# Provincial - National Criteria

- Top 2 male & female teams advance to provincials.
- Teams must have coaches meeting CSA criteria.
- Only players properly registered for the current season with an Association in Membership shall be eligible to compete in the Futsal Canadian Championship. All players on the final submitted roster shall be either:
  - a Canadian Citizen; or
  - a Permanent Resident (as defined by the Government of Canada);
  - a Protected Person (as defined by the Government of Canada).
- All players must provide proof of Canadian Citizenship, Permanent Residency, or Protected Person prior to January 31st
- No reinforcement players may be registered or called up.



# Coed

## Restrictive Movement























- The team and the player are responsible to ensure that he or she is eligible to play as a guest player.
- Teams are eligible to have up to 4 guest players in a match.
- Players may be a guest player 6 times per team in a season within the division groupings of the team.

# Fairness Model

- Intermediate Division Only
- The winning team will play one player short when a goal differential reaches 7.
- When/If the goal differential is reduced to 5, the teams return to even strength.
- Teams must still maintain their gender ratio of players

## Your Team's Registered Division

Eligible Divisions to call  
guest players

	Intermediate	Recreational A	Recreational B	Ultra Rec A	Ultra Rec B	Ultra Rec C
Intermediate	6x/Team					
Recreational A		6x/Team	6x/Team			
Recreational B		6x/Team	6x/Team			
Ultra Rec A				6x/Team	6x/Team	6x/Team
Ultra Rec B				6x/Team	6x/Team	6x/Team
Ultra Rec C				6x/Team	6x/Team	6x/Team



# Facility Reminders

# Reminders

- Drinks to be consumed in pubs not change rooms.
- No smoking or vaping inside
- Use Clean footwear
- Leave Changerooms clean!
- Changerooms available 30 minutes before and after game.



# Facility Reminders

CSC Annex dressing rooms do not have shower access.

Teams must be aware of and abide by the facility operating procedures regarding arrival and departure time frame from the dressing rooms/building.

Use of profanity or inappropriate language is not allowed.

No spitting on any surface – individuals may face CUSA suspension as well as being banned from the facility if they are caught spitting.





# Boardless Facility Reminders

## Macron Performance Centre

- Changerooms are outside, check facility board for assignment
- No changing on sidelines or up on the mezzanine!



## Shouldice Seasonal Dome



- Washrooms (outside of the Dome @ Hellard)
- Access to water fountains are outside in the washrooms
- **No Change Rooms**, come dressed to play, no changing on sidelines!



# Futsal Facility Reminders

## Seven Chiefs Sportsplex

19 Bullhead Rd, Tsuut'ina AB T3T 0A6

- Changerooms are not available for league games. Public washrooms are outside gym.
- GPS navigation to facility may not be accurate.
- **No changing on sidelines**

## The Genesis Center of Community Wellness

7555 Falconridge Blvd NE, Calgary AB T3J 0C9

- Changeroom assignments will be posted on the board.
- Spectators to be upstairs.

# Conduct within Facilities

Incidents whereby staff identify unruly team/player conduct.

## Unruly defined as:

including, but is not limited to; spectator conduct, swearing in public areas, alcohol consumption, staff harassment, etc...

Team Representative (Coach or Manager) identify themselves to facility staff

Team Representative will be point of contact between staff the individual(s) involved

Team Representative will relay instructions of staff.

If a Team Representative does not follow instructions of facility staff, further action will be taken up to and including the activation of CPS and/or Corporate Security

Players who are sent off are often emotionally charged. Once these individuals have left the field of play, they will be considered members of the public. If a Team Representative must escort a sent-off player to the locker room (or away from the pitch) in order to ensure their player behaves, then that should be done.



# Post Game Tasks

# GAME SHEET INFORMATION

---

After a game is over ensure that the information on the game sheet is correct. The once they are signed by the official and received by office, the information is considered accurate.

Review:

- Who received a card
- Who scored
- Who played/did not play
- Who were guest players
- Team Officials at game
- If an opposing team has challenged the identity of a player

**Want your team stats and results updated immediately?**

Did you know that either team coach can log in following game to enter results for up to 4 days after the game.



# Fair Play Points – Referee Evaluations

The Fair Play Team Award is intended to foster the spirit of fair play for the competition. A team includes all players, coaches, and other team officials on the team roster.

All teams start off the game with a Fair Play Score of 10.

Demerits can range from -2 to -25 depending on infraction.

Teams may earn merit by submitting a referee evaluation within two weeks of the date of a game. Only one evaluation per game by a team will be counted.

***Teams who receive more than 90 demerits in the season will have to meet with the discipline committee to determine what action needs to be taken to improve this and to determine their eligibility to play in the league.***

At the completion of the season, the 2 teams with the top fair play score for their division split (65/35) the Fair Play Pool for their division. COED league will have a fair play prize following both 8 week seasons.

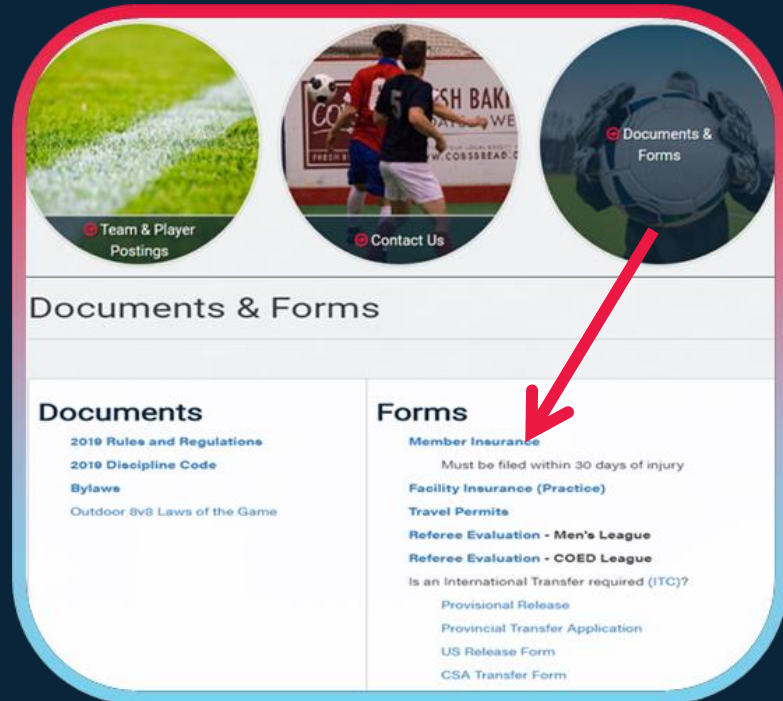


# Insurance - Player Injury

Alberta Soccer covers its Members with Commercial General Liability, Sport Accident and Excess Travel (out-of-country is now a mandatory purchase) Insurance protection.



**30 days** from injury to submit a claim or notice of injury.

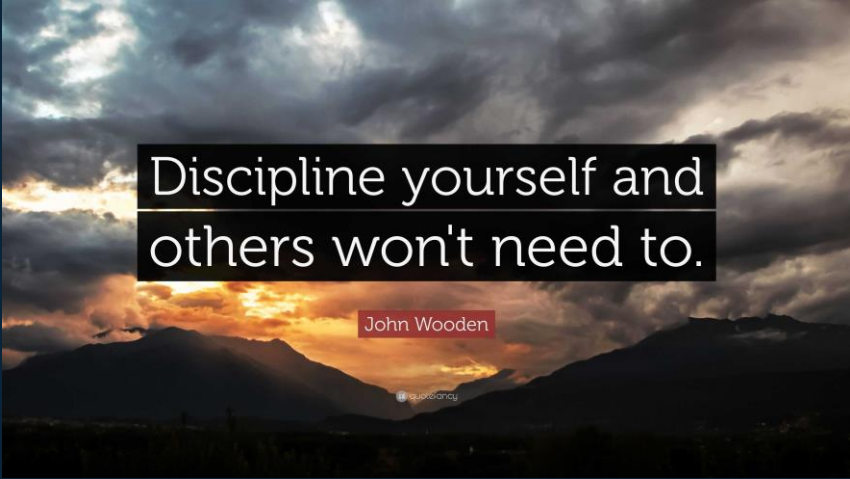




**Discipline**



# Why a Code of Conduct



Discipline yourself and  
others won't need to.

John Wooden

[@sundance](#)



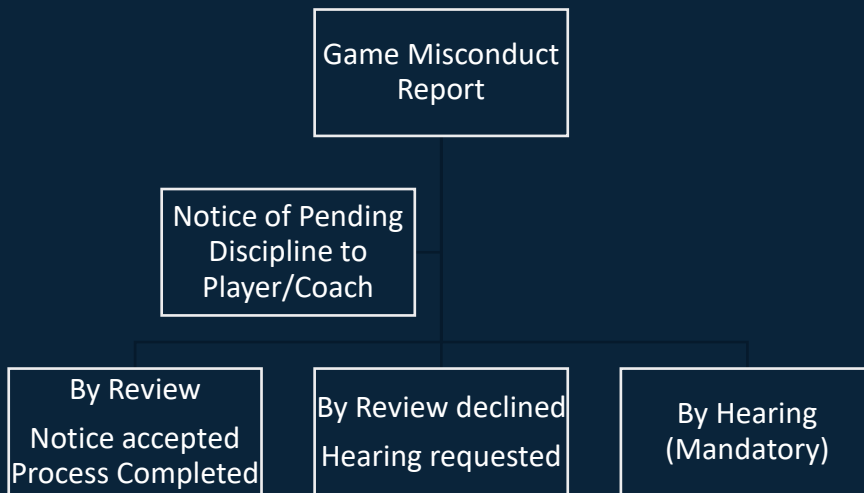
# Code of Conduct

All Members should expect to be treated fairly in all matters. Members shall not discriminate against other Members by means of different, unequal, or inconsistent treatment applied to individual members.

No Member shall harass another Member by actions that include, but are not limited to, unwelcome remarks, invitations, requests, gestures, or physical contact that, whether indirect or explicit, has the purpose or effect of humiliating, interfering with, or creating an intimidating situation for that other Member. Harassment shall be considered inappropriate behavior, be it ethnic, religious, or sexual in nature.

The interaction or involvement of Members under the jurisdiction of the Association shall not result in threats, intimidation, or inflicted physical distress between such Members, whether implied or explicit.

# Discipline Procedures



Discipline Committee are volunteers.  
Want to contribute? Contact Ric @ CUSA Office

Cards are posted on the website as the game sheets arrive in the office.

# Discipline Concerns

Changes to the discipline code:

- 3<sup>rd</sup> / additional people in altercations
- People on bench who are not listed on the game sheet and do not have a valid CUSA ID card
- Disguising of player identities



# Referees & Your Feedback

- Respect for referees
- Becoming a referee
- Leadership
- Other ways to assist your team



Any questions regarding discipline?  
Email [admin@cusa.ab.ca](mailto:admin@cusa.ab.ca)





**Reminders**

# Key Dates & Reminders



## Date

## Event

Nov 1<sup>st</sup>

League play commences

Dec 22-Jan 2

Christmas break

Jan 19-21

New Years Resolution Coed Tournament

January 31<sup>st</sup>

- Transfer Deadline
- Last Day to Remove Players
- Notice of Intent for Promotional Challenge
- Final date to receive Futsal player citizenship exemption
- **Futsal Rosters locked (no additions)**
- **No transfer requests can be initiated on Feb 1 onwards.**

Mar 24 to April 7

Nations Cup

April 10 to 14

Futsal Nationals



# Rescheduling Requests

The City of Calgary field return policy is a minimum of 30 days notice. This includes indoor and outdoor venues.

This means that the league must return an unused field more than 30 days prior to the permit date otherwise the league is charged for the field's usage.

**Venue access is at a premium this season. In most situations a request for a reschedule will likely mean a late kick off, if an alternate date can be found.**

As a result, the [Rescheduling Policy and Procedure](#), Reschedule Charges and Forfeiture Fines have been updated to reflect these changes:

- More than 30 Days – No Charge
- Less than 30 Days but More than 3 Business Days - \$150.00
- Less than 3 Business Days - \$300.00



# Inclement Weather Travel Procedure

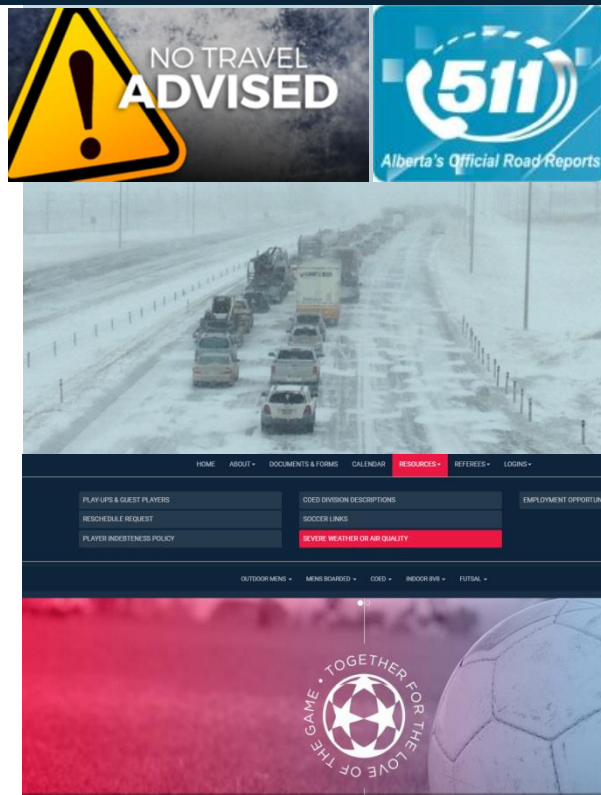
## CALGARY UNITED SOCCER ASSOCIATION INCLEMENT WEATHER TRAVEL PROCEDURE

### Overview

Teams participating in Calgary United Soccer Association (CUSA) are expected to play all of their games; however it is not required nor expected of our teams to travel on highways inside or outside of the City of Calgary during extreme winter weather conditions. CUSA does not want to put any Coach, Player, or fan in a situation where they do not feel safe driving to a game and we encourage teams to use their best judgement when evaluating road safety. We encourage coaches to use road condition updates provided by the Government of Alberta along with Travel Advisories issued by local police and RCMP as resources when determining if travel is safe.

### 2) Process for Road Closures and Travel Advisories

- a. The Alberta Road Report can be found at [www.511.alberta.ca](http://www.511.alberta.ca). If the major highway is listed as closed or a travel advisory is announced within 4 hours of the game time, the game will be cancelled/postponed. Best efforts will be made by the league to have the game rescheduled; however field availability and timing in the season may prevent the game from being played.
- b. The Travelling Team is responsible for notifying the following;
  - i. CSF Referee Scheduler – [ref.scheduler@soccerrefs.ca](mailto:ref.scheduler@soccerrefs.ca)
  - ii. CUSA office – [info@cusa.ab.ca](mailto:info@cusa.ab.ca)
  - iii. Opponent – Each team has been provided the contact list for all CUSA teams.



# Players / Team Value Adds



**TEAM  
AWARDS**



Teams will be notified when 2023 awards are available for pickup.



# Questions

[info@cusa.ab.ca](mailto:info@cusa.ab.ca)

403-270-0363

Extended Hours Oct 30 – Nov 4

Monday – Thursday 9am to 7pm

\*October 31 – regular office hours

Friday – 8am to 5pm

Saturday Nov 4 – 10am – 2pm

# Draw for 2023 24 Indoor Season Fees



Did your team pay the deposit on time? ✓

Did your team pay the balance of fees on time? ✓

Did you hear your team name drawn now? ✓