

Team Preparation– all CMSA teams – Version 9.0 - Oct 16, 2011

The following checklist was compiled to help you stay organized during the busy soccer season. We have organized the document by event (click on the hyperlinks to go to that topic area):

- [Getting Ready for the Season](#)
- [Practices/PDP/Games](#)
- [Winding down the season](#)

Please note that we have tried to think of everything to help you get ready; however, we may have missed something. If you have any suggestions, please email your ideas to info@calgaryrangers.com.

Getting Ready for the Season

Team Officials Cards and CPIC - All Team Officials for U10 to U18 teams require a valid CMSA Photo ID (team official cards expire every 3 years). For new Team Officials (coaches and managers), [click here](#) to look up your CMSA number. For existing Team Officials you need to check the expiry date on your Team Officials card. If you have any questions please contact registration@calgaryrangers.com.

For new Team Officials (once you have your CMSA number) and Team Officials whose cards have expired, you need to follow the instructions on this [hyperlink](#).

Canadian Police Information Check (CPIC) – All Team Officials for all CMSA teams require a valid CPIC (CPIC's expire every 3 years). For existing Team Officials, you need to check the expiry date on your CPIC (Rangers have circulated a list of CPIC expiry dates for our Team Officials). For new Team Officials (coaches and managers) you need to get a CPIC completed. If you live within Calgary city limits, this can be done at the CMSA offices. If you live outside Calgary city limits, you must visit your local RCMP Detachment.

For new Team Officials and existing Team Officials who's CPIC has expired, you need to follow the instructions on this [hyperlink](#). Rangers would like all Team Officials that are working with the players in practices and/or game situations to have their CMSA Photo ID and CPIC completed.

Respect in Soccer – every team official is expected to complete a Respect in Soccer program. For more information please click on this [hyperlink](#). CMSA now requires one coach to be certified by Dec 1st, 2011.

NCCP Courses - Alberta Minor Soccer have instituted new rules for coaches. For more information on the new rules please click on this [hyperlink](#). To see Rangers offered courses, please [click here](#). To see a full list of courses [click here](#).

Note – you must have at least one adult team official on the bench that is the same gender as the team (i.e. a female adult team official for a female team).

Parent Assistance – as coaches or managers you should assign team jobs for your parents. For instance, you can have tournament coordinators, photographers, treasurers, gym mums or dads (you should have one parent that is the same gender as the team at all practices).

<p>Player CMSA Cards - All players from U12 to U18 require a valid CMSA Photo ID card (player cards expire every 4 years). The referee may ask that these cards be handed in at the start of the game. If a player does not have their CMSA Photo ID card they will not be allowed to participate in the game.</p> <p>All new U12 players need to have a CMSA number, click here to look up your CMSA number. Please ensure that all existing U12 to U18 players with cards; check their expiry on their existing card. New U12 players (once you have your CMSA number) and existing U12 to U18 players whose cards have expired, need to follow the instructions on this hyperlink.</p> <p>On-Line CMSA Waivers – All players from U8 to U18 must complete their On-Line CMSA waiver. These waivers are emailed from CMSA, and parents need to follow the instructions and complete the waiver. If you do not complete the waiver, players will appear on the Game Sheet with an “Inel” next to their name and will not be able to play. If parents have not received the On-Line CMSA waiver, they should check their junk email folder. Rangers make every effort possible to help ensure these get completed. If you have any questions, please contact us at registration@calgaryrangers.com</p>	<input type="checkbox"/>
<p>Equipment, First Aid Kits, Jerseys, Club Wear – watch for emails from Rangers on picking up equipment, first aid kits and jerseys. Note that each player must supply their own ball (Rangers supplies game balls only).</p> <p><u>First Aid Kits</u> – Rangers’ First Aid coordinator is Marnie Doig. For kits and to replenish supplies, please contact Marnie by email only at mydoig@shaw.ca.</p> <p><u>Club Wear</u> – see the hyperlink for more information.</p>	<input type="checkbox"/>
<p>Medical Forms – you must have a completed emergency medical form for each player on your team completed – here is a hyperlink to the form. These forms must be available for all games and practices (you should store them in the team bag).</p>	<input type="checkbox"/>

Practices / PDP/Games

Booking Gyms – click on the [hyperlink](#) to access the gym booking guidelines. Coaches are encouraged to ensure we leave gyms clean after we use them.

Click on the [hyperlink](#) for quick access to our gyms/field booking software. Coaches / Managers you will require a login to our gyms/field booking software. If you already have a login from last season, you can continue to use it – or – you need to create a new login.

Click the hyperlink (*note new link to be added when available*) to get maps to the gyms.

Player Development Program (PDP) – PDP is mandatory for all Tier I to IV players. PDP is optional for Tier V and VI players so Tier V and VI coaches also need to be aware of the PDP schedule so that they don't book practices or reschedule games on their players' PDP nights.



Games

CMSA Game Schedule – the section covers the CMSA program calendar, games and rescheduling games.

CMSA Program Calendar – click the [hyperlink](#).

Game Schedules are available from the CMSA site – please pick your team from the top banner from the following [hyperlink](#). Check your game schedule on a regular basis because game schedules may change early in the season as CMSA learns about game conflicts.

Rescheduling Games – if you need to reschedule games, please follow the steps in this [hyperlink](#).

Finding other Teams' Contact Info - log into the Sports Administrative area and you should see a link to a Coach Contact List. That should list the contact information for all coaches/managers in your Tier. To login, there is a login hyperlink in the top right hand corner of the CMSA web site – or you can click on this [hyperlink](#).



Referees – referees are assigned to all games by CMSA. If your referee does not show up, typically team coaches work out an arrangement to have one parent (may include a coach) from each team referee for half of the game. We recommend that you have a whistle in your soccer bag.

Game Sheets, Game Scores & Field Marshall – game sheets are required for all games (except U8). To print game sheets, you need to log into the special Goalline Sports Administrative system area. There is a login hyperlink in the top right hand corner of the CMSA web site – or you can click on this [hyperlink](#). A user name and password has been emailed to you by CMSA (any logins sent previously will not work). If you cannot find the email please search your Junk email folder, if you still cannot find the email contact info@calgaryrangers.com.

Once logged into the Goalline Sports Administrative area you click on the appropriate hyperlink (Exhibition games vs Seeding round vs Regular Season), select an appropriate date range and then print your game sheet using the “Print Game sheet” option. You need to print **three** copies before every game (note - game sheets are not required for U8 teams).

Once logged in, click on your Team Roster. From your Team Roster you will see players that do not have their Proof of Age or Player Waiver. If you have players with a “NO” in the Proof of Age column, you need to get the player to send a scanned copy of their Birth Certificate to registration@calgaryrangers.com If you have players that have a “NO” in the Player Waiver column you need to get the parents to check their inbox or junk mail folder and find the CMSA Player Waiver email and then the Parents need to complete the on-line Waiver. Rangers does everything possible to help with email communication, however, ultimately the parents need to be diligent about getting on-line waivers and proof of age completed.

From your Team Roster you will see Team Officials that do not have a current CPIC or have not completed their on-line Code of Ethics or Respect in Soccer (RIS). For instruction on how to complete your CPIC click here. For instructions on how to complete your RIS click here. If Team Officials have not completed their on-line Code of Ethics, they need to check their inbox or junk mail folder and find the email from CMSA and complete the on-line waiver.

Game Scores - If you are the winning team or in the event of a tie, you are the home team, you need to log back into the special Goalline Sports Administrative system to record the scores from your game. You need to find your game (selecting the appropriate hyperlink and selecting an appropriate date range) and click on “Report”. From the next screen you enter the score and click “Submit Game Report”. Try to enter your scores within 24 hours of your game. Note – that if teams want to keep player statistics they need to come up with their own system for doing so. Rangers recommend that you keep your game sheets until the end of the season (there is no longer any need to mail them into CMSA).

If you do not have a referee at your game, you must submit the game sheet signed by both coaches. Here is a [hyperlink](#) that takes you to the locations of the game sheet drop boxes.

Playing Up – The playing up rules can be found on Page 7 of the CMSA Indoor Rules of Play – [click here](#) to access. Within Rangers, when determining which player can play up you need to contact the coach of the team that you wish to call up from and ask for a recommended player(s). If the game does not interfere with that team’s games or practices, the coach should help facilitate the opportunity to play up for his/her players.

Jersey Numbers - To update your team jersey numbers find one of your games and then click the “Report” option. Then select “Edit Jersey Numbers for” hyperlink.

Field Marshall – you must have a Field Marshall for every game, please [click here to access](#) the web site that describes the duties. The Field Marshall’s name must be written on the game sheet.

<p>Tournaments – playing in a tournament is a great team building experience for the players (and can also be a lot of fun for the parents). Teams typically have a cash call to help cover Tournament entry fees and expenses. See the hyperlink for a list of Alberta Sanctioned Tournaments.</p> <p>If you have a player from your team travelling with another parent you should have the Travel Consent form completed. If you are travelling outside of Alberta to a tournament you need to consult this hyperlink. For insurance reasons, if your team is attending a tournament you need to inform Rangers - please email info@calgaryrangers.com and pmalakoane@calgaryrangers.com. If your team is attending a tournament outside the North American continent you need Board approval, prior to entering the tournament.</p>	<input type="checkbox"/>
<p>Winding Down the Season</p>	
<p>Season Ending Competitions - CMSA and Alberta Soccer Association organize different events for different Age Groups and Tiers at the end of each Season. Here are some guidelines:</p> <ul style="list-style-type: none"> - U8 Minifest – All U8 Developmental Teams - City Finals - All U10 – and U12 to U14 Tier VI - Intercities – U12 to U14 Tier V and U16 to U18 Tier V and VI - Provincials – U12 to U18 Tier I to IV <p>All teams are expected to compete in the Season Ending competitions. <u>Rangers will be subject to fines from CMSA for any team that withdraws from any post season competition.</u></p>	
<p>Jersey and Equipment Return - For teams that are done with the season, we need one of your parents to take control of collecting the jerseys and getting them washed and handed in as a complete set. Please keep in mind that you started the season with a complete set of jerseys so you need to hand in the ones that the players used and the extra jerseys together. We will notify you of drop off times for your jerseys and soccer equipment.</p>	
<p>Other Resources to Help</p> <p>Team Snap (tool to help manage your team) – www.teamsnap.com</p> <p>Indoor Rules - hyperlink – please print a copy and keep it with you for the season</p> <p>Calgary Rangers Web Site – www.calgaryrangers.com</p> <p>Calgary Minor Soccer Web Site – www.calgaryminorsoccer.com</p> <p>Calgary Minor Soccer – Coaches and Managers area</p> <p>Alberta Minor Soccer Web Site – www.albertasoccer.com</p>	<input type="checkbox"/>