Edmonton Minor Soccer Association Indoor 2016 – 2017 Season



Coach/Manager Handbook U10 – U18 Teams Only

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

www.emsamain.com

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Edmonton Minor Soccer Association

Contact Information

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

SOCCER CENTRE CONTROL/ADMISSIONS DESK CONTACTS

West Centre: 780.944.4092

East Centre: 780.413.4125 ext. 232

South Centre: 780.490.015

Scoring Games on the EMSA Website

U10 - U18 Only

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

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

Instructions for Scoring Games

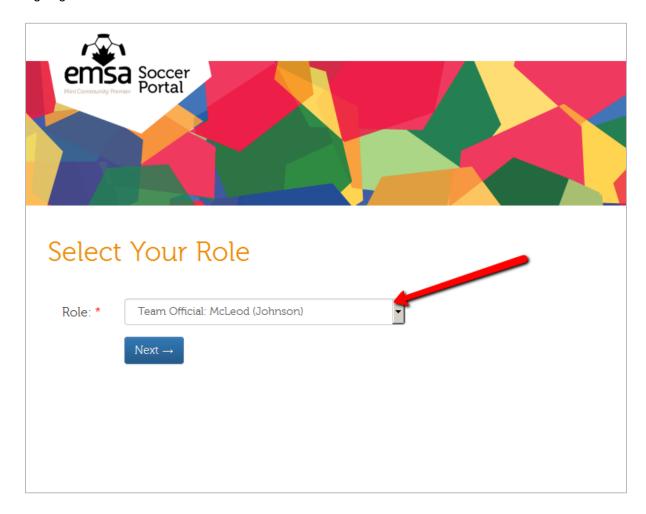
1. Go to www.emsamain.com and click on the Coach Login link at the top of the page:



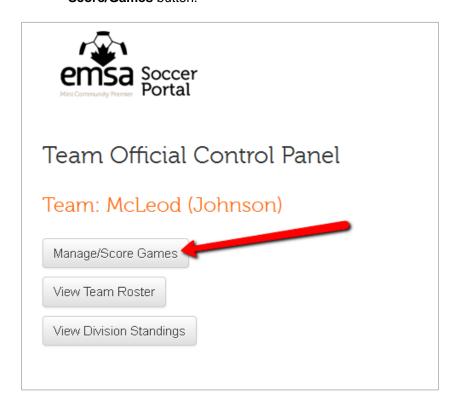
2. Please sign in with your account.



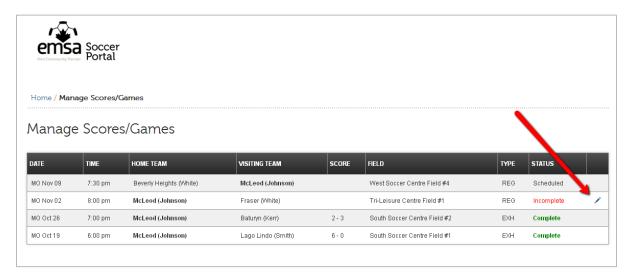
3. Select the Team Official role for the team you are coaching. A person may have multiple team official roles (1 role per team). In this example, a McLeod coach with last name Johnson is signing in.



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



5. 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.



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

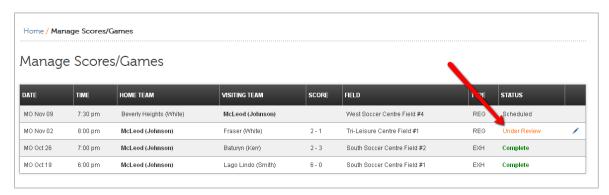
Score Game

| McLeod (Johnson): * | 2 | (Home Team) |
|---------------------|---|-------------|
| Fraser (White): * | 1 | (Away Team) |

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

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



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



Game Sheets

Game sheets are to be submitted to the game official prior to kickoff.

Game Sheets are submitted to the EMSA main office by the game official during the indoor season.

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

Proper completion of game sheet:

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



EMSA INDOOR LEAGUE GAME SHEET



THE REFEREE IN RESPONSIBLE FOR HANDING IN BOTH TEAMS' WHITE COPIES OF THEIR DAME SHEETS TO THE ADMISSIONS DESK AFTER
THEIR SHIFT. THE HOME TEAM IS RESPONSIBLE FOR SCORING THE GAME IN THE ENSA PORTAL BY 1PM THE DAY AFTER THE QAME.

| Game Sheet of (Team Name): SUMMERSIDE (SMITH) | | | | | | | | | | |
|---|----------|-------|---------------|--|--------|---|--------|-------------------------|---------------|--------------|
| Date: | Стов | ER 15 | , 40 | 6 | _Time: | 6:00 PM | ⊈ Fl∢ | old: SOUTH | 9 | |
| AGE: 005 | U12 | UE/A | (116) | U18 G | ENDER: | Boys Girls | Divi | slowGroup/Tien | 2 05 | 5 |
| HOME TEAM MC | LEO | D (1) | SIMMS | (40 | SCORE | AWAY TEAM S | INIM | ERSIDE (SM | (1771) | \ \$CORE |
| Head Coach | 150 | ic Se | MTE | | | 64531 | | Coach or Manager | 's Signatures | |
| Team Official | | STT | | | | 3526 | ١ | 25 | | |
| Term Official | K.c. | 144 | 101 | tes Car | | 5621 | 3 | - 9 | | |
| Team Official | | | 11/ | | | E-14 3 | | Ref Liaison コムドボート | ALVER | - 7 |
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| REFEREE | | | | | | Player's Full N | | | Infrac | |
| cerds / | iny# @ | also | Player | r Card # | *Cress | off any players | who ar | re not at the game. | Yetines Card | Red Card |
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Misconduct Reports: refs, drop off reports to admission desk or email them to the EMSA office by the next morning.

Distribution of Game Sheets: (White - Ref Collects and Gives to Admissions Deck) (Light Yellow - Home Team) (Pinh - Visiting Train) (Gold - Amferma-

Game Sheet Submission

Both teams will turn their completed game sheets into the game official prior to kickoff. The game official will keep the appropriate copies and turn them into EMSA on the teams' behalves after the game.

Administration Fees

| Offense | Fee Amount |
|--|------------|
| Incomplete Gamesheet | \$50.00 |
| Failure to Score Game Results by 1:00 PM | \$75.00 |
| Failure to Produce EMSA I.D. Cards | \$50.00 |
| Failure to Submit Trialist/Import Forms | \$50.00 |
| Game Result Protest Fee | \$75.00 |
| Appeal Fee | \$100.00 |

Correspondence Liaison

Coaches, assistant coaches, managers and the referee liaison (when applicable) are the acting correspondence liaison for their team.

Any and all communication between the EMSA main office and individual teams will be done through the teams' correspondence liaison only. These are the only individuals who will have the authority to contact the EMSA main office via phone and/or email. Communication to the office outside of a correspondence liaison will not be addressed.

All communication from the EMSA main office to the correspondence liaison will be sent via email. It is the teams' responsibility to ensure that they are checking their email regularly for information from the EMSA main office. It is the correspondence liaisons responsibility to ensure that the EMSA main office has the most up-to-date email information. Please ensure that the EMSA main office is given an alternate email address, should you be unavailable for a period of time.

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 U10-U18 community and premier programs, are required to provide a referee liaison for every EMSA league game. The referee liaison can be any person over the age of 18, with the exception of the teams registered coaching staff. The referee liaison can be a different person each game and their name must be **PRINTED** on the game sheet in the space provided. The referee liaison must wear an identifying neck lanyard and sit in a visible area in the stands with the spectators. The main role of the referee liaison is to act as a deterrent against acts of misbehavior by spectators and team officials. The referee liaison will also be available to the game official should they require or if a potential problem exists.

Description of Duties

- Wear the referee liaison neck lanyard this is to be provided by a team official.
- Sit/stand near the center of the spectator area in the stands at the soccer centre.
- Monitor the behavior of your teams' spectators.
- 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 Officials on the Bench

- The EMSA regular season league play permits a maximum of four (4) team officials on the bench, one of which must be of the same gender as the team's players.
- Provincial Competition and some Tournaments only allow a maximum of three (3) team officials on the bench and teams must adhere to each individual tournament rules.
- Team officials in the U12-U18 Community Program and ALL Premier League officials <u>must</u> produce an EMSA I.D. card to be permitted on the bench.

Please see Bench Parent/Attendant for further information on bench requirements.

Bench Parent/Attendant

It is mandatory for all teams to have a team official, of the same gender as the players and over the age of 18, present on the bench during the game. If the coaching staff (coach, assistant coach, manager), as registered on the official ASA roster, is not of the same gender as the players, the team is required to have a bench parent/attendant join the team on the bench. It is mandatory that this persons' name be printed in the appropriate place on the game sheet. The bench parent/attendant is not required to have an EMSA I.D. card, however, they <u>must</u> present a government issued, photo I.D. to the referee prior to kickoff. The bench parent/attendant will be considered part of the four (4) maximum team officials allowed on the bench. The registered coach, assistant coach, or manager are NOT eligible to sit as the Bench Attendant.

414.0 Team Officials on the Coaching Bench

1. In EMSA League play up to four (4) team officials are allowed on the bench. Teams are permitted to have one bench attendant on the bench who may not be a team official. This bench attendant is included in the max four (4) adults on the bench. (Please note that Provincial

- Competition and some Tournaments only allow three (3) team officials on the bench. In these cases teams must adhere to that particular competition's rules).
- 2. At least one team official or bench attendant on the bench must be of the <u>same gender</u> as the team.

Red Cards & Suspension Notifications

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

Team officials are responsible for enforcing all suspensions regardless of receiving email notification.

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 510.0 Appeal Procedures Indoor for further information.

Cyber Harassment

EMSA maintains a zero tolerance policy for cyber harassment/bullying. Anyone within EMSA, including but not limited to a player, team official, director, staff or volunteer, that is found using a public medium to harass, bully, intimidate, and/or threaten another person in any role within EMSA will be subject to discipline as deemed appropriate by the EMSA Discipline Committee.

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:

U6, U8 (community)
 U8 (premier), U10, U12
 U14, U16, U18
 U14, U16, U18
 U14, U16, U18

*Note: U8 Premier and U10 teams will play 7 per side (6 players & 1 keeper) for the indoor season.

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

Guest Players/Trialists

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

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

- Trialists do not require player cards.
- All fields must be filled out entirely.
- **Prior** written approval of the Coach or Team Designate of the team for which the player is registered must be obtained. The written approval (trialist form) must be surrendered to the referee at the start of the game or prior to the start of the second half if the trialist arrives late.
- Trialist players must already be registered on another EMSA team during the current season.

The following conditions must also be met:

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

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



Edmonton Minor Soccer Association TRIALIST FORM

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

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

 • Trialists do not require player cards.
 • A written permission letter is also acceptable in place of this form. All information below must be included in the letter.

- A written permission letter is also acceptable in place of this form. All information below must be included in the letter.
 All fields below must be filled out entirely.
 Prior written approval of the Coach or Team Designate of the team for which the player is registered must be obtained. The written approval (trialist form) must be surrendered to the referee at the start of the game or prior to the start of the second half if the trialist arrives late. It must be submitted along with the game sheets to the EMSA office.
 For require league have an registered player may play be before the first first former.
- game sneets to the EMISA office.

 For regular league play, any registered player may play in a higher Tier (in the same age category) or higher age category.

 Note: The player must already be registered on another EMSA team during the current season in order to be an eligible trialist for your team. If they are not registered on any EMSA team during the current season then they cannot be used as a trialist with the exception of rule 308.1C.

The following conditions must also be met:

PLAYER'S FIRST &

- Team conditions must also be met;
 No more than a total of three (3) such players can be recruited for any one (1) game. Trialist players cannot be used to increase the roster size for a game greater than the team's current registered roster size (you can only use trialists to replace players that are missing), except that club teams (Premier) may use trialists to increase their game roster size up to the maximum team roster size set out in Rule 304, Team Rosters. The player(s) will be noted as trialist for a maximum of five (5) games per team (bournament games do not count towards the total number of games). The trialistiguest player(s) must be noted on your game sheet in the provided space prior to the game start when the game sheet lis given to the referee.
 No EMSA player may play on an EMSA team as a trialist at any time. No EMSA players shall play on an EMSA team as a trialist at any time. No EMSA players may play on an EMSA team as a trialist in tournament play.
 Teams from out of district who are participating in the EMSA program are permitted to use trialists from their parent organizations/zone/district as long as they are an ASA registered player for that season; they are from a lower division or lower age category; and the use of the trialists does not violate any EMSA or ASA rules.
 Premier/Club players are ineligible as trialists on all community teams.
 Players who are currently serving a suspension from EMSA or ASA are ineligible as trialists.

trialist for the above team:

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

| | CURRENT TEAM that Player is Registered with: | TRIALIST TEAM that Player is playing for: |
|------------------------|---|--|
| Team Name | | 10. 10. 10. |
| Coach Name | | |
| Age Group | | |
| Gender | | <u> </u> |
| Tier/Division/Group | | |
| Please indicate with a | a check mark the number of trialist times this | game is for this player on your team. |
| 1st time 2 | nd time 3rd time 4th time 5th | h time (max. 5 times use) |

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

| Coach/Team Designate of team that player is playing as a trialist for: | <u> </u> |
|--|----------|
| | |

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

Registration Violations/Discipline

Suspensions delivered to team officials and/or players are to be served in full. Suspensions may include, but are not limited to, being disallowed to participate in <u>all</u> aspect of the game including coaching, playing and refereeing.

- 1. In the event that a player participates in a game and is unable to produce their EMSA I.D. Card by the end of it (without special written permission from the EMSA office), a one (1) game suspension will be delivered to the team official. In addition, the opposing team will receive a default win for the game and will be awarded three (3) points and five (5) goals.
- 2. A second offense, of the same nature, will result in an indefinite suspension being delivered to the team official pending a hearing in front of the EMSA Discipline Committee. The opposing team will also receive a default win for the game and will be awarded three (3) points and five (5) goals.
- 3. Violation of the following rules & regulations will result in the team official being reprimanded. A second violation of the same nature will result a suspension being delivered to the team official pending a hearing in front of the EMSA Discipline Committee.
 - A. Failure to note a Trialist Player, or to properly associate numbers with players, when all other regulations are satisfied, or
 - B. Failure to provide the Team Registration Form upon request, when all other regulations are satisfied, or
 - C. Failure to submit the proper authorization, in the form of a letter of acknowledgment and/or release forms, for all Trialist and/or Import Players, and all other regulations are met.
- 4. All games played under the following infringements will result in a default win being awarded to the opposing team, where they will receive three (3) points and five (5) goals. The team official of the offending team will receive will receive a suspension of one (1) game. Additional offenses of the same nature, in the same season, will result in an indefinite suspension being delivered to the team official pending a hearing in front of the EMSA Discipline Committee. Administration fees may be imposed.
 - A. More Imported players are used than allowed, or ineligible import players are used, or
 - B. More Trialist players are used than allowed, or ineligible Trialist players are used, or
 - C. Exceeding the limit of players allowed on a given roster, where special permission has not been granted, or
 - D. Non-registered, or players serving a suspension are used, or
 - E. More players are dressed than allowed where special permission has not been granted, or
 - F. A player participates without his/her EMSA I.D. card and is unable to produce the card by the end of the game, or
 - G. A player participates in a game with an expired EMSA I.D. card (as noted by the game official) and does not renew their card within the following 7 days (weekdays and weekends included).
- 5. Failure to submit a complete gamesheet within 24 hours will result in an administration fee being issued against the offending team (outdoor only).
- 6. Failure to post the game results online, within 24 hours, will result in an administration fee being issued against the home team.

EMSA I.D. Cards (Players/Coaches)

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

Players:

| Age Group | Community | Premier A | Premier B | Tier 1 | Tier 2 | Tier 3 |
|-----------|-----------|--------------|-----------|----------|----------|----------|
| U10 | | √ | ✓ | ✓ | ✓ | ✓ |
| U12 | | √ | √ | √ | √ | √ |
| U14 | | √ | √ | √ | √ | √ |
| U16 | √ | \checkmark | ✓ | ✓ | ✓ | ✓ |
| U18 | √ | √ | ✓ | ✓ | V | √ |

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

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

Coaches (head coaches, assistant coaches and managers):

*EMSA I.D. cards will now serve as the seasons facility pass, ALL coaches require an EMSA I.D. for facility entrance but may not require it for game play.

| Age Group | Community | Premier A | Premier B | Tier 1 | Tier 2 | Tier 3 |
|-----------|--------------|--------------|--------------|--------------|----------|----------|
| U10 | | ✓ | √ | ✓ | ✓ | ✓ |
| U12 | √ | ✓ | ✓ | ✓ | ✓ | ✓ |
| U14 | \checkmark | \checkmark | \checkmark | \checkmark | ✓ | ✓ |
| U16 | \checkmark | \checkmark | \checkmark | \checkmark | ✓ | ✓ |
| U18 | \checkmark | ✓ | ✓ | ✓ | ✓ | _ |

- Coaches, assistant coaches and managers registered to teams in age categories/divisions where EMSA I.D. cards are required for play, must present their card to the game official prior to kickoff for verification. No other forms of identification will be accepted.
- Coaches who are unable to present their EMSA I.D. cards will not be permitted on the bench. 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.
- Bench parents do not require an EMSA I.D. card but will be required to provide a government issued photo I.D. (ex: driver's license or passport). Please see Bench Parent/Attendant for more information.
- A team official can use a picture of his/her EMSA I.D. card shown on an electronic device.

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

Equipment, Casts, Splints and Jewelry

- Indoor soccer shoes or runners are the only footwear permissible to be worn by players.
- It is at the discretion of the game official what will constitute dangerous equipment which must be removed in order for play to be allowed.
- Under no circumstance will splints and/or casts be permitted to be worn on the field during game play.
- Players who wear braces (knee, ankle, wrist etc...) will be permitted to wear these during game
 play provided that the brace does not have the potential to injure others. The decision to allow
 specific braces is left to the game official.
- Players refusing to remove any type of jewelry at the request of the referee, including all external body piercings, will not be permitted to play. Taping is not permitted.

It is the responsibility of the Home Team to supply the game ball as specified below:

| Age Group | Ball Size |
|-----------|-----------|
| U6 | Size 3 |
| U8 | Size 3 |
| U10 | Size 4 |
| U12 | Size 4 |
| U14 | Size 5 |
| U16 | Size 5 |
| U18 | Size 5 |

Game Length & Time Outs

- Games will consist of two (2) equal halves of 25 minutes.
- Each team is entitled to up to three (3) minutes of interval time per the referee's discretion.
- Each team is permitted a maximum one (1) minute to be used as a timeout during the game. Teams may request this from the referee at any stoppage of play during the game. The game clock will stop and the referee will tally the time used against the one (1) minute allotted for the time out.
- Teams are not permitted more than one (1) time out per game, regardless of whether or not they used the minute provided.
- Time outs cannot be exchanged among teams.

Late Arrivals and Failure to Show

- A team will not be considered as 'present' without a minimum of four (4) registered players at the scheduled kickoff time.
- 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 off. 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 <u>NOT</u> permitted for any reason. Teams are required to play all of their games, as they are scheduled. Failure to attend a scheduled game will result in a default win for the opposing team.

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

If your team is not present for your scheduled game due to the above mentioned circumstances, please contact your league director immediately.

Premier League Director: angelad@emsamain.com

Community League Director: jennad@emsamain.com

Scheduling for Multiple Rounds

Teams placed in groupings with multiple rounds are responsible for downloading their new schedule from the EMSA main website, as they will not be emailed to you. Please do not call the office inquiring about the next round scheduled, 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.

Violating Game Regulations

- Failure to complete a game, regardless of the amount of time remaining, will result in the team
 officials of <u>both</u> the home and away team being brought before the EMSA Discipline Committee,
 who will make the final decision on the game results and any subsequent disciplinary action. It is
 mandatory that the gamesheet be turned in to the EMSA League Director failure to do so will
 result in loss of points.
- The engagement of any violent conduct by members of opposing teams, or the same team, will
 not be tolerated and will result in an immediate suspension pending a hearing with the EMSA
 Discipline Committee.
- EMSA registered teams who cause a disturbance to another EMSA sanctioned game, in which
 they are not participating, will be suspended pending a hearing with the EMSA Discipline
 Committee.
- Player boxes, penalty boxes and spectator areas are considered part of the field of play. Any
 player or team official who is ejected from a game is not permitted in any area within the field of
 play.
- Jerseys are not to be removed outside of the designated areas. Failure to compline with this rule, 401.5, will result in an automatic one (1) game suspension of the offending player(s). A second offense of the same nature will result in an indefinite suspension pending a hearing with the EMSA Discipline Committee.

Player Violations

- 1. The following offenses committed by a registered EMSA player will result in that player being issued a caution (yellow card) by the referee. A second caution (yellow card) in the same game will result in that player being ejected from the game by the referee. In addition to being ejected from the game, the player will receive a one (1) game suspension. A player, who receives a single caution (yellow card) in two (2) consecutive games, will be issued a one (1) game suspension by the EMSA League Director.
 - A. Entering or leaving the field of play without the consent of the referee, or
 - B. Dissent directed towards the referee, or
 - C. Persistent infringement of the laws of the game, or
 - D. Encroachment of free kicks, or
 - E. Unsportsmanlike conduct
- 2. Punishment for offenses leading to a person's ejection:

*All suspensions are automatic and will apply to the next scheduled game.

- A. Spitting at anyone other than a game official(s) will result in an eight (8) game suspension. Subsequent altercations will result in a full season's suspension.
- B. Foul, Abusive, Offensive or Insulting Remarks/Language not directed at the game official(s):

| Event | Punishment |
|----------------|---|
| First offense | 2 game suspension |
| Second offense | 4 game suspension |
| Third offense | Indefinite pending a hearing with the EMSA Discipline Committee |

Racial Remarks:

| Event | Punishment | |
|----------------|-------------------|--|
| First offense | 4 game suspension | |
| Second offense | 8 game suspension | |

- C. Foul or abusive language and/or gestures directed at the game officials and individuals identified as EMSA/Zone staff and/or EMSA/Zone Board of Directors will result in a minimum four (4) game suspension. Any subsequent altercation will result in a hearing before the EMSA Discipline Committee.
- D. Insulting or offensive gestures towards anyone at the field of play will result in a minimum two (2) game suspension. Any subsequent altercation will result in a minimum four (4) game suspension.

E. Serious Foul Play (minimum suspension):

| Event | First Offense | Second Offense |
|----------------------------------|-----------------------|--------------------------|
| Dangerous tackle | 2 game suspension | 4 game suspension |
| Tackle from behind | 2 game suspension | 4 game suspension |
| Charging | 2 game suspension | 4 game suspension |
| Pushing | 2 game suspension | 4 game suspension |
| Gesture/attempt to kick or hit | 2 game suspension | 4 game suspension |
| Throwing objects toward opponent | 2 game suspension | 4 game suspension |
| Other extenuating circumstances | Indefinite suspension | Indefinite suspension |
| | until a hearing with | until a hearing with the |
| | the EMSA Discipline | EMSA Discipline |
| | Committee | Committee |

Boarding (minimum suspension):

| Event | Punishment |
|----------------|--|
| First offense | 3 game suspension |
| Second offense | 6 game suspension |
| Third offense | Indefinite suspension until a hearing with the EMSA Discipline Committee |

F. Violent Conduct (minimum suspension):

| Event First Offens | | Second Offense | |
|---|--|--|--|
| Strike anyone (excluding referee) | 4 game suspension | 8 game suspension | |
| Punch anyone (excluding referee) | 4 game suspension | 8 game suspension | |
| Elbow anyone (excluding referee) | 4 game suspension | 8 game suspension | |
| Kneeing anyone (excluding referee) | 4 game suspension | 8 game suspension | |
| Push with intent to injure | 2 game suspension | 4 game suspension | |
| Throw an object that contacts an opponent | 2 game suspension | 4 game suspension | |
| Kick anyone (excluding referee) | referee) 6 game suspension | | |
| Head Butt anyone (excluding referee) | 8 game suspension | Indefinite suspension until a hearing with the EMSA Discipline Committee | |
| Fighting | 6 game suspension | Indefinite suspension until a hearing with the EMSA Discipline Committee | |
| Bite/Scratch/Gouge/Spit | Indefinite suspension until a hearing with the EMSA Discipline Committee | | |
| Other extenuating circumstances | Indefinite suspension until a hearing with the EMSA Discipline Committee | | |

- G. Intentional hand ball will result in a one (1) game suspension.
- H. Threatening anyone (excluding referee) will result in a minimum four (4) game suspension.
- I. Illegally stopping an opponent's breakaway will result in a one (1) game suspension.
- J. Returning to the field of play after a being ejected will result in an indefinite suspension until a hearing with the EMSA Discipline Committee.
- K. Dissent towards a referee will result in a minimum one (1) game suspension.

IMPORTANT:

- All suspensions are automatic.
- Punishment for any offense that has not been listed herein 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.
- 3. Punishment for offenses leading to a person's ejection for the following:
 Abusive conduct towards, spitting at, harassing, threatening, attempting to make physical contact or with any game official(s), prior to, during, or after the game will result in the immediate and indefinite suspension of the person (s) involved and referral to the Alberta Soccer Association for a discipline hearing.
- 4. Any person who has been ejected from a game for failing to comply with the rules of the game, not otherwise described in section 504 of the Rules and Regulations, will receive a minimum and automatic one (1) game suspension. A second ejection in the same season, for the same offense, will result in a minimum four (4) game suspension and will require a hearing with the EMSA Discipline Committee.

Team Official Violations

- 1. Dissent towards a game official will result in a suspension of up to three (3) games and the possibility of a fine, administration fee, or performance bond, being issued against the offender.
- 2. Abusive conduct over and above dissent, or the failure to assist the game official in maintaining discipline on, or about, the field, will result in a minimum four (4) game suspension being issued against the offender. Subsequent offenses will result in an indefinite suspension being issued against the offender, pending a hearing with the EMSA Discipline Committee, as well as, the possibility of being issued an administration fee and/or performance bond.
- 3. The following actions towards a game official (prior to, during and/or after the game), will result in an immediate and indefinite suspension being issued towards the offender, pending a hearing with the Alberta Soccer Association;
 - · Abusive conduct towards,
 - Spitting at,
 - Harassing,
 - Threatening,
 - Attempting to make physical contact with,
 - Making physical contact with

4. Coaching Offenses:

| Event | First Offense | Second Offense |
|---|--|--|
| Dissent Leading to Ejection | Warning – 3 game Suspension | 3 game suspension |
| Other Extenuating Circumstances | 2 game suspension | Indefinite suspension until a hearing with the EMSA Discipline Committee |
| Foul/Abusive language not directed at the game official | 1 game suspension | 2 game suspension |
| Insulting/Offensive gestures | 2 game suspension | Indefinite suspension until a hearing with the EMSA Discipline Committee |
| Foul/Abusive language directed at a game official | 4 game suspension | Indefinite suspension until a hearing with the EMSA Discipline Committee |
| Insulting/Offensive gestures directed at a game official | 4 game suspension | Indefinite suspension until a hearing with the EMSA Discipline Committee |
| Playing an illegal trialist/player | 1 game suspension | Indefinite suspension until a hearing with the EMSA Discipline Committee |
| Playing a suspended player | Indefinite suspension until a hearing with the EMSA Discipline Committee | |
| Returning to the field of play following an ejection | 2 game suspension | Indefinite suspension until a hearing with the EMSA Discipline Committee |
| Persistent game day violations (as per the League Directors report) | Warning | 1 game suspension |
| Abandoning a game (failing to produce player cards, unsatisfied with referring etc) | 3 game suspension | Indefinite suspension until a hearing with the EMSA Discipline Committee |
| Other Extenuating Circumstances | Indefinite suspension until a he Discipline Committee | aring with the EMSA |

^{*}All coaches, players and spectators have the right to an appeal. Official appeals can only be filed by the team's correspondence liaisons. **One (1) game suspension's cannot be appealed.**

Discipline Procedure

- 1. All offenses will be marked on the gamesheet by the game official. The gamesheet is then turned into the EMSA League Director who will impose the disciplinary action required. All suspensions are automatic. Team officials are responsible for heading the suspension whether or not they have officially been informed by the EMSA office/Discipline Director. Suspensions will be confirmed by the Discipline Coordinator, in writing and/or by telephone, stating the reason of the suspension and its duration. Written notification must be completed on an EMSA Disciplinary Form.
- Any attempt to alter the conditions of the suspension by the team official must be made in the
 form of an appeal. This appeal is to be submitted, in writing, to the EMSA Discipline Director at
 the EMSA office. There are no appeals granted for one (1) game suspensions, and/or, for
 cautionary offenses (i.e. no appeals for a single yellow card).

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

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

Appeal Procedure

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

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

Concerns/Feedback on Referee's

Please see Scoring Games (pg.7) for information on how to provide feedback on game officials.

Additionally, any further questions and/or concerns pertaining to game officials can be sent to Ed Charpentier, Referee Director, technicaldir@emsamain.com or 780.405.8960.

Tie Breaking Procedure (EMSA league play only)

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

Two (2) Way Tie

1. Head to Head Game(s)

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

2. Total Goal Differential

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

3. Least Goals Scored

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

4. Penalty kicks

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

Three or more (3+) way tie

1. Total Goal Differential

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

2. Least Goals Scored

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

3. Penalty kicks

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

Post Season Information

Post season information will be posted to the EMSA Main website www.emsamain.com, as soon as it becomes available.

Teams are responsible for informing themselves on the post play information for their division.

Post Season Commitment Form

Post season commitment forms are distributed in the coaches' packages for all U10-U18 community league teams. This form indicates whether or not your team will be participating in the applicable post season competition, should it quality. This form must be completed and submitted to the EMSA League Director by **Friday January 6, 2017.**

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

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

Post Season Competitions

Community League and U10 City Wide:

City Finals - February 25 & 26, 2017

• U10 – U18 Boys/Girls

*Final season standings and post season advancement to Provincials and InterCities will be determined from this competition.

Community League and U10 City Wide:

InterCities - March 11 & 12, 2017

U10 – U18 Girls: EdmontonU10 – U18 Boys: Calgary

Provincials – March 17 -19, 2017

U10 – U18: location TBD pending ASA.

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.

Transfer Deadline: February 15, 2017

Facility Locations

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

Facility Passes

All players, U6 - U18, are admitted into the facilities for free and do not require a facility pass.

There will be three (3) stickers distributed per team, to be used by the team officials. These will be placed on the back of the coaches EMSA I.D. card and used as the facilities admissions pass.

Should additional passes be required, they can be purchased at the key room in each of the Edmonton Soccer Associations facility buildings. <u>EMSA does not have extra facilities passes</u>, nor is not responsible for lost or stolen passes. Should a pass be lost or stolen, a replacement pass must be purchased at full price.

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

Personal Field Bookings & Gym Practices

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

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

Camera Policy

As stated by the Edmonton Soccer Association Facilities Camera Policy:

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

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

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

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 quests
- No advantages except those of superior skill should be sought
- Official and opponents should be treated and regarded as honest in intention
- Official decisions should be accepted without looking angry no matter how unfair they may seem
- Winning is desirable, but winning at any cost defeats the purpose of the game
- Losing can be a triumph when the team has given its best
- The ideal is the greatest good to the greatest number
- In soccer, as in life, do unto others as you would have them do unto you

Players' Code

- Play the game for the game's sake
- Be generous when you win
- Be gracious when you lose
- · Be fair always, no matter what the cost
- Obey the Laws of the Game
- Work for the good of the team
- · Accept the decisions of the Officials with good grace
- Believe in the honesty of your opponents
- Conduct yourself with honour and dignity
- Honestly and wholeheartedly applaud the efforts of you teammates and opponents

Parents' Code

- Children have more need for example than criticisms.
- Make athletic participation for your child and other a positive experience.
- Attempt to relieve pressure of competition, not increase it. A child is easily affected by outside

- influences.
- Be kind to your child's coach and officials. The coach is a volunteer giving personal time and money to provide a recreational activity for your child. The coach is providing a valuable community service, often without regard other than the personal satisfaction of having served their community.
- The opponents are necessary friends. Without them your child could not participate meaningfully.
- Applaud good plays by your team and by members of the opposing team.

Spectator Responsibility

Please remember teams are responsible and will be held accountable for the behaviour of their spectators/parents.

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

www.emsamain.com