2016/17

Indoor Season

**U10-U18**

**Coaching Staff**

**Manual**

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

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Welcome!

On behalf of the Mill Woods Soccer Association (MWSA) Board, I would like to welcome you to the 2016/17 Indoor soccer season.

MWSA exists to promote, develop and govern the soccer program in the communities that make up the MW zone (*Burnewood, Ellerslie, Fulton Meadows, Knottwood, Lakewood, Leefield, The Meadows, Millhurst, North Millbourne, Ridgewood, Southwood, Summerside, Woodvale, and Beaumont*). We strive to provide for all children and youth in the Mill Woods Zone the opportunity to enjoy the “beautiful game.” We endeavour to develop all our players, regardless of initial skill, to their full potential as soccer players, encouraging the values of good sportsmanship and of course having fun.

MWSA is a community volunteer driven organization. This means with very few exceptions, our program is organized and run by dedicated volunteers from the communities of the Mill Woods Zone. We appreciate all our volunteers from Coaches and Managers working directly with the team to the Board Members working to improve the program and the many other volunteers helping with tournaments, equipment, evaluations, registration and much more. All these people contribute well over 300, 000 volunteer hours each year to ensure our youth have the opportunity to play soccer. Please show them respect and gratitude, for without these volunteers, we would not be able to offer this program. Also, if you are not already involved, please consider volunteering some of your time to make your and all our children’s soccer experience a great one.

We welcome your comments, concerns or suggestions at any time, sooner rather than later. Feel free to relate those to your coach, community league representative or the MWSA office (socceroffice@millwoodsscoccer.com) or call 780-468-5233. For more information, I invite you to visit our website at [www.emsamillwoods.com](http://www.emsamillwoods.com)

I hope you have a fantastic season!!

Vern Lemoignan
MWSA – President

Your Community Rep’s job is to be your first point of contact. The Community Chair will be

your second point of contact. They can help you deal with problems or concerns that arise throughout the season. They are also people you must contact in the event of a protest or appeal. This position was created to assist you – the soccer coach. Listed below are their emails.

**MWSA Board Members & Support System**

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Email Addresses** |
| President | Vern Lemoignan | arrow1701@gmail.com |
| 1st Vice President | Nav Dhaliwal | nav.dhaliwal@gmail.com |
| 2nd Vice President | John Stewart | president@beaumontsoccer.com |
| Treasurer | Ajesh Chadha | ajesh28@gmail.com  |
| Registrar & Executive Director | Angie Sych | execdir@millwoodssoccer.com |
| Office  | Tania Elliott | socceroffice@millwoodssoccer.com |
| Equipment Director | Cindy Breadner | equipment.mwsa@gmail.com |
| Referee Assignor | Ricardo Lodhar | rlodhar9@telus.net |
| Selects FC Director | Diana Clark | dclark.4@shaw.ca |
| Selects FC Technical Director | Dennis Pajo | fctechdennis@gmail.com |
| Community Technical Director | Jorge Rojas  | communitytechnical@gmail.com |
| Tournament Chairperson | Tania Elliott | tournament.mwsa@gmail.com  |
| Volunteer Chairperson | Tameka Thomas | vc.mwsa@gmail.com |
| Gaming Chairperson | Patti Little | moorhouse.little@gmail.com  |
| Community Chairperson | Candace Sargeant | dcsarg@hotmail.com  |
| Burnewood Rep – U8B Age Rep | Roger Pelletier | rcpelletier@shaw.ca |
| Ellerslie Rep – U6 Age Rep | Lindsy Leduc | leducfam@outlook.com |
| Fulton Meadows Rep (Acting) – U10G Age Rep | Steven Neal | steveneal28@gmail.com |
| Knottwood Rep – U10B Age Rep | Cindy Breadner | equipment.mwsa@gmail.com |
| Lakewood Rep (Acting) U8G Age Rep | Heather McLeod | hmcleod7@yahoo.ca |
| Leefield Rep (Acting) – U12B Age Rep | Ryan Orr | ryan.orr@ca.weatherford.ca |
| Meadows Rep – U8 Junior Selects Age Rep | Nav DhaliwalNav Dhaliwal & Will McNeil | nav.dhaliwal@gmail.comjuniorselects.mwsa@gmail.com |
| Millhurst Rep – U16B & U18B Age Rep | Jorge Rojas | coachjorgerojas@gmail.com |
| North Millbourne Rep | Will McNeil | nmcl.soccer@gmail.com |
| Ridgewood Rep.  | Candace Sargeant | dcsarg@hotmail.com |
| Southwood Rep – U16 & U18G Age Rep | Doris Ouelett | doriso7@telus.net |
| Summerside Rep – U6 Age Rep | Melissa Ristau | mel@anduril.ca |
| Woodvale Rep – U12G Age Rep | Tanya Jaques | tanya.l.russell@hotmail.com  |
| MM Age Rep | Sarena Monaghan | sarena\_monaghan@hotmail.com |
| U14 Age Rep | Stephen Andrews | Danica0305@yahoo.ca |

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

Consider joining the MWSA Board!

**U10 – U18**

**Coaches Checklist**

**Indoor 2016/17**

## Pick up your Equipment on the following date & time found on page 7 at the storage facility (99 St & 71 Ave). Park in the Russel Metals parking lot and go to the green door beside the mural.

2. **Please read this entire handout**

1. Call your players to introduce myself by no later than Sunday, October 2, 2016
2. Set up a meeting with your players and their parents prior to the start of the season. Review rules and expectations, etc. (See enclosed list of helpful hints to help you with this)
3. If you do not already have an Assistant Coach and a Team Manager, ask your parents for help. You cannot do it by yourself!
4. Make sure all players needing player cards (U16-U18) do so on the selected EMSA dates (see attached)
5. Schedule`s will be available online Wednesday October 12, 2016 after 5:00 PM for U6 – U18 Community and all City Wide and Premier Teams at <https://emsamain.com/schedules/>
6. Collect $200.00 Jersey deposit cheques from each player BEFORE handing out the jerseys. There is a jersey record sheet enclosed in this booklet to help organize the cheques.
7. If your team wishes to have team pictures, have your Team Manager arrange it. Information is included in this package.

**If you have any questions please contact your Community League Representative or Age Rep**

 ***Have a Great Season!!!***

**Equipment – U10 to U18**

Each coach is required to submit a $200.00 equipment deposit cheque to the Equipment Director when he/she receives the equipment. **Equipment will NOT be handed out unless a deposit cheque has been received for the team’s equipment.** **Please date your equipment deposit cheque for March 1st, 2017**. Equipment deposit cheques will not be cashed, and will be returned or shredded once the Equipment Director receives the equipment. **If you or someone from the team is unable to pick up your equipment during the dates and times chosen, please contact your age rep to make alternate arrangements.**

**As a Coach, you are responsible to:**

1. **Collect a $200.00 jersey deposit cheque from your player on your team before issuing a set of jerseys to them. On the back of each cheque please write age group, gender, coaches name, jersey #, player’s name, contact #, and email address.** Please have the player’s jersey deposit cheques dated March 01, 2016 and made out to “Mill Woods Soccer Association”. MWSA **does not** accept cash or credit card numbers as a deposit on the jersey.
2. Complete a “MWSA Team Jersey Record” which lists each player on your team, their assigned jersey # and deposit cheque #. Please see the attached form at the back of this manual which is also available on the MWSA website under the Coaches Corner. **Both the completed Team Jersey Record form and players jersey deposit cheques need to be submitted to the MWSA office by Oct 31, 2016**. As well please send a soft copy of the completed team jersey record form to equipment.mwsa@gmail.com.
3. Collect and return the players’ jerseys to the Equipment warehouse on one of the Equipment return dates. **The teams’ jerseys MUST be laundered, clean, and in good shape upon return of the teams’ equipment to the Equipment warehouse.** **Please note any returned unclean teams’ jerseys will be subject to a $50 laundry service charge and any jerseys not returned in good shape are subject to the players jersey deposit cheque being cashed.**
4. Coaches are responsible for the care of any unissued/extra jersey sets they may have.
5. Please remind parents and players:
	1. they are not purchasing the jerseys, rather they have the use of them for the season and it is the parents/players responsibility to return both jerseys to you as the coach at the end of the season/or if they leave before the end of the season.
	2. that their jersey deposit cheque will be returned/shredded upon confirmation that the both jerseys are laundered, clean and are in a good shape as in not molded, torn, stained, dyed, melted, etc.)
	3. if a player quits/or moves from the team before the end of the season, or prior to going on vacation before the season is over that they must return the jerseys to the Coach.
	4. when jerseys are soiled/dirty please remind them to launder them right away, thus reducing chances of staining and molding
	5. for any players jerseys that you as a coach have not received from your players, upon return of the team’s equipment you must provide a the player’s first and last name and their assigned jersey number.
6. **Equipment Handout**

**For the U10-U18 teams equipment handout will take place Saturday October 1st. The schedule is as follows:**

**U10 & U12 - 11:00 AM to 12:00 PM**

**U14 – U18 -9:15 AM to 10:45 AM**

## Pick up your equipment at the MWSA Equipment warehouse located on the west side of 99 St between 71 Avenue and 72 Avenue. The Equipment warehouse is marked by a beautiful painting/mural Joey Moss on the wall facing 99 Street. All equipment handouts and returns will take place here.

If you would like extra outdoor balls please advise our Equipment Director when you pick up your indoor equipment. Please be aware the outdoor balls are not for use in the gym but can be used outdoors or in the soccer centers.

1. **Equipment Return**

**For U10-U18, team equipment MUST be returned to the MWSA Equipment warehouse** on one of the followingEquipment return dates:

**February 20th, 2016, Saturday, from 10 AM to 4 PM**

**March 8th, 2016, Tuesday, from 6 PM to 9 PM**

**\*\*\*\*\* PLEASE NOTE: All team equipment including jerseys MUST be returned, by March 8th, 2016, therefore if you cannot make one of the above dates please make alternate arrangements with your coaching staff or a parent on the team to return your team equipment. For any unreturned team equipment after March 8, 2016 the coaches equipment deposit cheque will be cashed \*\*\*\*\***

**Please direct any equipment questions or concerns to the MWSA Equipment Director,
by email** **equipment.mwsa@gmail.com** **or call 780 297-2800.**

Our equipment storage facility is located by the Joey Moss Mural (between 71st and 72nd Avenue & 99 Street), next to Russel Metals. All equipment handouts and returns will take place here.

Here are some *suggestions* to help MWSA re-establish its excellent return rate!

* Please retain the Keeper jerseys with the equipment as a designated goalkeeper will occasionally show up at a game without the jersey or will be unable to attend.
* Older soccer balls sometimes leak air. To re-inflate soccer balls, use a moist valve needle and re-inflate to the appropriate pressure, , (8 to 10 lbs for size 3, 4 and 5 balls).
* Valve needles are **not** provided with your equipment.
* Return **all** of your equipment, including flat balls, on the scheduled equipment return dates. If you are unable to attend our equipment return dates, please have a trusted member of your team return the equipment on time. **Jerseys MUST be washed and folded before they are returned at the end of the season!!**
* A good turn out on scheduled dates means less work for **everyone** involved.


# Helpful Hints for a Successful Parents Meeting

When you first attend the MWSA Coaches meeting and receive your team list you should CALL each parent within the next few days and introduce yourself. You can also let them know that the Indoor Season begins on the weekend of October 15th, 2016. Please remember to give them **YOUR** telephone number.

Ask them to bring a $200.00 deposit cheque for the jerseys (U10-U18 only). Their child CANNOT have their jersey until YOU receive the deposit cheque. The cheque should be post-dated to March 01, 2017 and made payable to MWSA. The next important step (after picking up your equipment) is to hold a parents’ meeting (and that is when they should bring you the jersey deposit cheque) Please use jersey record sheet at the back of this booklet.

Every MWSA Soccer Coach should hold a meeting with all the parents on the team as soon as possible after receiving his/her team. You may book time at your local community league or the food court at your local mall. However, one of the easiest ways to do this is to hold the parents meeting during the very first ‘get-together’. Introduce yourself to your new players and then throw them a soccer ball and let them play while you meet with the parents.

Here are some suggested points to be covered:

* Introduce yourself. Tell them about your coaching experience and a little about your life – job, family, etc. Talk to them about the MWSA philosophy of playing each child equally regardless of their skill level. Let them know that the MWSA has made every effort to form these teams of players of relatively equal skill and ability.
* Confirm phone numbers and email addresses from your registration forms. Email is the easiest way to contact the team members, so you’ll want to make sure your contact information is correct. Confirm that parent phone list can be distributed.
* Advise the parents that it is the belief of Mill Woods Soccer and your own that school and homework come before soccer! If a child gets home from school at 3:30 PM, they should make every effort to get their homework done BEFORE a 6:00 p.m. game/practice. If they wait until after the game/practice (7:00 PM or later), they will simply be too tired. Seek the parents support on this issue! And tell the parents that you WILL send this message to the children often.
* Let them know that you **need** at least 1 possibly 2 Assistant Coaches and one Team Manager. Explain to them that you simply cannot do the job alone. It is a “team” that includes the parents! Assure them that the assistant coaches need not know a lot about the game of soccer, although that would certainly be a bonus. The assistant coaches help to make sure that each child plays equally. Assistant coaches would also assist with the warm-up prior to games. They may also help supervise the players when they prepare to play.
* The Team Manager would be in charge of arranging photos, gathering funds for tournaments, yearend parties, etc. The Team Manager would also be the ‘go-between’ in the event that someone had trouble speaking with a coach. The Team Manager may also ensure that the coach or team officials have signed the game sheets (U10-U18). The Team Manager can also keep track of the jersey deposit cheques – who has provided one and who hasn’t.
* Explain the MWSA policy of playing each child equally. This does not mean that you will have a stop watch and time this to the second. But every effort should be made to play the children equally, and that while winning is important, it is not the primary goal. Advise the parents that your goal as a coach is to have the players improve their soccer skills while having fun. The ONLY exceptions to this are injury/sickness and discipline issues.
* Discipline issues may include being disrespectful to team mates, other players, coaches, parents or referees. When a child is disciplined, his/her parents should be informed of this. All discipline should be progressive and should be in proportion to the “wrong” that was done. (I.e. if a child was disrespectful to a referee, the coach may decide to bench him for a shift. If the player does it a second time, the benching may be for a couple of shifts. And so on.) Each time this occurs the coach MUST explain to the child the reason for the punishment and that this sort of behaviour will not be tolerated.
* Tell the parents that they will need to bring their children to the games at least ½ hour BEFORE game time. This is necessary so that the players warm up properly and receive instructions. It will also give the coach time to properly prepare the game sheet.
* Parents should attend ALL of their children’s games and practices! The coach is NOT a baby-sitter. Your child will know if mom brings them to the game 5 minutes before it starts and then races back 5 minutes after it is over. These young people have a relatively short playing career. Be there for THEM! Of course there are some occasions where a parent has no choice but to leave (other children in soccer, etc.). If a parent MUST leave for a while, they MUST inform the coach and manager that they have to leave and they MUST inform the coach and manager when they will return.
* Provide the parents with a list of parents/players names, addresses and phone numbers. Make sure that no one has any objections to this. If they need someone to give their child a ride, they should phone someone that lives close to them. They should NOT always call you! They should also not always rely on the same person for a “ride”. Encourage them to ask other people that live close to them.
* Due to infectious diseases like spinal meningitis, the flu and even colds, advise the parents that players should have their OWN water bottle (an empty “Power Aid” bottle will suffice). Each water bottle should be clearly marked with the player’s name!
* There are NO snacks allowed in any gyms or in the soccer centers.
* Advise the U10-U18 parents about the Mill Woods Soccer Midnight Madness Tournament, held on the Thanksgiving long weekend October 7-9, 2016. There will be NO Games on Monday. Encourage attendance and make sure you note who will not be able to make it.
* Collect the jersey deposit cheques from the parents (only applicable to U10 and older). Their child CANNOT be issued a jersey until they have provided you with a post-dated (March 01 2015) deposit cheque payable to MWSA. Explain to them that Mill Woods Soccer does NOT want their money. We want the jerseys back!
* Explain to the parents that Mill Woods Soccer conducts security checks on all of its head coaches. Mill Woods Soccer is doing everything it can to screen out any sex offenders or child abusers.
* Ask the parents to ensure that their child does not bring or wear jewelry of any kind to the games. **Earrings, necklaces, etc. should be left at home or with the parent.**
* Ask the parents to be positive role models. They should cheer, not jeer. They should NEVER yell at Referees or other players. The parents need to be reminded that Referees DO make mistakes (after all, many of them are barely older than the players themselves!) Tell them that YOU are responsible for not only the players on the team, but also the parents. Tell them that if they cannot behave themselves on the sidelines, you may have to ask them to leave – in order to cool down. Tell them that Mill Woods Soccer WILL support you on this issue!
* Advise the parents that if a player gets hurt during a game, they should NOT immediately scream at a Referee if he/she does NOT immediately blow the whistle. The Referee is not supposed to do this! Often such incidents involve a minor injury (two players jostle for the ball and one player goes down). The Referee is *supposed* to allow the play to continue – especially if the ball is played to a team mate of the injured player. The Referee may call, “Advantage – Play on!” If the Referee were to blow the whistle immediately, the advantage would be lost. Having said this, if there was a foul, the referee should blow the whistle immediately - not because of the injury, but because of the foul. Remember, it is the Referee’s discretion as to whether a foul occurred, NOT the parents or coaches. If the injury is clearly and obviously serious in nature (and the vast majority are NOT) the Referee can and should blow the whistle and stop play.
	+ In the case where the injury is NOT serious, but the player is down and “hurting”, proper soccer etiquette is for the opposing team to kick the ball out of play at the next earliest opportunity. A “restart” then occurs by the team with the injured player. In keeping with the etiquette, the player making the throw-in then throws the ball to the opposing team. It is important for all coaches and player to know this so they DON’T scream at a Referee who is only doing what he/she is supposed to do!
* Advise the parents that you will need one of them to act as a “Bench Parent” or “Referee Liaison” for **each game**. It doesn’t have to be the same parent for each game. Make sure that both parents know what their responsibilities are before EACH game! ALL teams must have at least one adult who is the same gender as the players. For example, if the coach, Assistant Coach and Manager of a GIRLS team are all male, then they must include a fourth person – one of the parents, to have as a “Bench mom” who would be present on the bench at all games. The same, in reverse, applies to the BOYS team that requires a “Bench Dad”.

**2016/17 Indoor Season Start Date**

The season start date is October 15, 2016 and regular season runs until the end of January 2017. We plan for each team to play 12-14 regular season games, however we can **NOT** guarantee this. We are fully dependent upon the number of players/teams registered.

**Pictures**

MWSA does not include pictures with the registration fees. Teams that wish to take team pictures must arrange this on their own.

**Additional Costs**

Please be advised that, in addition to registration fees and centre passes coaches may request additional fees to pay for tournament entry costs, practice space (i.e. Centre Time), or other various team expenses (e.g. pictures, team party, etc.). Make sure you have a team manager to set a budget for any team expenses. All budget paper work must be up to date and available to be seen by parents at any time.

**Jersey Deposit Cheques**

Coaches cannot give U10-U18 players a jersey until MWSA receives a $200.00 post-dated cheque. Cheques are to be post-dated for March 01, 2017. Please collect the cheques and keep them safe, at the end of the season, will return the cheque once the 2 jerseys have been returned, washed and dried. . Please remind parents to take care of our equipment. Cheques will be cashed if the jerseys are not returned at the end of the season. Cheques may also be cashed if the jerseys are returned dirty, stained or ripped

**Cost and location of Soccer Centres**

All individuals (i.e. parents, friends, and other family members) will be required to pay a facility admission fee prior to entering any of the Edmonton Soccer Centres. Pricing is set by the Indoor Facilities and may be subject to change. Current prices are:

Ages 17 and under - FREE

Ages 65 and over - FREE

Spectators 18 and over - $4.00 Daily Admission

Spectators 18 and over - $29.00 Individual Season Pass

(Prices subject to change)

The Individual Season Pass is valid for one person’s admission and could be used within an immediate family (i.e. mother or father on separate occasions). The pass allows only one person’s admission without charge when more than one immediate family member is present.

A valid pass must be shown by each person seeking entry.

Player and Coach Admission Passes are to be used by players and coaches ONLY and are non-transferable. Passes must be shown for admission to the centres.

Coaches will receive 3 passes for the coaching staff with roster pickup at Mill Wood’s office.

**Games**

Players should arrive at least 30 minutes prior to the start of all games. This allows the coaches time to give instructions to the players prior to the game.

Parents should stay for all games so that they could enjoy observing their child’s activities and be present if they are needed by the child or coach.

**Gyms**

# Due to continued strict gym user policies this season parents and siblings are discouraged from staying in the gyms during the practices. There have been many problems in the past and we don’t want to jeopardize losing our valuable practice space. Please be aware of the rules that are in place.

* Coaches should meet the custodian and do a walk through the gym.
* NEVER prop the doors open.
* REMOVE footwear at the FRONT entrance.
* DO NOT allow anyone on stages or in the halls, failure to do so will result in the immediate cancellation of your booking.
* ONLY INDOOR BALLS are to be used. Failure to do so will result in the immediate cancellation of your booking!
* Report any damage to the custodian and to the Mill Woods Soccer office immediately.
* Respect the time slot you have been given, and be sure to be finished and on time. That means you should be out of the gym at 7:00 not 7:05 etc.
* It has been stressed very strongly that if an individual Coach, manager, parent, etc. make their own arrangements with a school for practice time and the City of Edmonton becomes aware of it, they will pull not only MWSA but all of EMSA licenses and we will be entitled to NO gym time.
* The only beverage allowed in the gym is water, no juice or sports drinks. If you spill, please wipe it up! There is to be no food in the gym.

It is mandatory for all indoor teams to assign a parent (or other responsible attendant) to monitor practices held in school gyms.

***The Coach is NOT a babysitter*** and will not automatically assume the task of transporting your child to/from fields, or caring for your child beyond practice or game time. If you need help, work something out with another parent.

**INDOOR BALLS ONLY TO BE USED IN ALL SCHOOL GYMS**

**PLEASE BE WARNED**…*The fuzzy green indoor balls are THE ONLY balls that we are allowed to use in the gyms for practices. Anyone found using outdoor balls will ensure that ALL SOCCER ZONES will lose their gym permits, and there will be no more places for us to practice during the fall and winter months. This is a VERY SERIOUS SITUATION, that has far reaching implications and we expect full compliance with this rule.* ***INDOOR BALLS CANNOT BE USED FOR OUTDOOR PRACTICES!!!***

**Referee Liaison (RL)**

Background:

Referee abuse and harassment by spectators and coaches is the main reason why referees, particularly those in their early teens, drop out of the development program resulting in severe shortage of officials at all levels. This unacceptable behavior towards our youth must be addressed as a ***priority*** particularly if soccer is to have an adequate supply of referees.

In addressing this problem it is now a requirement of every team to designate an individual to act as a ***referee liaison***. The ***referee liaison*** of each team shall be a person who is not an official of that team and their main role will be to act as a deterrent to possible acts of misbehavior by spectators or team officials. The ***referee liaison*** will also be available to the referee should a request to do so be made or if a potential problem exists.

Description of duties:

Each team shall provide a ***referee liaison*** that shall:

* Be identified with a ***referee liaison*** armband provided by the team
* Introduce themselves to the referee prior to the start of the game
* Locate themselves on the spectator side of the field
* Monitor the behavior and deal with inappropriate comments, gestures and/or general unsporting behavior directed at the referee, players or any other individual by their teams’ spectators
* Quickly diffuse potential problems before they arise by being visible or calmly speaking with the individual(s) involved
* Be visible and available to assist the referee particularly at half time and full time
* Submit a brief report in writing of any incident that they deem the MWSA should be aware of involving inappropriate behavior by ANY individual

If you have any questions or concerns in regards to the Referee Program,

Please call Ricardo Lodhar @ 780-721-5710.

**Respect your Referees**

**Referee abuse and harassment by spectators, players or coaches will NOT be tolerated!**

Game officials (i.e., Referees) are critical to the sport of soccer and without them there would be no game. Please treat them with respect and recognize that they too are learning and improving with experience. Anyone found guilty of harassing game officials will be disciplined and may be barred from games.

**Uniforms**

**Under 10, 12, 14, 16, & 18**

In these age groups, children are issued a jersey to use throughout the season. **For U8 Junior Selects to U18 teams, a completed Team Jersey Record form is required for each team. \*A jersey deposit cheque MUST be received by the Coach/Team Equipment Manager from each player before issuing a set of jerseys to a player.** **The player jersey deposit is to be a postdated cheque, for the date of March 1, 2017, made out to “Mill Woods Soccer Association’ for the amount of $200. All jersey deposit cheques and a completed team jersey record form must be turned into the MWSA office by October 31, 2016.**

**All jerseys are to be returned to the Coach/Team Equipment manager. The teams’ jerseys MUST be laundered and clean upon return of the teams’ equipment to the Equipment warehouse. Please note any returned unclean teams’ jerseys will be subject to a $50 laundry service charge. For any team equipment or players jerseys that have not been returned to the equipment warehouse by March 8th, 2016 the applicable deposit cheques will be cashed.**

Because of the rule regarding matching shorts and socks, all players are required to wear black shorts and socks. **Shin pads** **are mandatory for all players**. Players without shin pads will not be permitted to play. All players should have their own labeled water bottle. Players are not permitted to wear pants during a soccer game unless the referee of that game allows it.

**Please remember to wash your child’s jersey and other equipment regularly**. Jersey’s left in soccer bags do smell. For hygiene reasons please remember to wash and air dry shin pads.

**Jewelry**

**Jewellery (earrings, necklaces, etc) is NOT allowed when playing soccer**. FIFA (Federation Internationale de Football Association – the world governing body for soccer) and the CSA are clear in this regard. A player cannot wear something that can hurt themselves or anyone else on the field, i.e. jewellery.

Medical-Alert jewellery or clothing required by player’s religion may be worn only if the referee deems it safe and does not give the player an unfair advantage. Medical-Alert jewellery can normally be made safe by wrapping it with tape, with the necessary information showing.

• A Player refusing to remove any type of jewellery at the request of the referee (including all external body piercing(s)) will not be permitted to play.

**Head Covering "Hijab"**

The wearing of sports type hijab will be permitted upon a satisfactory pre-game inspection by the referee, as mandated by FIFA rule four, which states all items of clothing or equipment other than the basic equipment must be inspected by the referee and determined to be safe.

* The wearing of other forms of the hijab will also be permitted at the discretion of the referee, but only after a pre-game determination that the hijab does not pose a danger to the wearer or any other player.
* The objective in developing clear guidelines and communicating same is to ensure continuity of implementation across the province.

**Eye Glasses**

Eye glasses are allowed ONLY if they are prescription and ONLY if they are made of plastic and are non-shattering lenses. Sunglasses are NOT permitted unless they are prescription lenses. Sport glasses and sport glass covers are permitted.

**Casts/Splints/Athletic Braces**

* Hard casts (plaster) are NOT permitted – even if padded.
* Soft Casts – if adequately padded will be allowed if the Referee approves it.
* Braces are permitted – but if it is a hard brace or has edges – it must be padded.

If a player has a cast or brace to intimidate or with intent to injure – they will be cautioned and sent off the field.

**Dressing Rooms**

Soccer Centre rules state that only players, team & game officials are allowed in the locker room/field areas, including the aisle/hallway between the field and locker rooms. There is a line on the floor and signage at the entries to the aisles to that effect.

The only normal exception is for U8 and younger teams to allow parents to assist getting kids ready before and packed up after games. It’s not a written exception and is at the discretion of facilities staff.

Essentially, no one other than players and team/game officials should be in that area during game time for any age group and everyone else should proceed to the viewing areas.

**Bench and Change Room Moms and Dads Requirement**

ALL teams must have at least one adult on the bench and in the change room that is of the same gender as the players. For example, if the Coach, Assistant Coach and Manager of a GIRLS team are all male, then they must include a fourth person - one of the parents, to be a “Bench/Change Room Mom” who would be present at all times. This is required for all games. The same, in reverse, applies to the BOYS team that requires a “Bench and Change Room Dad”.

**EMSA I.D. CARD INFORMATION**

**2016-2017 INDOOR EMSA I.D. CARDING**

**DATES**

**The following EMSA I.D. Carding Sessions will be held in the EMSA office located in the SOUTH Edmonton Soccer Centre at 6520 Roper Road.**

They are open to all Edmonton and Out of Town players, as well as their coaches, assistant coaches and managers.

**The following groups require EMSA I.D. Cards:**

**Players, Coaches, Assistant Coaches and Managers of**

**U16 and U18 Community**

**&**

**All Premier Teams**

**U12 & U14 Community team Coaches, Assistant Coaches and Managers will require EMSA I.D. cards but the players do not require them.**

**• Person getting the I.D. card must be present for the carding session as this is a picture ID card.**

**• ID is required to receive your EMSA I.D. card. Acceptable I.D.’s are – Birth Certificate, Passport, \*Alberta Health Care Card (\*must have full name – NO initials on the card), Driver’s License. We DO NOT accept school I.D.’s.**

**• The following Player Carding Sessions will be held in the EMSA office located in the SOUTH Edmonton Soccer Centre at 6520 Roper Road.**

**Please keep in mind that wait times can be up to and over an hour**

**pending line ups.**

**October 11th**

4:30 pm – 8:00 pm Open to all – INCLUDING OUT OF TOWN. ID Required.

**October 13th**

4:30 pm – 8:00 pm Open to all – INCLUDING OUT OF TOWN. ID Required.

**October 18th**

4:30 pm – 8:00 pm Open to all – INCLUDING OUT OF TOWN. ID Required.

**• EMAIL PROCESSING FOR EMSA I.D CARDS**

You also have the option of having your card processed via email. You can fill out the player card information form, scan it and email it along with a current photo (just neck upwards please, must be JPEG and sent as an attachment) to leonoran@emsamain.com we will also need to see a copy of the required ID. You will receive an email back when your card is ready for pick up. Processing times can be anywhere from 1 day to 1 week.

• There is no charge for new cards or to get a replacement card if the current card has expired.

• There is a $20.00 fee for lost/misplaced cards payable by the player.

**Selects FC**

The Selects FC teams are MWSA Zone Representative teams at the U10 City Wide, and Tier 1, 2 and 3 Representatives at the U12, U14, U16, and U18 age categories. They play against other zone representative teams in a citywide program that is guided by EMSA rules and regulations.

The Selects FC Program is a more-competitive program, which requires higher commitment levels (by players, their parents, and coaches), and some additional costs:

* Selects FC shorts & socks
* Tournament expenses, in and/or out of town
* Expenses to attend Provincials
* A track suit (optional) for approximately $110
* Team Picture (optional)
* Socks, shorts, jackets, pants and bags are available for sale at KICKS 2027 111Street.

**Selects FC Trialists (U10+)**

“Trialists” are players that are invited to play on an older-age or higher-tier team. Often, teams invite trialists when the team is shorthanded or would like to explore different players. MWSA supports the use of trialists for a variety of reasons: It gives the trialists experience at a more demanding level, it motivates trialists and their teammates, it showcases our talent, it ensures that our teams have a way to overcome being shorthanded, and it fosters a stronger (MWSA) program.

Recognize that being asked to send a trialist is a compliment to the player asked, and to you – the player’s Coach. Note that trialists may only play a maximum of FIVE league games for any one team.



**Technical Training**

MWSA provides a mentoring program where more experienced players come out to practice and help with any needs you may have. Courses are available through albertasoccer.com

**Players Clinics throughout the Indoor Season**

As part of a players registration fees, the technical program hosts Community technical team sessions at Community team practices throughout the indoor season. These sessions will start in November and will provide assistance with a player’s development in soccer. Community Technical team session schedules will be sent out to the Community Coaches the first week of November.

Please note if the coach and no one else are available to run a practice for your team, please do not cancel please contact the technical program at communitytechnical@gmail.com and we will have the technical program conduct your practice for you.

Contact Jorge Rojas, Community Technical Director via email atcommunitytechnical@gmail.com.

Clinics are available through Alberta Soccer <http://www.albertasoccer.com/coach/becomeacoach/>

Coaching courses through Edmonton Minor Soccer Association

<https://emsamain.com/coachref/training-sessions/coaching-courses-scheduled-dates/>

**Rules of the Game**

Coaches are responsible for the conduct of their spectators.  Complete Rules for outdoor soccer can be found on the following websites:

Edmonton Minor Soccer Association – [www.emsamain.com](http://www.emsamain.com)

Alberta Soccer Association -- [www.albertasoccer.com](http://www.albertasoccer.com)

***\*\*Please be aware of these NEW Edmonton Soccer Association Facilities***

 ***Rules & Regulations - All rules can be found at www.edsoccercentres.com***

* **MINIMUM $50 FINE** for team benches left with garbage and recyclables not placed in the appropriated provided disposal containers.
* No one is permitted onto indoor playing surfaces prior to field lights being turned on by facility staff.
* **MINIMUM $50 FINE** to teams leaving dressing rooms untidy and/or damaged and for leaving the showers running. Costs for repair will also be charged to the team or to individuals

**Discipline**

If a player is exhibiting minor behavior issues or missing many practices, the player may experience a reduction in his/her playing time. Significant issues with a player or parent, that requires intervention beyond the team coaching staff, will be addressed by the MWSA 1st Vice President.

Guidelines for Fundraising/Sponsorship

* No Teams may use “Mill Woods Soccer” on any bank accounts.
* All raffles require an AGLC license. The office must receive a copy of this license for our records.

**Guidelines:**

* Donations, contributions, etc. **will not** be accepted from companies that may deter

From youth organization (i.e. Tobacco, liquor, energy drinks, etc.).

* Mill Woods Soccer requests to see a sample of any tracksuit, hats, etc. to maintain the Associations

Integrity.

* Teams may not change standard uniforms. The addition of matching shorts and socks is

Acceptable. All teams in Mill Woods Soccer are equal and are equipped in such a manner.

No teams in Mill Woods community soccer are to become “elite” teams.

* Due to exclusive sponsorships for certain age groups, Mill Woods Soccer and EMSA must approve any

Private sponsorship crests. Please contact Cheryl in the office for further details.

**Coaches Code of Conduct**

1. Head Coaches in MWSA are fully responsible for all activities of their team. They shall demonstrate leadership, commitment, compassion, and fairness when interacting with their team’s players and their parents/guardians.
2. All MWSA coaches (Coaches, Assistant Coaches, and Team Managers) are representatives and agents of MWSA. They shall demonstrate respect to its values and expectations, despite
* Their interests/involvement in a specific MWSA team;
* Any personal interest as an individual consumer of MWSA services;
* Like or dislike they may have for Board members, coaches or volunteers
1. MWSA coaches are trustees of public confidence. They need to serve as role models for the youth under their care, to develop soccer skills, good sportsmanship, leadership, teamwork, and fair play.
2. MWSA coaches should avoid actual or the perception of conflict of interest. They shall not use their position or role to gain advantage for their child (or another player on the team), or gain financially from the team’s resources.
3. Coaches may speak for their team, but not for MWSA.
4. Coaches must demonstrate respect for and adherence to the rules of soccer, assigned referees, and related MWSA Policies and Procedures.
5. Coaches must strive to extend each of their players to his/her full potential, and play hard towards the highest possible reach of their team. However, coaches should never forget that in the end Soccer is only a game.

**Players’ Code of Conduct**

1. Do your best! Your behavior reflects on you, your team, your coach, MWSA, and the sport of Soccer. Your behavior impacts all of these.
2. Be a good sport
* Play hard, but play fair
* Play strong but have compassion for those who lose the game
* Play to win but remember that “winning” is doing your best against all odds
1. Be respectful
* Of people (i.e., of coaches, your teammates, other players, and referees)
* Of rules (i.e., the rules of soccer and their application by referees)
* Of existing policies and procedures (i.e., MWSA, EMSA, ASA)
1. Support your team
* Participate in practices and drills. They are important for skill and team development
* Work with the coaches to improve your and the team’s skills
* Be a team player, not a lone hero
1. Play safe! Ensure that your equipment and how you play the game are safe for you and all other players in the game.
2. Enjoy Soccer fully, but remember that in the end Soccer is only a game.

**Parents’ Code of Conduct**

Your child’s coach is a volunteer giving up valuable personal time to guide your child’s *recreational* activity. The Coach is NOT a babysitter and will not automatically assume the task of transporting your child to/from fields, or caring for your child beyond practice/game time.

Please help the Coach to better meet your child’s needs:

* Avoid being a sideline coach. It confuses the players and frustrates coaches.
* Respect the coach's position as the team leader by not undermining his/her instructions to players.
* Support your child. Give praise not only for scoring, but also for doing his/her best and contributing to the team
* Treat the coach with respect.
* Help your child's team and MWSA whenever and wherever you can. Your support and much needed assistance make the difference between a rewarding, productive season and a mediocre, frustrating one.
* Alert, as early as possible, your child’s coach or team official of your concerns
* Accept responsibility for your child's behavior at all team activities.

In case of disputes between you and your child's coach or other team officials, handle them with dignity. (You are a role model to your child and others.) If your effort to correct the situation directly with the coach or team officials fails, please contact one of the following: The appropriate Community League soccer representative (as listed above) or the Community Chair Person.

As a last resort, feel free to contact the MWSA President, 1st VP, or 2nd VP. I agree to abide by the principles of this code as approved and supported by the MWSA to the best of my abilities.

Coach\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Player\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

**Keep MWSA Up-To-Date**

If your phone number, cell numbers, mailing or e-mail addresses change please keep us up to date by emailing the changes to socceroffice@millwoodssoccer.com

We use our website and email as one of the primary methods of communications to parents and coaches.

**Did we miss something?**

We want to hear from you, if you have any questions, comments or suggestions for improving the

MWSA soccer program, this information manual, or our website, please contact us. If you like what we are doing, please let us know that too. Please email your questions, comments and suggestions to

execdir@millwoodssoccer.com

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

The MWSA website is designed to be a major source of information to our parents and coaches.

Please visit [our](http://www.fortsaskindoorsoccer.ca) website at least weekly because we update it frequently.

The website is your source for MWSA forms, rules and regulations, policies and other important information about soccer in Mill Woods. If you have suggestions or needs for additional information to be put on our website, please let us know at soccerofffice@millwoodssoccer.com

**Important dates**

|  |  |  |
| --- | --- | --- |
| **Date/time** | **Description** | **Location** |
| September 27 | MWSA Coaches meetings | Soccer Office  |
| October 1 | Equipment Pick Up as per pg 7  | Russel Metals(70Ave. and 99 St.) |
| October 1 | Learn to Train ASA Course | Sherwood Park |
| October 1 & 2 | EMSA Level 1 Coach Course | South Soccer Centre |
| October 1 & 2 | EMSA Level 2 Coach Course | South Soccer Centre |
| October 2 | **Players should have all been contacted** |  |
| October 5 | EMSA Level 1 Coach Course | South Soccer Centre |
| October 6 | Active Start ASA Course | Sherwood Park |
| October 7-9 | Midnight Madness Tournament | South Soccer Centre |
| October 11 | 4:30pm – 8pm Carding Session | South Soccer Centre |
| October 13 | 4:30pm – 8pm Carding Session | South Soccer Centre |
| October 18 | 4:30pm – 8pm Carding Session | South Soccer Centre |
| October 12 | Available on line after 5:00 PM | Online |
| October 15 | Season Start Date U10-U18 | Soccer Centres |
| October 15 | Season Start Date U10-U18 | Soccer Centres |
| October 18 | Annual General Meeting | Soccer Office |
| December 22 – January 3 | EMSA Christmas Break | Games resume Jan 3 |
| December 27th -29th | EMSA Polar Cup | All Soccer Centers |
| January 21 | Coaches Appreciation Night | Leefield Community Hall |
| February 2017 | Outdoor Soccer Registration  | Online |
| February 20  | Mini Fest 2015 U6-U8 | South Soccer Centre |
| TBA | Equipment Return | Russel Metals 10:00-4:00 pm |
| February 25-26, 2017 | City Finals U10-U18 | Soccer Centres |
| March 11-12, 2017 | Inter-Cities U10-U18 | TBA |
| March 17-19, 2017 | ASA Youth Provincials U12-U18 | TBA |
| TBA | Equipment Return | Russel Metals 6:00-9:00 pm |

MWSA will hold its **Annual General Meeting** on **October 18th, 2016 at 7:00 pm** at the Mill Wood`s Soccer Office. The meeting will include Bylaw changes and election for Board positions. More information will be posted on the website closer to the date in regards to what positions are available, etc.

**Thank You**

Mill Woods Soccer Association would like to acknowledge and thank all of our generous Sponsors including;



Special thanks go out to all of our dedicated

**Volunteers, Coaches, Managers, and MWSA Board**

*We couldn’t run our programs without your support!*

**Would You Like to Become a Sponsor?**

MWSA is a volunteer driven non-profit organization dedicated to providing youth with a quality indoor soccer program. Sponsorship and donations help us to keep our fees low while we put forth a fun and educational soccer program. If you, or someone you know, can sponsor one of our soccer programs please talk to the office or email at socceroffice@millwoodssoccer.com

**MWSA Team Jersey Record**

**For U8 Junior Selects to U18 teams, a completed Team Jersey Record form is required for each team. \*A jersey deposit cheque MUST be received by the Coach/Team Equipment Manager from each player before issuing a set of jerseys to a player.** **The player jersey deposit is to be a postdated cheque, for the date of March 1, 2017, made out to “Mill Woods Soccer Association’ for the amount of $200. All jersey deposit cheques and a completed team jersey record form must be turned into the MWSA office by October 31, 2016.**

**All jerseys are to be returned to the Coach/Team Equipment manager. The teams’ jerseys MUST be laundered and clean upon return of the teams’ equipment to the Equipment warehouse. Please note any returned unclean teams’ jerseys will be subject to a $50 laundry service charge. For any team equipment or players jerseys that have not been returned to the equipment warehouse by March 8th, 2016 the applicable deposit cheques will be cashed.**

Season: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age Group: \_\_\_\_\_\_\_\_\_ Gender: \_\_

Coach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coach Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_ Manager Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coach’s email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Community \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



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| **JERSEY #** | **PLAYER’S NAME** | **CONTACT # & EMAIL** | **Cheque #** |
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