

# Coach Meeting U9-U11

April 15, 2024



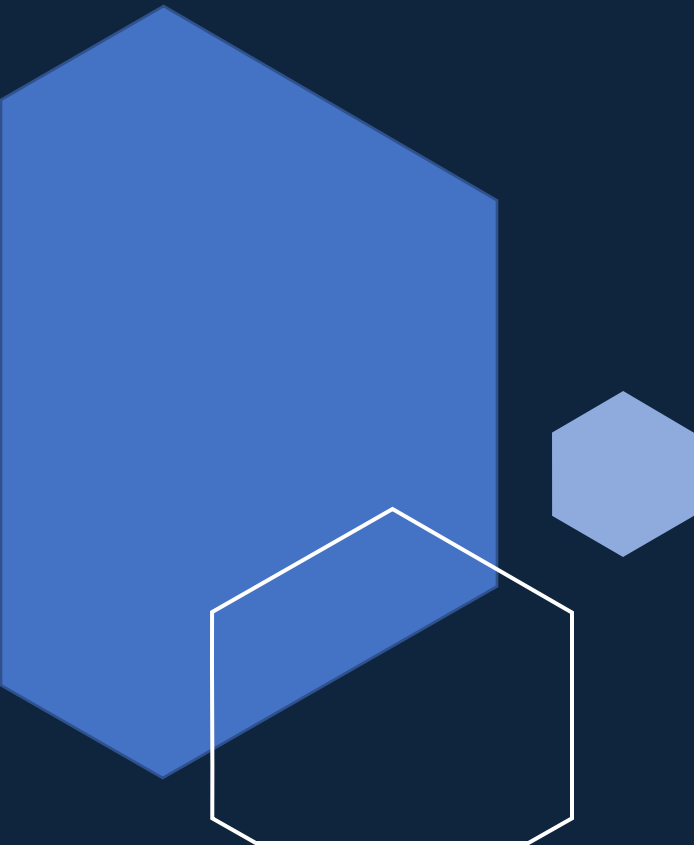
# Thank You For Volunteering!

**Without Coaches Like You There  
Would Not be a Program**



# Agenda

- > About SWEMSA
- > Rules and Policies
- > Reporting Incidents and Injuries
- > Training
- > Schedules
- > Tournaments
- > Questions



# About SWEMSA

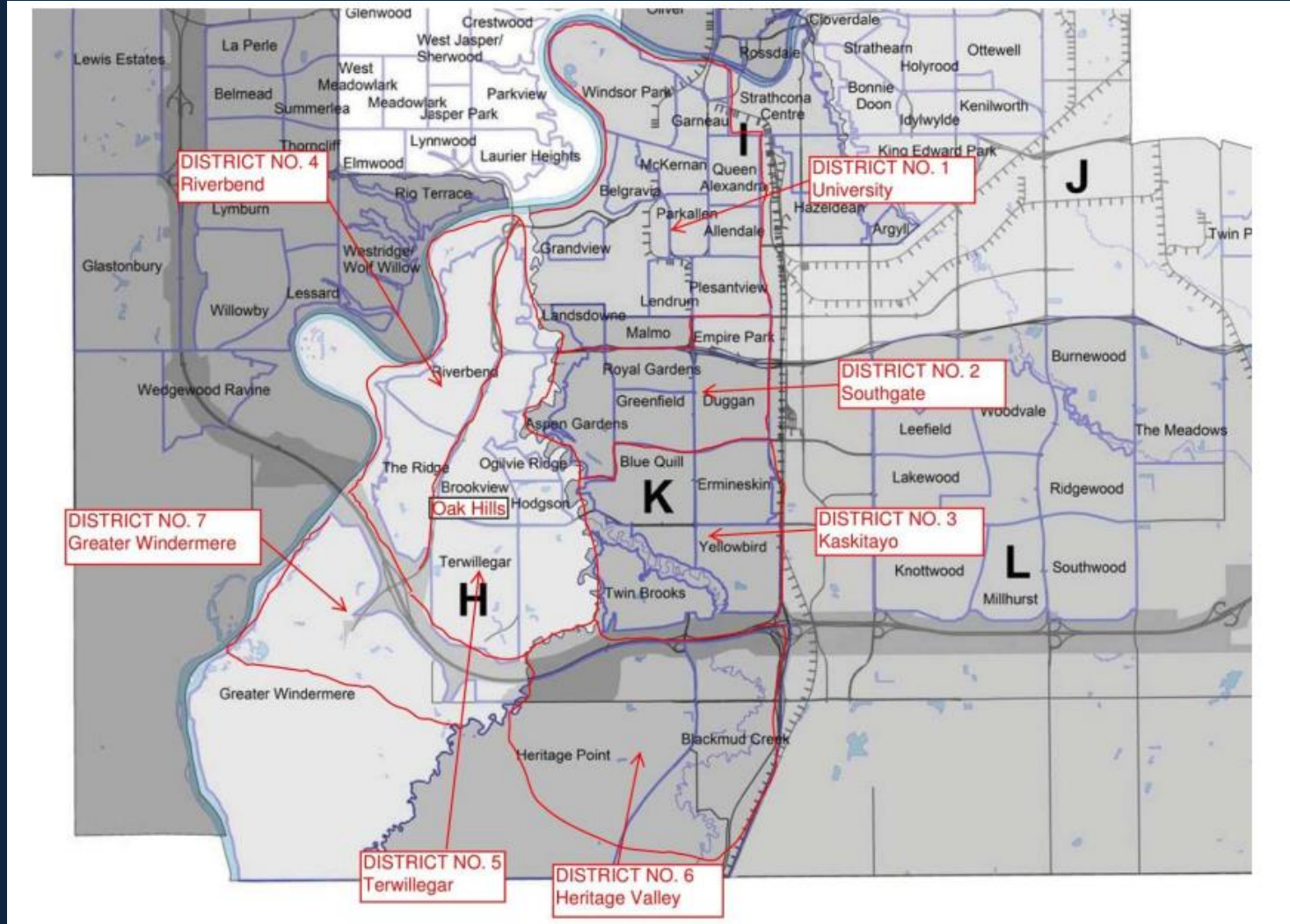
EMSA Southwest (SWEMSA) is the Southwest zone of the Edmonton Minor Soccer Association (EMSA). We are a non-profit group that organizes and administers youth soccer programs for 31 communities in Southwest Edmonton, which are divided into 7 districts.

SWEMSA is run by a volunteer board of directors made up of members from all over the communities of SW Edmonton.

The affiliated premier program is the Sting FC.



# District and Community Map



# SWEMSA Board



## Executives:

**President:** Mary Hilbrecht

**Vice President:** Jaspreet Atwal

**Secretary:** Charlane Gorsak

**Treasurer:** Michael Shouldice



## District Directors:

**District 1 (University):** Alyssa Lewis

**District 2 (Southgate):** Brad Kring

**District 3 (Kaskitayo):** Humberto Capriz

**District 4 (Riverbend):** John Amerongen

**District 5 (Terwillegar):** Neal Fong

**District 6 (Heritage Valley):** Eric Mahabir

**District 7 (Greater Windermere):** Trevor Silvey

**Premier Program (Sting FC):** Antony Bent





# SWEMSA Age Level Directors

- **U5 Age Level Director**  
Tara McEachren
- **U7 Age Level Director**  
Hardeep Gill
- **U9 Boys Age Level Director**  
Michael Shouldice
- **U9 Girls Age Level Director**  
Meghan Dunnigan
- **U11 Boys Age Level Director**  
Meghan Dunnigan
- **U11 Girls Age Level Director**  
Julie Beschell
- **U13 Age Level Director**  
Doug Forsyth
- **U15 Age Level Director**  
Jaspreet Atwal
- **U17 Age Level Director**  
Charlane Gorsak
- **U19 Age Level Director**  
Charlane Gorsak

- Age Level Directors are volunteers that act as a liaison between the SW Zone Board and the communities on matters pertaining to the respective age group.
- Main contact for Coaches: Address any issues with ALD first.
- Assist in outdoor schedule groupings and team formation issues resolution.

# SWEMSA Community Coordinators

- **Aspen Gardens:** Alan Clark
- **Belgravia:** Mike Blennerhassett
- **Blue Quill:** Sharlene Kline
- **Chappelle Gardens:** Nel Anderson
- **Duggan:** Brad Kring
- **Empire Park:** Brad Kring
- **Grandview Heights:** Anning Chan
- **Greenfield:** Sarah Wake
- **Heritage Point:** Matt Quitiviz
- **Lansdowne:** Alyssa Lewis
- **Lendrum:** Julie Moehler
- **Parkallen:** Julie Beschell
- **TRSA (Riverbend, Terwillegar, and Greater Windermere):** Neal Fong/Trevor Silvey
- **Twin Brooks:** Sonya Cudmore
- **Queen Alexandra:** Katrina Semeniuk
- **Windsor Park:** Mona Rai
- **Yellowbird:** Humberto Capriz





**SWEMSA  
Admin**

**Anika Louie**  
**Zone Administrator**  
[zone.administrator@swemsa.org](mailto:zone.administrator@swemsa.org)

**Stephanie Machell**  
**Office Administrator**  
[admin@swemsa.org](mailto:admin@swemsa.org)

(780) 436-3611

# Communication Path

**Start by contacting your**  
Community Coordinator and/or Age Level Director



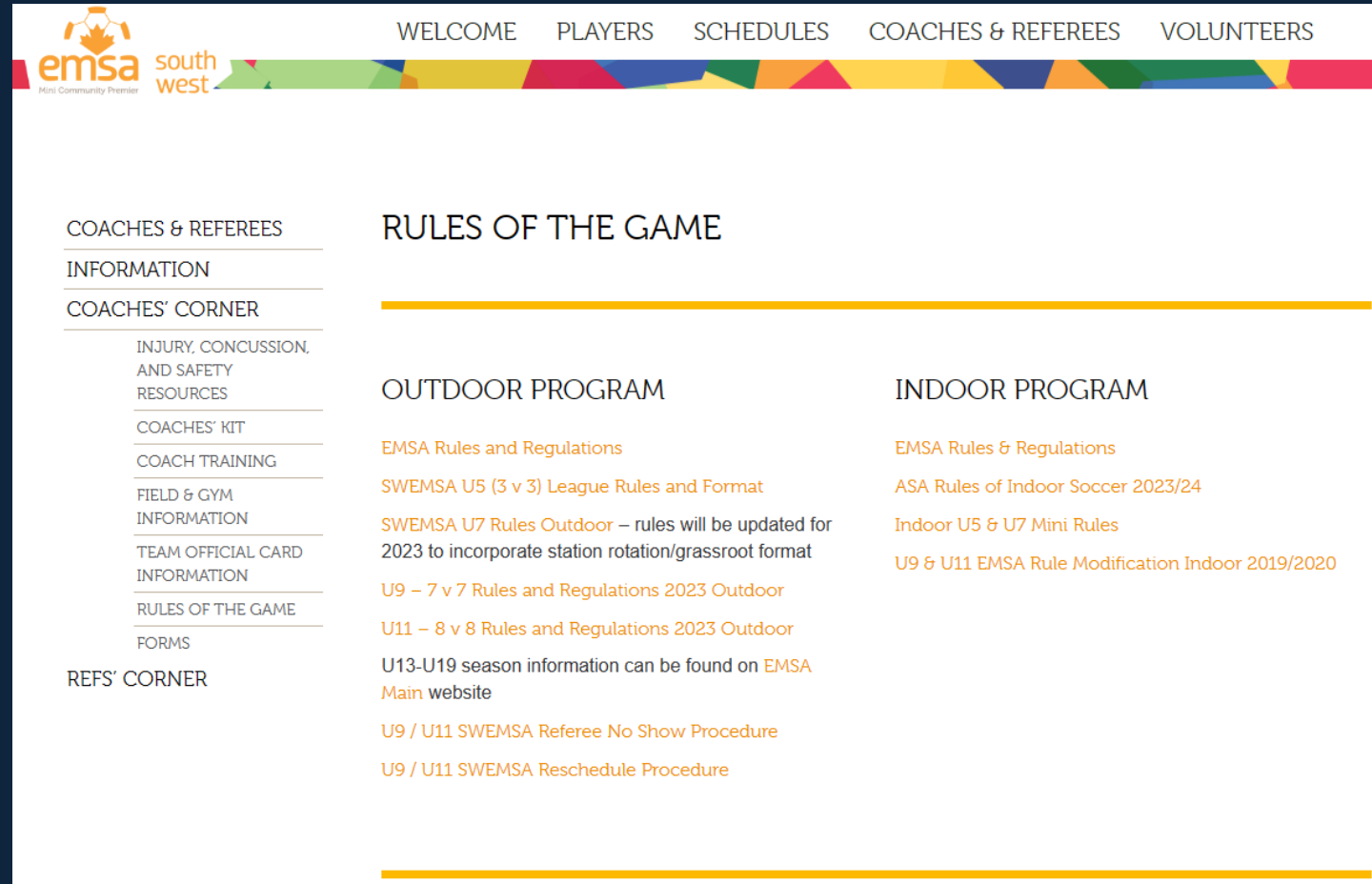
**If you need further guidance, contact your**  
District Director



**If further help is needed, contact the**  
SWEMSA Office



# Rules



The screenshot shows the EMSA South West website. The top navigation bar includes links for WELCOME, PLAYERS, SCHEDULES, COACHES & REFEREES, and VOLUNTEERS. The left sidebar menu lists various categories, with 'RULES OF THE GAME' highlighted. The main content area is titled 'RULES OF THE GAME' and is divided into two columns: 'OUTDOOR PROGRAM' and 'INDOOR PROGRAM'. The 'OUTDOOR PROGRAM' section lists several rulebooks and regulations, including EMSA Rules and Regulations, SWEMSA U5 (3 v 3) League Rules and Format, SWEMSA U7 Rules Outdoor (to be updated for 2023), U9 - 7 v 7 Rules and Regulations 2023 Outdoor, U11 - 8 v 8 Rules and Regulations 2023 Outdoor, and information for U13-U19 seasons. The 'INDOOR PROGRAM' section lists EMSA Rules & Regulations, ASA Rules of Indoor Soccer 2023/24, Indoor U5 & U7 Mini Rules, and U9 & U11 EMSA Rule Modification Indoor 2019/2020.

**emsa** south west  
Mini Community Premier

WELCOME PLAYERS SCHEDULES COACHES & REFEREES VOLUNTEERS

COACHES & REFEREES  
INFORMATION  
COACHES' CORNER  
INJURY, CONCUSSION, AND SAFETY RESOURCES  
COACHES' KIT  
COACH TRAINING  
FIELD & GYM INFORMATION  
TEAM OFFICIAL CARD INFORMATION  
RULES OF THE GAME  
FORMS  
REFS' CORNER

## RULES OF THE GAME

### OUTDOOR PROGRAM

- [EMSA Rules and Regulations](#)
- [SWEMSA U5 \(3 v 3\) League Rules and Format](#)
- [SWEMSA U7 Rules Outdoor – rules will be updated for 2023 to incorporate station rotation/grassroot format](#)
- [U9 – 7 v 7 Rules and Regulations 2023 Outdoor](#)
- [U11 – 8 v 8 Rules and Regulations 2023 Outdoor](#)
- [U13-U19 season information can be found on \[EMSA Main website\]\(#\)](#)
- [U9 / U11 SWEMSA Referee No Show Procedure](#)
- [U9 / U11 SWEMSA Reschedule Procedure](#)

### INDOOR PROGRAM

- [EMSA Rules & Regulations](#)
- [ASA Rules of Indoor Soccer 2023/24](#)
- [Indoor U5 & U7 Mini Rules](#)
- [U9 & U11 EMSA Rule Modification Indoor 2019/2020](#)

Coaches need to be familiar with the rules and EMSA rulebook

# Note about the Rules

EMSA U9 and U11 rules are modified Alberta U9 and U11 rules

Most notable is the **Retreat Line**

- EMSA rules state 1/3 (one-third).

Some Referees were trained to the Alberta Soccer Rules

- Retreat line at the half.
- Please talk with the referee before starting to game to ensure they are aware of this change.
- Coaches need to be familiar with the rules.

**Respect the Referees**

Most are Young Adults Trying Their Best

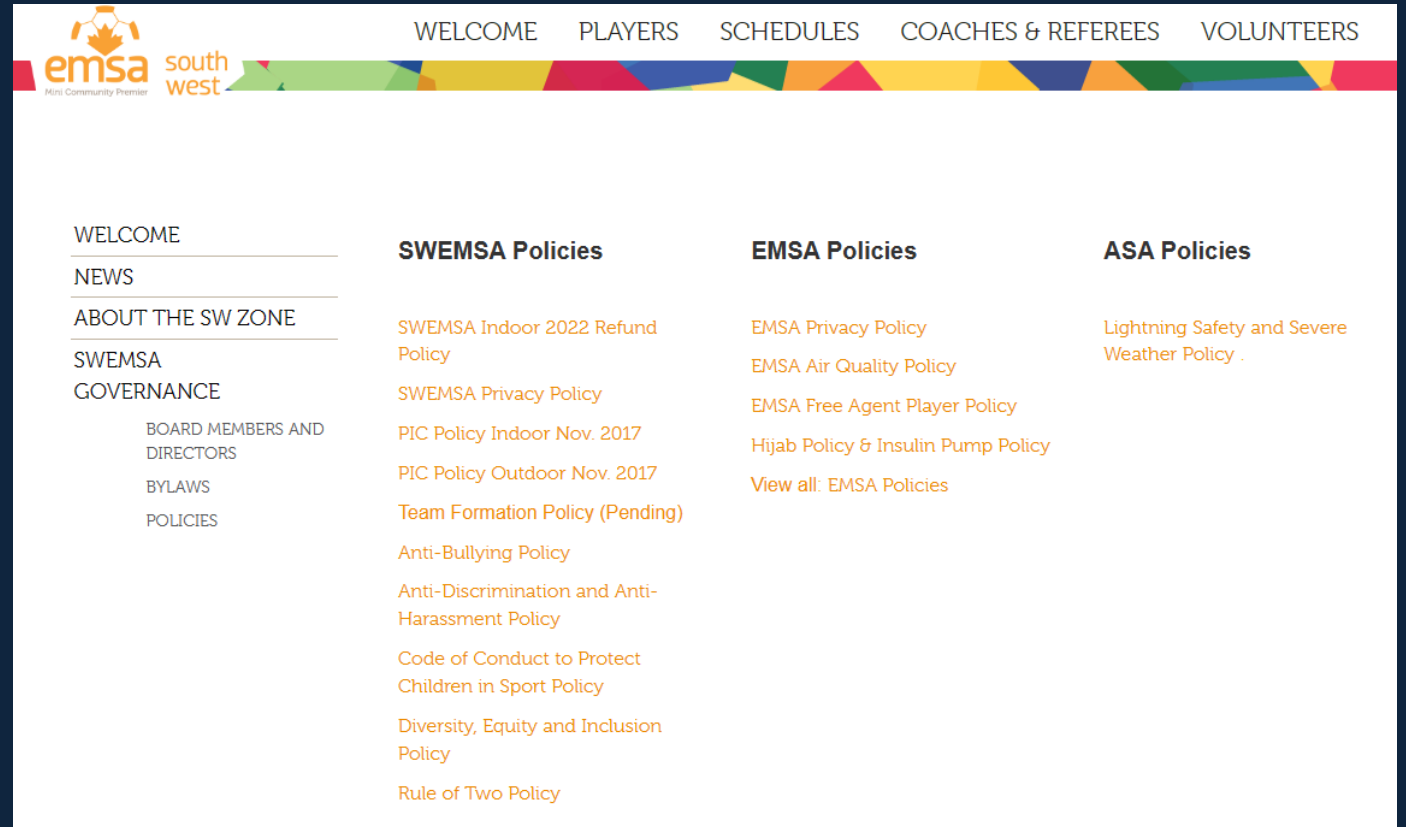


# Policies

All of the following policies can be found at:

<https://emsasouthwest.com/about/governance/policies/>

- Anti-Bullying
- Anti-Discrimination/Harassment
- Code of Conduct to Protect Children in Sport
- Diversity, Equity and Inclusion
- Rule of Two



The screenshot shows the website for EMSA South West. The header includes the logo and navigation links: WELCOME, PLAYERS, SCHEDULES, COACHES & REFEREES, and VOLUNTEERS. A sidebar menu on the left lists: WELCOME, NEWS, ABOUT THE SW ZONE, SWEMSA GOVERNANCE, BOARD MEMBERS AND DIRECTORS, BYLAWS, and POLICIES. The main content area is divided into three columns: SWEMSA Policies, EMSA Policies, and ASA Policies. The SWEMSA Policies column lists: SWEMSA Indoor 2022 Refund Policy, SWEMSA Privacy Policy, PIC Policy Indoor Nov. 2017, PIC Policy Outdoor Nov. 2017, Team Formation Policy (Pending), Anti-Bullying Policy, Anti-Discrimination and Anti-Harassment Policy, Code of Conduct to Protect Children in Sport Policy, Diversity, Equity and Inclusion Policy, and Rule of Two Policy. The EMSA Policies column lists: EMSA Privacy Policy, EMSA Air Quality Policy, EMSA Free Agent Player Policy, Hijab Policy & Insulin Pump Policy, and a link to View all: EMSA Policies. The ASA Policies column lists: Lightning Safety and Severe Weather Policy.



# Policies

**Rule of 2 - Keeps both team officials and players safe.  
Coaches are never to be alone with a player.**

## RULE OF TWO

The goal of the **Rule of Two** is to ensure all interactions and communications are open, observable and justifiable. Its purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring more than one adult is present. There may be exceptions for emergency situations.

**GOOD RULE OF TWO IMPLEMENTATION PRACTICES**

- The coach is never alone and out of sight with a participant without another screened coach or screened adult (parent or volunteer) present.
- Allow training environment to be open to observation.
- Ensure a participant rides in a coach's vehicle with another adult present.
- Consider the gender of the participant(s) when selecting the screened coaches and volunteers who are present.
- Eliminate one-to-one electronic messaging. Ensure that all communications are sent to the group and/or include parents.

**Learn more:** [coach.ca/responsiblecoaching](http://coach.ca/responsiblecoaching)



## Coaches Code of Conduct

EMSA South West's Code of Conduct is to establish a clear set of guidelines for coaches, players and parents/guardians. The primary goal is to help ensure that soccer is a fun, positive and enjoyable experience.

Our Code of Conduct is based on the concept of fair play, defined by four basic principles:

1. Respect for the rules
2. Respect for the referees and their decisions
3. Respect for all participants, including team-mates, coaches and opponents
4. Maintaining self-control at all times

It is important that all participants understand and follow this Code of Conduct when participating in league activity. Please keep this Code of Conduct handy. It is to be followed at all times, by all.

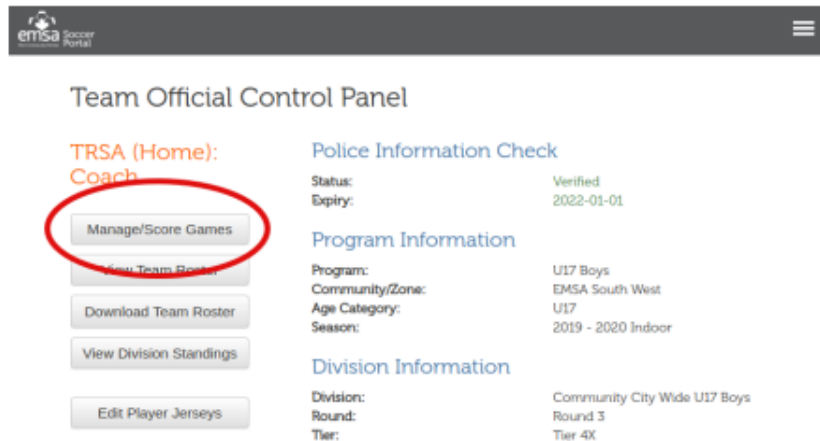
## Coach/Assistant Coach/Manager Code of Conduct

- 1) At all times I will show respect for my players, the coaching team, referees, parents, and opposing players/coaches.
- 2) I will work in cooperation with referees for the benefit of the game.
- 3) I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- 4) I will remember that participants need a coach they can respect. I will use positive reinforcement and set a good example.
- 5) I will ensure that all players receive equal instruction and support.
- 6) **Players on recreational teams should receive equal playing time.**
- 7) I will be on time and prepared for games and practices.
- 8) I will teach my players to play fairly and to respect the rules, referees and our opponents.
- 9) I will be selective in the amount of instructions I give players during the game.
- 10) I will make sure that equipment and facilities are safe and match the players' ages and abilities.
- 11) I will be reasonable when re-scheduling games and practices, remembering that the players and their families have other obligations.
- 12) I will inform parents/guardians of any injuries their son/daughter may have suffered.

# Game sheet Procedure

Both the home team and the away team are required to log into the EMSA Portal and download their own individual game sheet for each and every game.

- **Step 1:** Log into the EMSA Portal. Ensure your "role" is selected as "team official" and then click on the "Manage/Score Games" button in the Team Official Control Panel. Note: only team officials who are listed on the EMSA Portal Roster will be able to log in and see this info.



The screenshot shows the EMSA Portal interface. At the top left is the EMSA Soccer Portal logo. Below it is the title "Team Official Control Panel". On the left side, there are several buttons: "Manage/Score Games" (circled in red), "View Team Roster", "Download Team Roster", "View Division Standings", and "Edit Player Jerseys". On the right side, there are sections for "Police Information Check", "Program Information", and "Division Information", each with associated status and details.

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



Home / Manage Scores/Games

## Manage Scores/Games

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

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







# Game Sheet/Scores Procedure

## U9

- No scores are entered (only email in game sheets).
- Mercy rule in affect.
- When submitting your game sheets, please note actual score in the email as this is used in re-grouping for Round 2.

## U11

- Enter score into the system **AND** email in game sheets.
- Mercy rule in affect when entering score in the system.
- When submitting your game sheet, please note actual score in the email if it is not noted on the game sheets – this is used to re-tier for the next round.

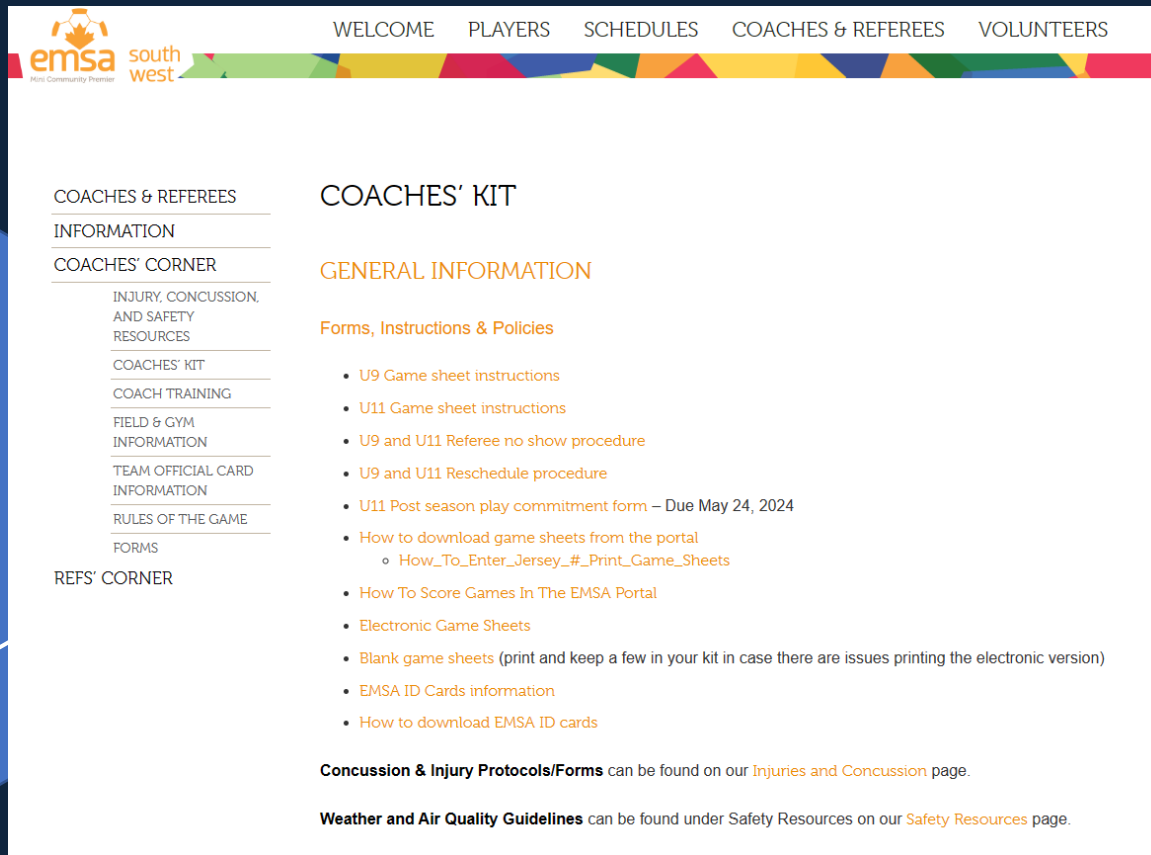
**Note:** any delays in submitting game sheets or entering scores in the system will affect when the schedule is released for the next round.

Mercy rule: no greater than 5 a point differential.



# EMSA ID Cards

- Application is online
- EMSA ID card is an e-card (found online) \*Change the screenshot to EMSA website\*



The screenshot shows the EMSA South West website. The top navigation bar includes links for WELCOME, PLAYERS, SCHEDULES, COACHES & REFEREES, and VOLUNTEERS. The left sidebar contains a menu with categories like COACHES & REFEREES, INFORMATION, COACHES' CORNER, and REFS' CORNER. The main content area is titled "COACHES' KIT" and features a "GENERAL INFORMATION" section with a list of links under "Forms, Instructions & Policies".

**COACHES' KIT**

**GENERAL INFORMATION**

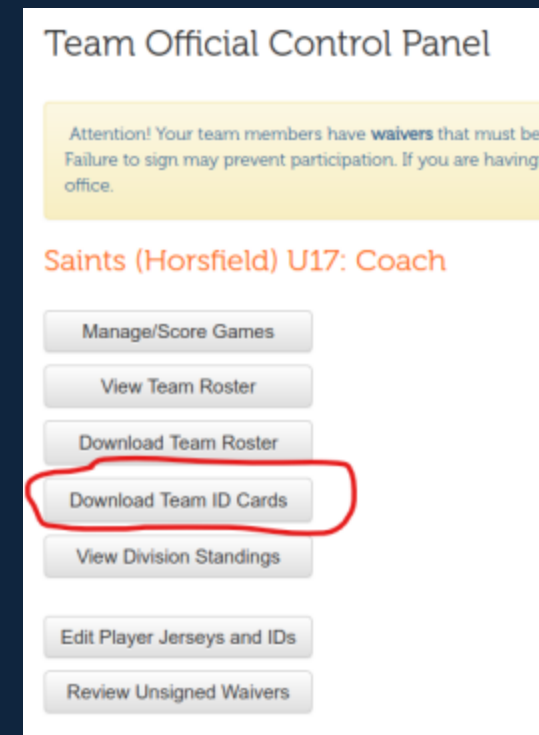
Forms, Instructions & Policies

- [U9 Game sheet instructions](#)
- [U11 Game sheet instructions](#)
- [U9 and U11 Referee no show procedure](#)
- [U9 and U11 Reschedule procedure](#)
- [U11 Post season play commitment form – Due May 24, 2024](#)
- [How to download game sheets from the portal](#)
  - [How\\_To\\_Enter\\_Jersey\\_#\\_Print\\_Game\\_Sheets](#)
- [How To Score Games In The EMSA Portal](#)
- [Electronic Game Sheets](#)
- [Blank game sheets](#) (print and keep a few in your kit in case there are issues printing the electronic version)
- [EMSA ID Cards information](#)
- [How to download EMSA ID cards](#)

**Concussion & Injury Protocols/Forms** can be found on our [Injuries and Concussion](#) page.

**Weather and Air Quality Guidelines** can be found under Safety Resources on our [Safety Resources](#) page.

How to download team cards from portal:



The screenshot shows the "Team Official Control Panel" for "Saints (Horsfield) U17: Coach". A yellow warning banner at the top states: "Attention! Your team members have **waivers** that must be reviewed. Failure to sign may prevent participation. If you are having trouble, contact the office." Below the banner is a list of buttons: "Manage/Score Games", "View Team Roster", "Download Team Roster", "Download Team ID Cards" (highlighted with a red circle), "View Division Standings", "Edit Player Jerseys and IDs", and "Review Unsigned Waivers".

# EMSA ID cards

- U9 and U11 team officials on a roster need EMSA ID card
- **Apply before Friday April 22** otherwise, you won't be able to participate until you have one

**EMSA I.D. cards are required for the first game. There is no grace period for missing/not processed cards. If you use a player or team official that has no EMSA I.D. card then your team will forfeit that game.**

**. PLAYER - EMSA I.D. Cards Required for the following groups:**

Age Group	Community Teams	Tier 1	Tier 2	Tier 3
U9				
U11		✓	✓	✓
U13	✓	✓	✓	✓
U15	✓	✓	✓	✓
U17	✓	✓	✓	✓
U19	✓	✓	✓	✓

**. Team Official - EMSA I.D. Cards Required for the following groups:**  
(coach, assistant coach & manager all need cards)

Age Group	Community Teams	Tier 1	Tier 2	Tier 3
U9	✓	✓	✓	✓
U11	✓	✓	✓	✓
U13	✓	✓	✓	✓
U15	✓	✓	✓	✓
U17	✓	✓	✓	✓
U19	✓	✓	✓	✓

How to download team cards from portal:

Team Official Control Panel

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

Saints (Horsfield) U17: Coach

- Manage/Score Games
- View Team Roster
- Download Team Roster
- Download Team ID Cards**
- View Division Standings
- Edit Player Jerseys and IDs
- Review Unsigned Waivers

# Referees/Referee Payment

Referees are assigned by SWEMSA

HOME team is responsible to pay referee

- Method of payment – contact your community coordinator

Referees are paid if they show up to your game

- Exception is when the City closes the fields

Always show up to the field if the fields are open

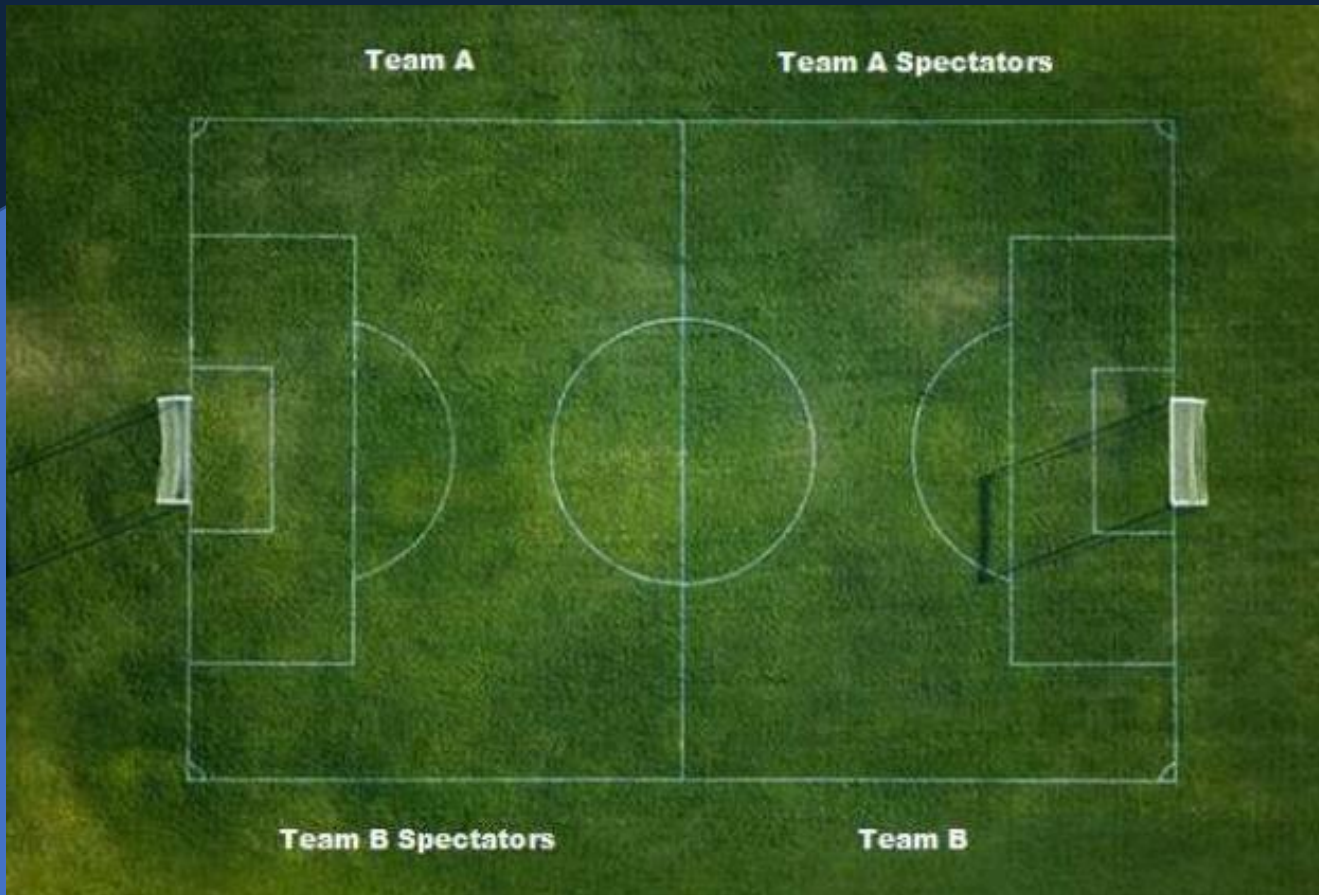
- It is the discretion of the referee if the game is called off due to safety/weather

Referee No-Show \*Add screenshot of where to find the procedure\*

- Both teams can decide to proceed with the game and the score stands (a referee designate from each team referees a half) OR
- Teams follow reschedule procedure (no scrimmaging allowed otherwise it is considered a game and the score stands)



# Spectator and Team Location



- Home team decides the side their team and parents will be on
- Visiting team must go to other side
- Players/officials on one side of centre, parents/spectators opposite
- Try to mark off (with cones) a technical area on either side of the center flag
- Coaches are not permitted to run along the sideline
- Place center flag 3 feet off the sideline

# Discipline Committee

The Discipline Committee was formed to make sure reported incidents are followed up with and investigated if needed.

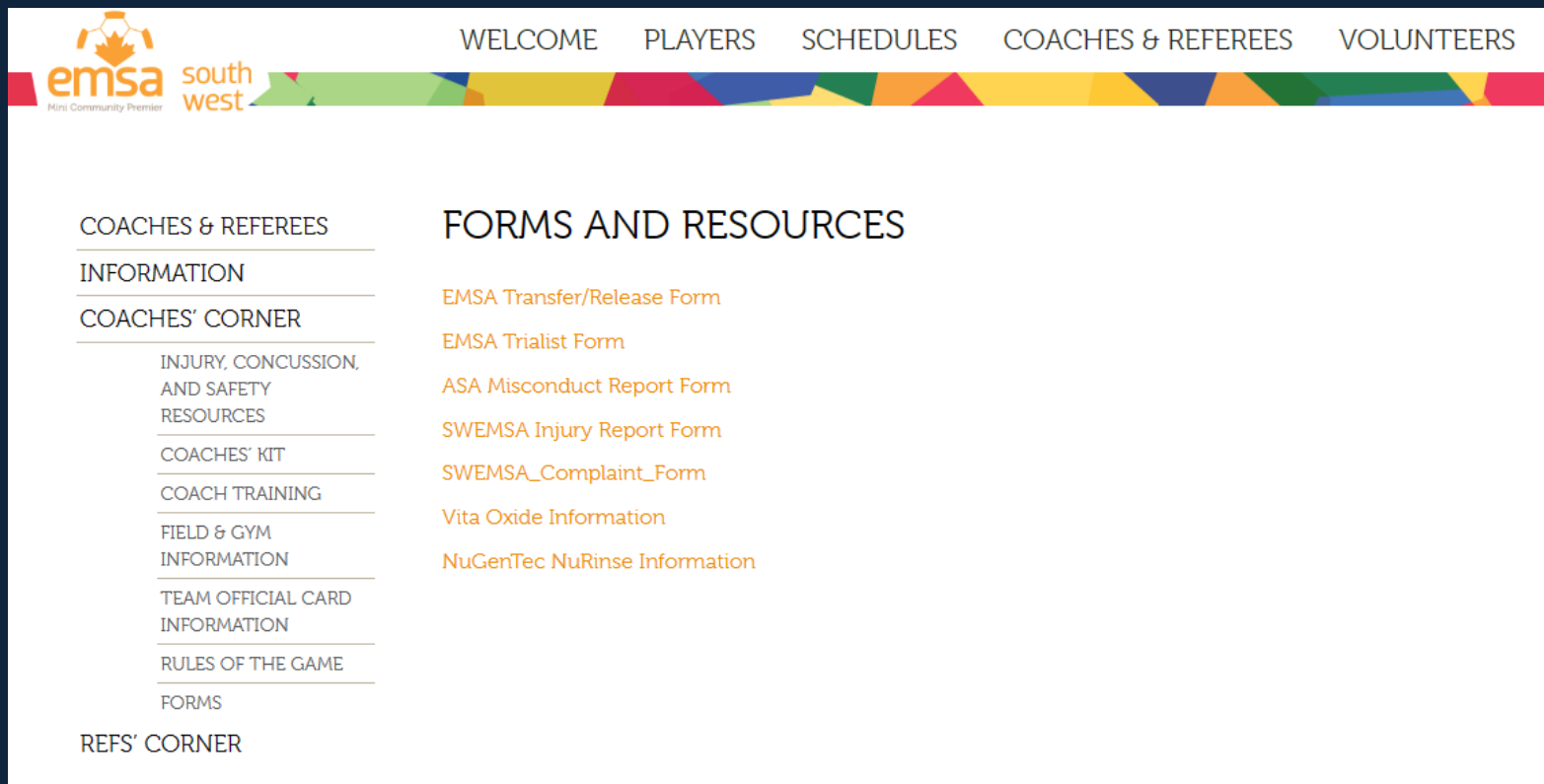
Contact: [discipline@swemsa.org](mailto:discipline@swemsa.org)





# How to Report Concerns to Discipline Committee

- Fill out the complaint form.
- Email to [Zone.Administrator@swemsa.org](mailto:Zone.Administrator@swemsa.org).
- Complaint will be brought to discipline committee if needed.



The screenshot shows the EMSA South West website. The header includes the EMSA logo (Mini Community Premier) and the text 'south west'. Navigation links are: WELCOME, PLAYERS, SCHEDULES, COACHES & REFEREES, VOLUNTEERS. The main content area is divided into two columns. The left column has a sidebar with links: COACHES & REFEREES INFORMATION, COACHES' CORNER (with sub-links: INJURY, CONCUSSION, AND SAFETY RESOURCES, COACHES' KIT, COACH TRAINING, FIELD & GYM INFORMATION, TEAM OFFICIAL CARD INFORMATION, RULES OF THE GAME, FORMS), and REFS' CORNER. The right column is titled 'FORMS AND RESOURCES' and lists: EMSA Transfer/Release Form, EMSA Trialist Form, ASA Misconduct Report Form, SWEMSA Injury Report Form, SWEMSA\_Complaint\_Form, Vita Oxide Information, and NuGenTec NuRinse Information.



# Weather/Air Quality

COACHES & REFEREES

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INFORMATION

---

COACHES' CORNER

---

INJURY, CONCUSSION,  
AND SAFETY  
RESOURCES

---

COACHES' KIT

---

COACH TRAINING

---

FIELD & GYM  
INFORMATION

---

TEAM OFFICIAL CARD  
INFORMATION

---

RULES OF THE GAME

---

FORMS

---

REFS' CORNER

## SAFETY RESOURCES

### REPORTING INAPPROPRIATE CONDUCT

Steps for reporting inappropriate  
conduct

### PLAYER AND ENVIRONMENTAL SAFETY

[CSA Guide to Safety](#)

[CSA Rule of Two Guidelines](#)

[Rule of Two Infographic](#)

[Rule of Two in a Virtual Setting](#)

[Culturally Responsive Coaching](#)

[ASA Air Quality Guidelines](#)

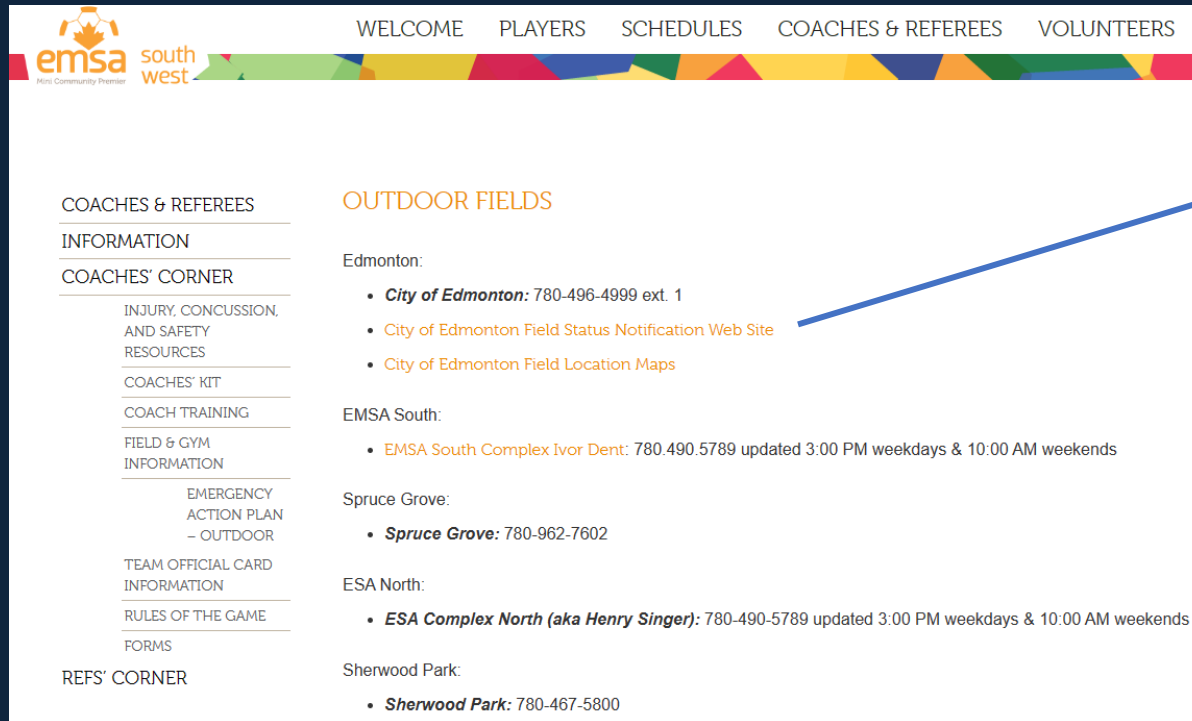
[ASA Severe Weather Policy](#)

[ASA Field Safety Checklist](#)

[ASA Concussion Policy](#)

[EMSA Air Quality Policy](#)

# City of Edmonton Fields and Field Closures



The screenshot shows the EMSA South West website. The top navigation bar includes: WELCOME, PLAYERS, SCHEDULES, COACHES & REFEREES, VOLUNTEERS. The left sidebar contains: COACHES & REFEREES INFORMATION, COACHES' CORNER (with sub-links for Injury, Concussion, and Safety Resources, Coaches' Kit, Coach Training, Field & Gym Information, Emergency Action Plan - Outdoor, Team Official Card Information, Rules of the Game, and Forms), and REFS' CORNER. The main content area is titled "OUTDOOR FIELDS" and lists information for three locations: Edmonton, EMSA South, and Sherwood Park. A blue arrow points from the "City of Edmonton Field Status Notification Web Site" link in the Edmonton section to the "Facility Notifications" page on the right.

emsa south west  
Mini Community Premier

WELCOME PLAYERS SCHEDULES COACHES & REFEREES VOLUNTEERS

COACHES & REFEREES INFORMATION  
COACHES' CORNER  
INJURY, CONCUSSION, AND SAFETY RESOURCES  
COACHES' KIT  
COACH TRAINING  
FIELD & GYM INFORMATION  
EMERGENCY ACTION PLAN - OUTDOOR  
TEAM OFFICIAL CARD INFORMATION  
RULES OF THE GAME  
FORMS  
REFS' CORNER

**OUTDOOR FIELDS**

Edmonton:

- **City of Edmonton:** 780-496-4999 ext. 1
- [City of Edmonton Field Status Notification Web Site](#)
- [City of Edmonton Field Location Maps](#)

EMSA South:

- **EMSA South Complex Ivor Dent:** 780.490.5789 updated 3:00 PM weekdays & 10:00 AM weekends

Spruce Grove:

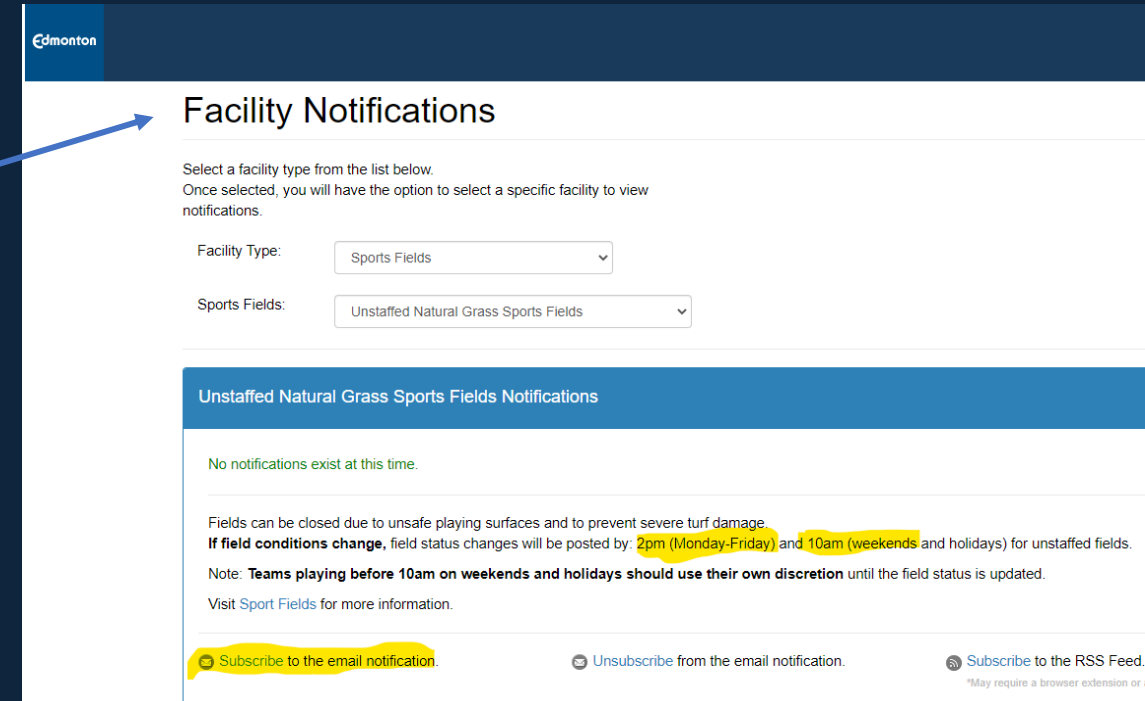
- **Spruce Grove:** 780-962-7602

ESA North:

- **ESA Complex North (aka Henry Singer):** 780-490-5789 updated 3:00 PM weekdays & 10:00 AM weekends

Sherwood Park:

- **Sherwood Park:** 780-467-5800



The screenshot shows the "Facility Notifications" page on the City of Edmonton website. It features a dropdown menu for "Facility Type" set to "Sports Fields" and another dropdown for "Sports Fields" set to "Unstaffed Natural Grass Sports Fields". Below this is a section titled "Unstaffed Natural Grass Sports Fields Notifications" which states "No notifications exist at this time." and provides information about field closures due to unsafe playing surfaces. It includes a note about field status changes being posted by 2pm (Monday-Friday) and 10am (weekends and holidays) for unstaffed fields, and a note that teams playing before 10am on weekends and holidays should use their own discretion. At the bottom, there are links to "Subscribe to the email notification", "Unsubscribe from the email notification", and "Subscribe to the RSS Feed".

Edmonton

## Facility Notifications

Select a facility type from the list below.  
Once selected, you will have the option to select a specific facility to view notifications.

Facility Type: Sports Fields

Sports Fields: Unstaffed Natural Grass Sports Fields

### Unstaffed Natural Grass Sports Fields Notifications

No notifications exist at this time.

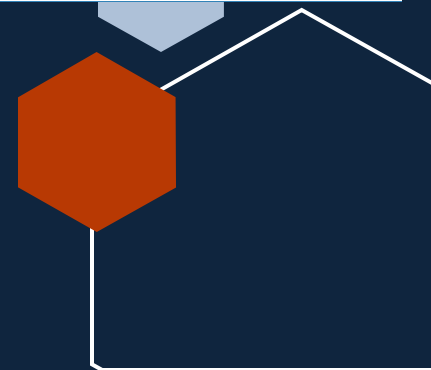
Fields can be closed due to unsafe playing surfaces and to prevent severe turf damage. **If field conditions change**, field status changes will be posted by: **2pm (Monday-Friday)** and **10am (weekends and holidays)** for unstaffed fields.

Note: **Teams playing before 10am on weekends and holidays should use their own discretion** until the field status is updated.

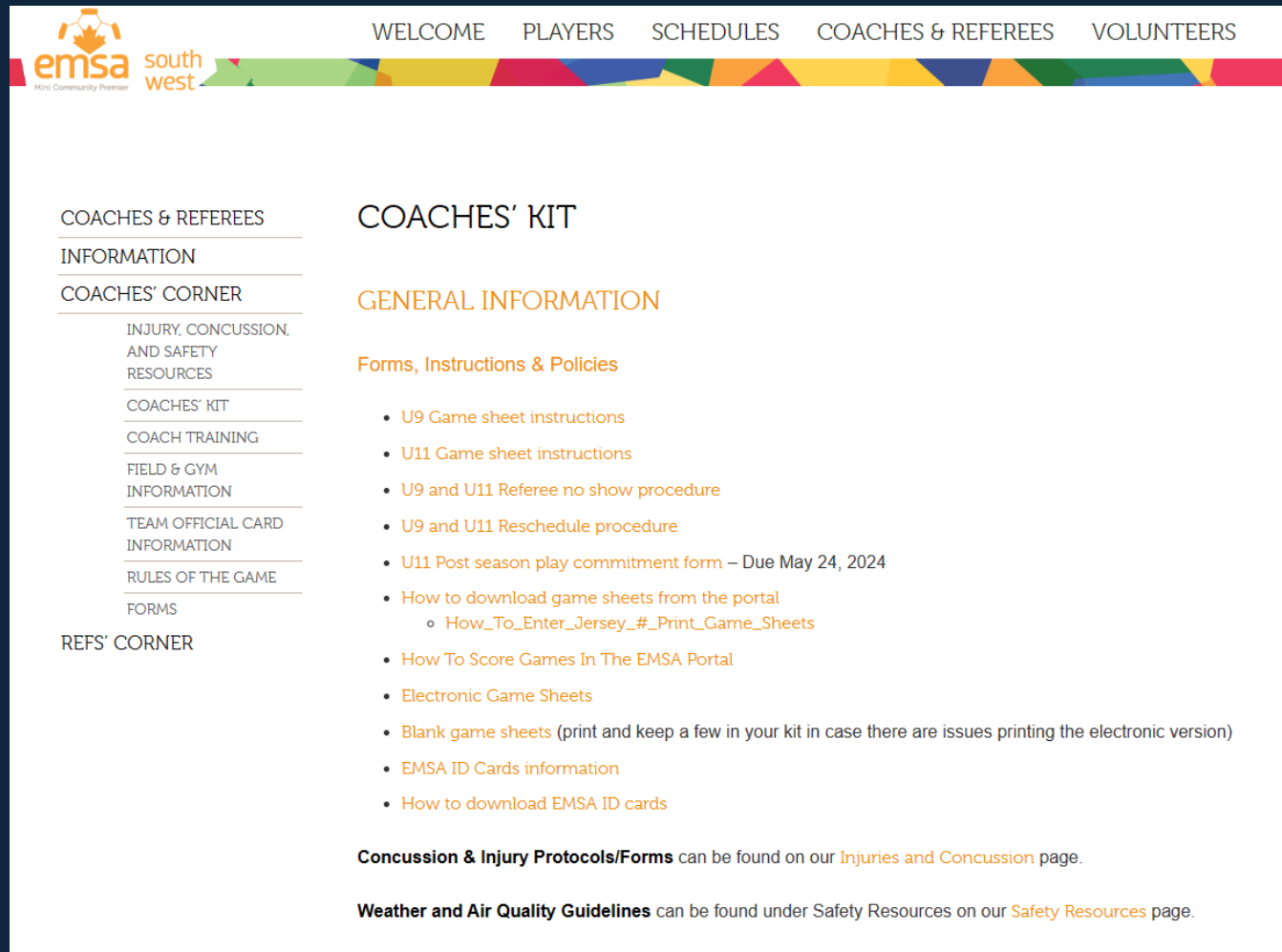
Visit [Sport Fields](#) for more information.

[Subscribe to the email notification.](#) [Unsubscribe from the email notification.](#) [Subscribe to the RSS Feed.](#)  
\*May require a browser extension or

Please report any field issues to SWEMSA.  
Email: [zone.administrator@swemsa.org](mailto:zone.administrator@swemsa.org)



# How to Score and Download Game Sheets



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WELCOME PLAYERS SCHEDULES COACHES & REFEREES VOLUNTEERS

COACHES & REFEREES  
INFORMATION  
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COACH TRAINING  
FIELD & GYM INFORMATION  
TEAM OFFICIAL CARD INFORMATION  
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FORMS  
REFS' CORNER

## COACHES' KIT

### GENERAL INFORMATION

#### Forms, Instructions & Policies

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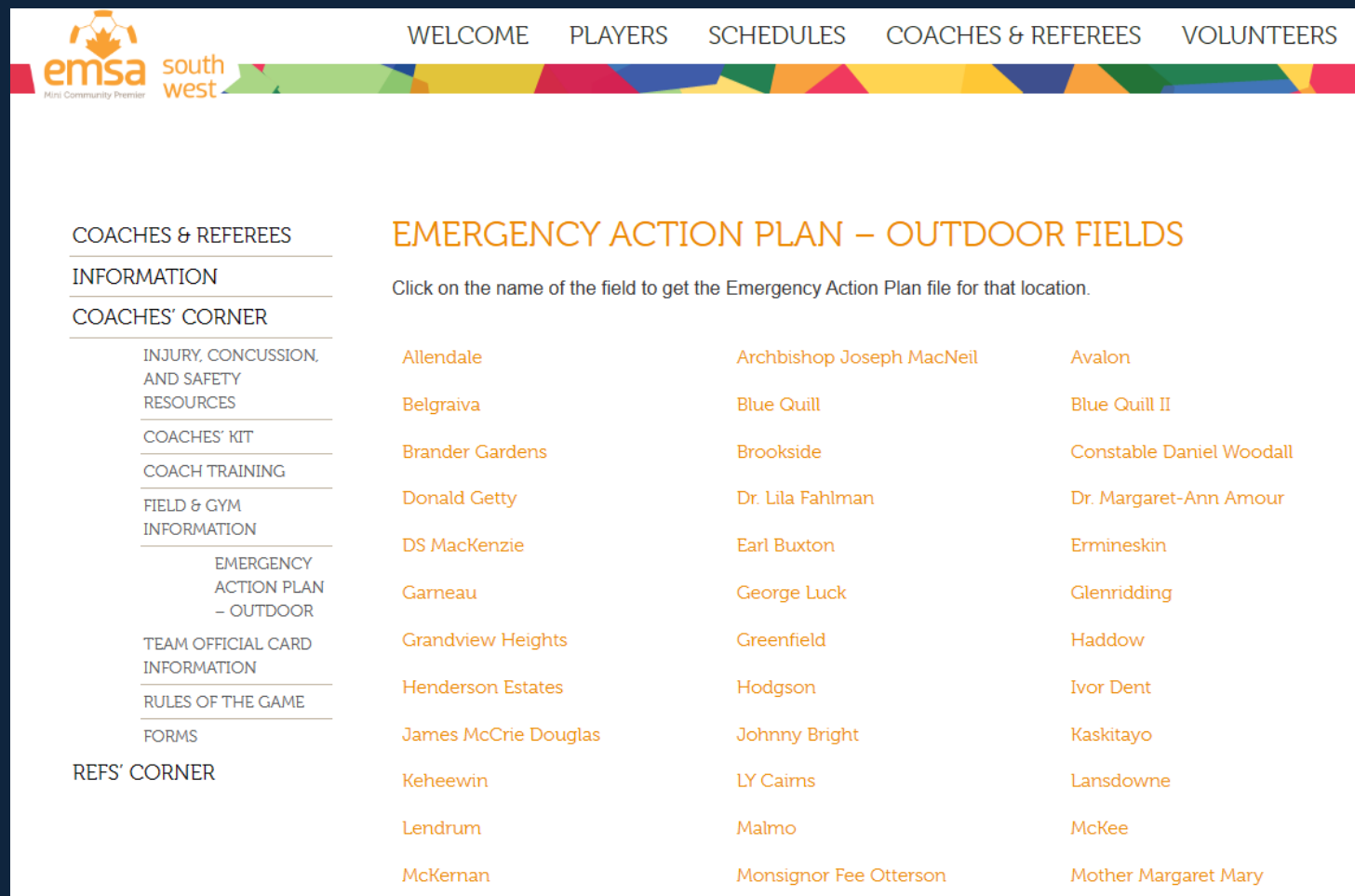
**Concussion & Injury Protocols/Forms** can be found on our [Injuries and Concussion](#) page.

**Weather and Air Quality Guidelines** can be found under Safety Resources on our [Safety Resources](#) page.





# Emergency Action Plan forms



The screenshot shows the EMSA South West website. The header includes the EMSA South West logo and navigation links: WELCOME, PLAYERS, SCHEDULES, COACHES & REFEREES, and VOLUNTEERS. The main content area is titled "EMERGENCY ACTION PLAN – OUTDOOR FIELDS" and includes a sub-header "Click on the name of the field to get the Emergency Action Plan file for that location." Below this is a grid of field names. On the left side, there is a vertical menu with various links for coaches and referees.

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WELCOME PLAYERS SCHEDULES COACHES & REFEREES VOLUNTEERS

**EMERGENCY ACTION PLAN – OUTDOOR FIELDS**

Click on the name of the field to get the Emergency Action Plan file for that location.

<a href="#">Allendale</a>	<a href="#">Archbishop Joseph MacNeil</a>	<a href="#">Avalon</a>
<a href="#">Belgraiva</a>	<a href="#">Blue Quill</a>	<a href="#">Blue Quill II</a>
<a href="#">Brander Gardens</a>	<a href="#">Brookside</a>	<a href="#">Constable Daniel Woodall</a>
<a href="#">Donald Getty</a>	<a href="#">Dr. Lila Fahlman</a>	<a href="#">Dr. Margaret-Ann Amour</a>
<a href="#">DS MacKenzie</a>	<a href="#">Earl Buxton</a>	<a href="#">Ermineskin</a>
<a href="#">Gameau</a>	<a href="#">George Luck</a>	<a href="#">Glenridding</a>
<a href="#">Grandview Heights</a>	<a href="#">Greenfield</a>	<a href="#">Haddow</a>
<a href="#">Henderson Estates</a>	<a href="#">Hodgson</a>	<a href="#">Ivor Dent</a>
<a href="#">James McCrie Douglas</a>	<a href="#">Johnny Bright</a>	<a href="#">Kaskitayo</a>
<a href="#">Keheewin</a>	<a href="#">LY Cairns</a>	<a href="#">Lansdowne</a>
<a href="#">Lendrum</a>	<a href="#">Malmo</a>	<a href="#">McKee</a>
<a href="#">McKernan</a>	<a href="#">Monsignor Fee Otterson</a>	<a href="#">Mother Margaret Mary</a>

**COACHES & REFEREES INFORMATION**

**COACHES' CORNER**

- [INJURY, CONCUSSION, AND SAFETY RESOURCES](#)
- [COACHES' KIT](#)
- [COACH TRAINING](#)
- [FIELD & GYM INFORMATION](#)
- [EMERGENCY ACTION PLAN – OUTDOOR](#)
- [TEAM OFFICIAL CARD INFORMATION](#)
- [RULES OF THE GAME](#)
- [FORMS](#)

**REFS' CORNER**



Concussion- Be sure to remove any player from play that you suspect may have a head injury.

- Medical clearance documents must be submitted to [zone.administrator@swemsa.org](mailto:zone.administrator@swemsa.org) before players can return to play or practice.

## Concussion Pocket Tool

### CONCUSSION RECOGNITION TOOL 5<sup>®</sup>

To help identify concussion in children, adolescents and adults



Supported by

**RECOGNISE & REMOVE**

Head impacts can be associated with serious and potentially fatal brain injuries. The Concussion Recognition Tool 5 (CRT5) is to be used for the identification of suspected concussion. It is not designed to diagnose concussion.

**STEP 1: RED FLAGS – CALL AN AMBULANCE**

If there is concern after an injury including whether ANY of the following signs are observed or complaints are reported then the player should be safely and immediately removed from play/game/activity. If no licensed healthcare professional is available, call an ambulance for urgent medical assessment:

• Neck pain or tenderness	• Severe or increasing headache	• Deteriorating conscious state
• Double vision	• Seizure or convulsion	• Vomiting
• Weakness or tingling/numbing in arms or legs	• Loss of consciousness	• Increasingly restless, agitated or combative

**Remember:**

• In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.	• Do not attempt to move the player (other than required for airway support) unless trained to do so.
• Assessment for a spinal cord injury is critical.	• Do not remove a helmet or any other equipment unless trained to do so safely.

If there are no Red Flags, identification of possible concussion should proceed to the following steps:

**STEP 2: OBSERVABLE SIGNS**

Visual clues that suggest possible concussion include:

• Lying motionless on the playing surface	• Disorientation or confusion, or an inability to respond appropriately to questions	• Balance, gait difficulties, motor incoordination, stumbling, slow laboured movements
• Slow to get up after a direct or indirect hit to the head	• Blank or vacant look	• Facial injury after head trauma

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**STEP 3: SYMPTOMS**

• Headache	• Blurred vision	• More emotional	• Difficulty concentrating
• "Pressure in head"	• Sensitivity to light	• More irritable	• Difficulty remembering
• Balance problems	• Sensitivity to noise	• Sadness	• Feeling slowed down
• Nausea or vomiting	• Fatigue or low energy	• Nervous or anxious	• Feeling like "in a fog"
• Drowsiness	• "Don't feel right"	• Neck Pain	
• Dizziness			

**STEP 4: MEMORY ASSESSMENT**  
(IN ATHLETES OLDER THAN 12 YEARS)

Failure to answer any of these questions (modified appropriately for each sport) correctly may suggest a concussion:

• "What venue are we at today?"	• "What team did you play last week/game?"
• "Which half is it now?"	• "Did your team win the last game?"
• "Who scored last in this game?"	

**Athletes with suspected concussion should:**

- Not be left alone initially (at least for the first 1-2 hours).
- Not drink alcohol.
- Not use recreational/ prescription drugs.
- Not be sent home by themselves. They need to be with a responsible adult.
- Not drive a motor vehicle until cleared to do so by a healthcare professional.

**ANY ATHLETE WITH A SUSPECTED CONCUSSION SHOULD BE IMMEDIATELY REMOVED FROM PRACTICE OR PLAY AND SHOULD NOT RETURN TO ACTIVITY UNTIL ASSESSED MEDICALLY, EVEN IF THE SYMPTOMS RESOLVE**

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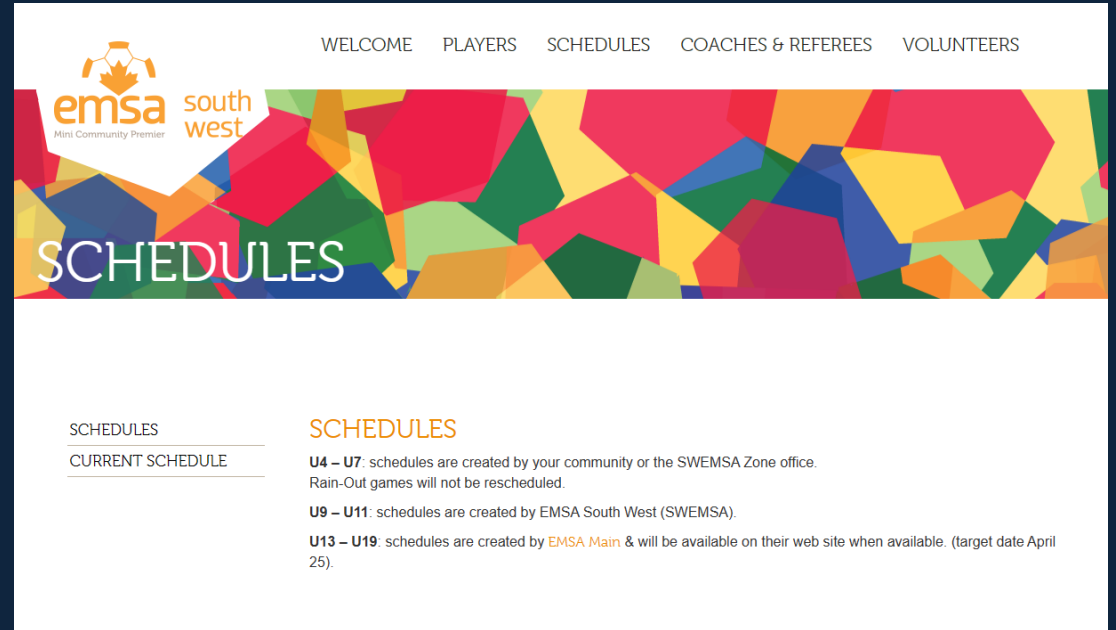




# Schedules

- Tentative season start: May 1
- Schedules released by Friday April 26 by 5 pm
- U9 and U11 schedules posted on SWEMSA website
- Schedules will not be entered into TeamSnap – it is the responsibility of each team to enter their own.

U9 games: 2 x 30 min halves  
U11 games: 2 x 35 min halves



The screenshot shows the website for EMSA South West. The top navigation bar includes links for WELCOME, PLAYERS, SCHEDULES, COACHES & REFEREES, and VOLUNTEERS. The main header features the EMSA South West logo and a colorful geometric pattern. Below the header, the word "SCHEDULES" is prominently displayed. The content area is divided into two columns. The left column has a "CURRENT SCHEDULE" link. The right column, titled "SCHEDULES", contains three paragraphs of text explaining the scheduling process for different age groups: U4-U7 (community or zone office), U9-U11 (EMSA South West), and U13-U19 (EMSA Main).

WELCOME PLAYERS SCHEDULES COACHES & REFEREES VOLUNTEERS

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## SCHEDULES

SCHEDULES

CURRENT SCHEDULE

### SCHEDULES

**U4 – U7:** schedules are created by your community or the SWEMSA Zone office. Rain-Out games will not be rescheduled.

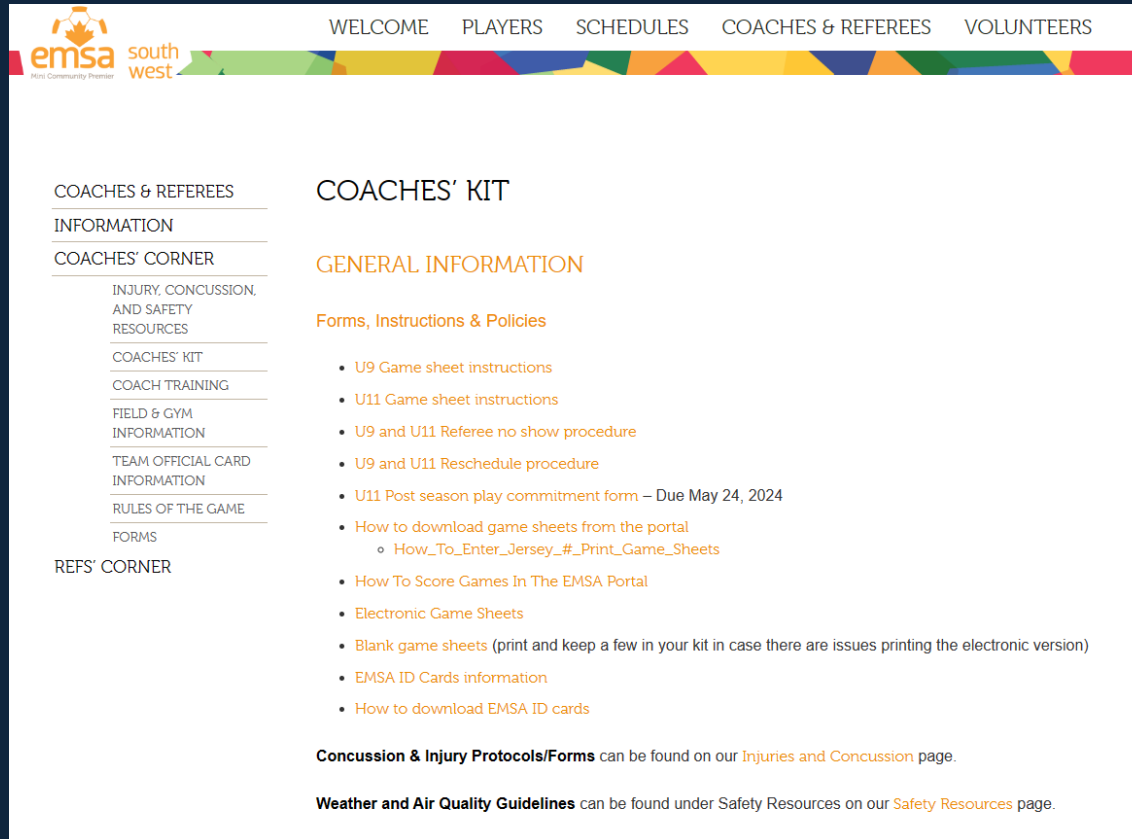
**U9 – U11:** schedules are created by EMSA South West (SWEMSA).

**U13 – U19:** schedules are created by EMSA Main & will be available on their web site when available. (target date April 25).



# Reschedule Procedure

- Reschedule procedure on SWEMSA website
- Rescheduled games must take place before the end of the current round



The screenshot shows the EMSA South West website. The top navigation bar includes links for WELCOME, PLAYERS, SCHEDULES, COACHES & REFEREES, and VOLUNTEERS. The left sidebar contains a menu with categories: COACHES & REFEREES INFORMATION, COACHES' CORNER, INJURY, CONCUSSION, AND SAFETY RESOURCES, COACHES' KIT, COACH TRAINING, FIELD & GYM INFORMATION, TEAM OFFICIAL CARD INFORMATION, RULES OF THE GAME, FORMS, and REFS' CORNER. The main content area is titled "COACHES' KIT" and features a "GENERAL INFORMATION" section with a sub-heading "Forms, Instructions & Policies". This section contains a list of links: U9 Game sheet instructions, U11 Game sheet instructions, U9 and U11 Referee no show procedure, U9 and U11 Reschedule procedure, U11 Post season play commitment form – Due May 24, 2024, How to download game sheets from the portal (with a sub-link for How\_To\_Enter\_Jersey\_#\_Print\_Game\_Sheets), How To Score Games In The EMSA Portal, Electronic Game Sheets, Blank game sheets (print and keep a few in your kit in case there are issues printing the electronic version), EMSA ID Cards information, and How to download EMSA ID cards. At the bottom, there are two informational paragraphs: "Concussion & Injury Protocols/Forms can be found on our Injuries and Concussion page." and "Weather and Air Quality Guidelines can be found under Safety Resources on our Safety Resources page."

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WELCOME PLAYERS SCHEDULES COACHES & REFEREES VOLUNTEERS

COACHES & REFEREES INFORMATION

COACHES' CORNER

INJURY, CONCUSSION, AND SAFETY RESOURCES

COACHES' KIT

COACH TRAINING

FIELD & GYM INFORMATION

TEAM OFFICIAL CARD INFORMATION

RULES OF THE GAME

FORMS

REFS' CORNER

## COACHES' KIT

### GENERAL INFORMATION

#### Forms, Instructions & Policies

- [U9 Game sheet instructions](#)
- [U11 Game sheet instructions](#)
- [U9 and U11 Referee no show procedure](#)
- [U9 and U11 Reschedule procedure](#)
- [U11 Post season play commitment form – Due May 24, 2024](#)
- [How to download game sheets from the portal](#)
  - [How\\_To\\_Enter\\_Jersey\\_#\\_Print\\_Game\\_Sheets](#)
- [How To Score Games In The EMSA Portal](#)
- [Electronic Game Sheets](#)
- [Blank game sheets](#) (print and keep a few in your kit in case there are issues printing the electronic version)
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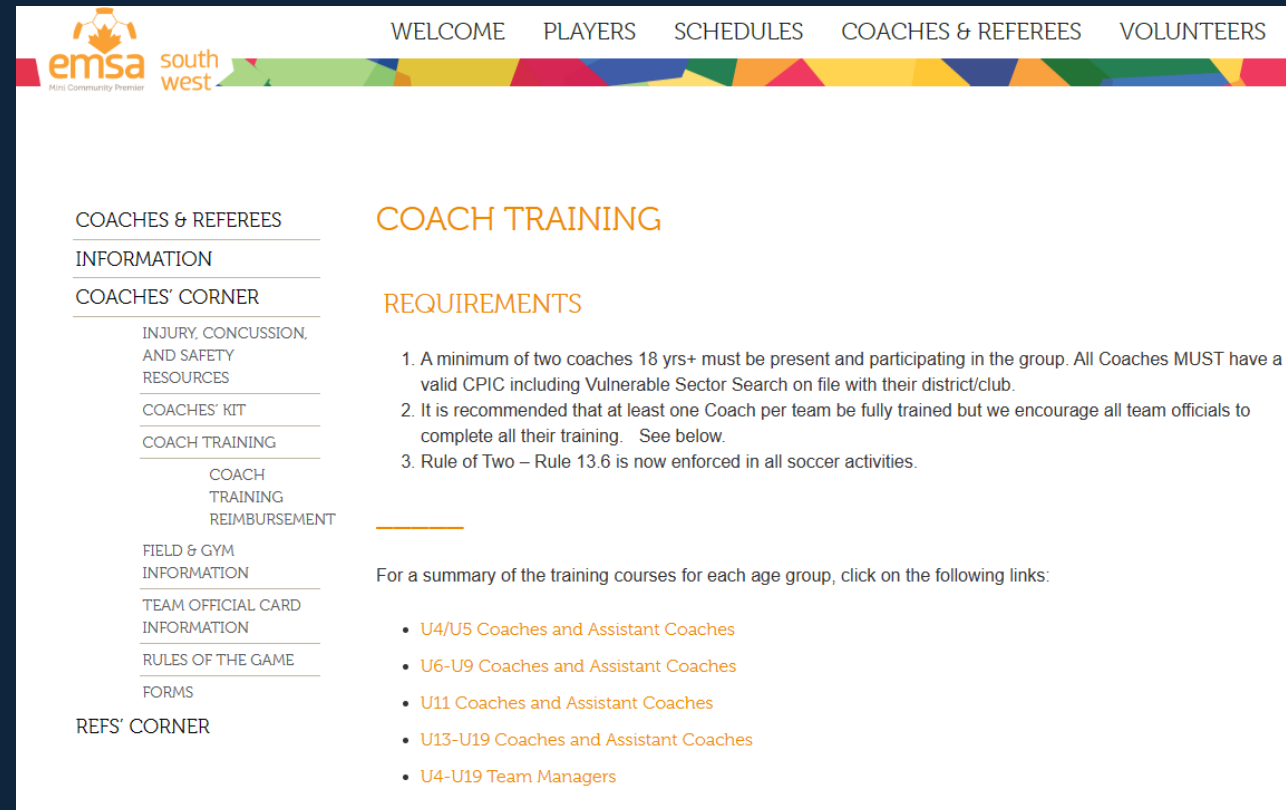
**Concussion & Injury Protocols/Forms** can be found on our [Injuries and Concussion](#) page.

**Weather and Air Quality Guidelines** can be found under Safety Resources on our [Safety Resources](#) page.



# Training

- SWEMSA supports coach training.
- Reimbursement of cost for training listed.
- Training assists player development but also supports you as a coach with more tools.



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WELCOME PLAYERS SCHEDULES COACHES & REFEREES VOLUNTEERS

COACHES & REFEREES  
INFORMATION  
COACHES' CORNER  
INJURY, CONCUSSION, AND SAFETY RESOURCES  
COACHES' KIT  
COACH TRAINING  
COACH TRAINING REIMBURSEMENT  
FIELD & GYM INFORMATION  
TEAM OFFICIAL CARD INFORMATION  
RULES OF THE GAME  
FORMS  
REFS' CORNER

## COACH TRAINING

### REQUIREMENTS

1. A minimum of two coaches 18 yrs+ must be present and participating in the group. All Coaches MUST have a valid CPIC including Vulnerable Sector Search on file with their district/club.
2. It is recommended that at least one Coach per team be fully trained but we encourage all team officials to complete all their training. See below.
3. Rule of Two – Rule 13.6 is now enforced in all soccer activities.

For a summary of the training courses for each age group, click on the following links:

- [U4/U5 Coaches and Assistant Coaches](#)
- [U6-U9 Coaches and Assistant Coaches](#)
- [U11 Coaches and Assistant Coaches](#)
- [U13-U19 Coaches and Assistant Coaches](#)
- [U4-U19 Team Managers](#)

# Team Snap



- Make sure to create a Team Snap account either on their website or through your respective app store.
- Main source of communication between you and your team players, parents, and guardians.
- Schedules will not be entered into TeamSnap – responsibility of each team to do so themselves.
- You and your team will be invited to your team's room once teams are created and have been released.
- [www.teamsnap.com](http://www.teamsnap.com)



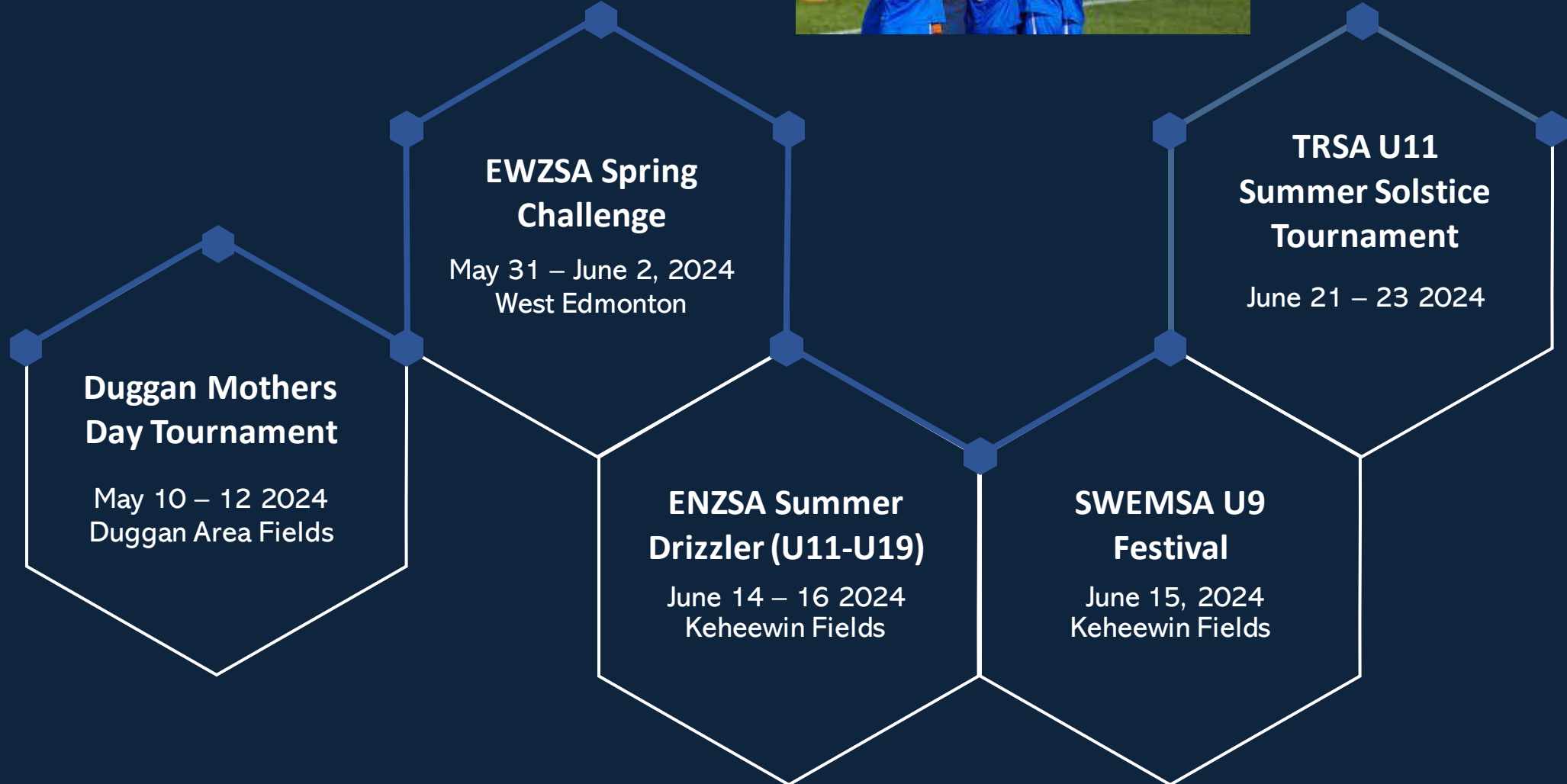
# Post-season Play at City Finals

- July 1-7, 2024
- Post-season commitment form due May 24, 2024
- Email: [zone.administrator@swemsa.org](mailto:zone.administrator@swemsa.org)

The screenshot shows the EMSA South West website. The top navigation bar includes: WELCOME, PLAYERS, SCHEDULES, COACHES & REFEREES, VOLUNTEERS. The left sidebar menu lists: COACHES & REFEREES, INFORMATION, COACHES' CORNER (with sub-items: INJURY, CONCUSSION, AND SAFETY RESOURCES, COACHES' KIT, COACH TRAINING, FIELD & GYM INFORMATION, TEAM OFFICIAL CARD INFORMATION, RULES OF THE GAME, FORMS), and REFS' CORNER. The main content area is titled "COACHES' KIT" and "GENERAL INFORMATION". Under "Forms, Instructions & Policies", there is a list of links: U9 Game sheet instructions, U11 Game sheet instructions, U9 and U11 Referee no show procedure, U9 and U11 Reschedule procedure, U11 Post season play commitment form – Due May 24, 2024, How to download game sheets from the portal (with sub-link: How\_To\_Enter\_Jersey\_#\_Print\_Game\_Sheets), How To Score Games in The EMSA Portal, Electronic Game Sheets, Blank game sheets (print and keep a few in your kit in case there are issues printing the electronic version), EMSA ID Cards information, and How to download EMSA ID cards. At the bottom, there are two informational lines: "Concussion & Injury Protocols/Forms can be found on our Injuries and Concussion page." and "Weather and Air Quality Guidelines can be found under Safety Resources on our Safety Resources page."

The screenshot shows the "2023 Outdoor Post Season Play Commitment For: All U11 Community Teams" form. At the top left is the EMSA South West logo. The form contains a table with three rows for inputting team information: Community Name, Age Group, Gender, Tier, and Head Coach Name. Each input field has a yellow "Click or tap here to enter text" placeholder. Below the table is a paragraph of text explaining the commitment requirements and fees. The text states: "SWEMSA teams are required to make a commitment that if they qualify for a post-season play spot they will fulfill their obligation by attending the post season competition they have qualified for. Teams who commit (via this letter) and qualify for a post season competition spot who then withdraw from it, will be assessed an administration fee by EMSA (fees can range from \$500.00 upwards of \$2,000.00 – pending on withdraw date). In addition, that particular team will not be permitted to advance to any post season play for the next two seasons (one indoor season and one outdoor season and the coach suspended for the same period of time)." Below this text is a bolded instruction: "This form must be submitted to the SWEMSA office by no later than May 26, 2023." The section is titled "CITY FINALS COMMITMENT (July 3-9, 2023)". Underneath, it says "Check off one box:-" followed by two options: "YES – Our team declares that we will attend City Finals if we qualify" and "NO – Our team has chosen NOT to advance to City Finals if we qualify". At the bottom, there is a signature line: "Head Coach or Manager E Signature: Click or tap here to enter text." and a final instruction: "Send forms via email to Zone.Administrator@swemsa.org".

# Tournaments



# Pre-season

- Connect with families before the season starts
- Pick a field near a playground to meet the parents and players
- Ensure families are aware that a player can not be dropped off. An adult needs to be present for the duration of the session.
- Ask parents about participating in the Jamboree



Questions?

