

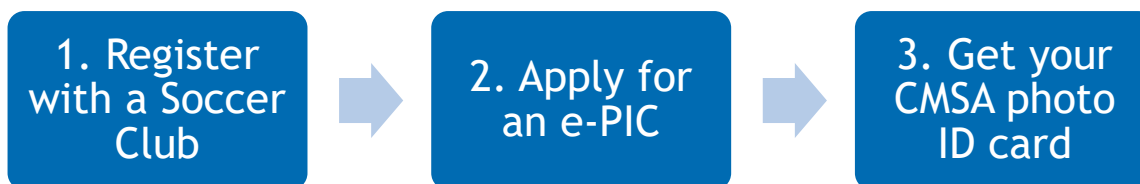


WELCOME!

Welcome to the Indoor 2017/18 season! Thank you for volunteering and dedicating your time to a youth soccer team. The information below has been prepared to get you set-up and on your way to a successful indoor season.

GETTING STARTED

Before you are eligible to coach a CMSA team, you must:



1. Register with a CMSA Member Club

- To coach a CMSA registered team, you must first register with a CMSA-member Club. A list of member clubs can be found [here](#).
- Once you have successfully registered with a club, you will be provided with a 10-digit CMSA number that begins with a 'C' (ex. C200000000).
- If you have already registered with a club, but do not know your CMSA number, you can search for it [here](#). This number is needed to receive a CMSA photo ID card.

2. Apply for an e-PIC (electronic Police Information Check)

- CMSA requires all team officials (coach, assistant coach and team manager) listed on a CMSA rosters to have a current and valid police information check completed to ensure the safest possible environment for minor soccer players.
- CMSA has implemented the new electronic Calgary Police Service 'e-PIC' (for Calgary residents) to process security clearances for volunteers. Security clearances can be completed from the comfort of your own home and then shared with numerous volunteer organizations through an online system.
- [Click here](#) and carefully read Step 1, Step 2 and Step 3 under "how to apply."

3. Get your CMSA photo ID card

- All CMSA Team Officials for U9 to U18 teams require a valid CMSA photo ID card.
- There is a cost of \$10 for a new ID card. Cards are valid for 3 years.
- You can obtain your CMSA photo ID card by visiting the CMSA office during regular office or by appointment during select evenings and weekends in October. Appointment dates can be found [here](#).



WELCOME!

THE CMSA WEBSITE



1. The CMSA Website, www.calgaryminorsoccer.com

- The CMSA website is used as an information hub featuring many different resources, tools and information for teams, volunteers and parents. Your team's schedules and standings will also be posted here.

2. League Menu

- Select your league from this menu. A new set of menu items will appear in the left hand column. This is where you can locate or select standings, schedules, results, and division formats for your team and league.

3. Login

- All team officials will receive an email with login information to the website for scoring games. More information on how to score and manage team information can be found in the Goalline how-to package for coaches which is posted on the CMSA website (see page 3 for a link).

4. Coaches, Managers and Admin

- This tab includes documents, information and resources for coaches. Click on this tab and a new drop down column will appear with information on rescheduling, travel permits, security clearances, field locations, coaching courses etc.



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RESOURCES

Quick access to relevant information for new team officials:

- [Respect in Soccer](#) - a minimum of two team officials from each team are required to complete the Respect in Soccer program. This program is designed to ensure that safety and respect are the foundation of everything we do for the children in our care.
- [Rescheduling games](#) - please refer to the CMSA rescheduling policy to reschedule a game due to a field closure or if your team will be travelling to a tournament.
- [Coaching courses](#) - upcoming coaching courses and certification offered by CMSA.
- [Travel permits](#) - teams travelling out of province for competitions, training or camps are required to submit a travel permit.
- [Concussion management](#) - understand concussions, identify symptoms and actions to take as a coach/parent/caregiver.
- [Goalline Administration](#) - how to locate team rosters, coach contact lists as well as step-by-step instructions for printing game sheets, scoring games and editing jersey numbers.
- [Field Marshall program](#)
- [Post Season](#) - information and post-season play dates
- [CMSA Rules and Regulations](#)
- Monthly Newsletter - CMSA publishes a monthly newsletter which is posted to the homepage of the CMSA website. The newsletter is designed to keep you up-to-date on important information and exciting news within the soccer community.

QUESTIONS?

Thank you for volunteering and good luck this season! Please feel free to contact the CMSA office anytime throughout the season if you have any further questions:

Phone: 403-279-8686

Email: info@calgaryminorsoccer.com

Address: 7, 6991 - 48th Street SE