



CALGARY RANGERS SOCCER CLUB

MANAGERS HANDBOOK

MANAGER OVERVIEW • 2026 OUTDOOR SEASON • APRIL TO OCTOBER

WELCOME

Thank you for dedicating your time, energy and efforts into volunteering for our Soccer Club. The goal of our Rangers Managers Handbook is to support our new and returning volunteers with helpful tools for a successful season. Please select from the following buttons on the page to help organize your season.



**REQUIRED
ADMIN FORMS**



**TEAMSNAPE
USER GUIDE**



**DEMOSPHERE
USER GUIDE**



CMSA

**CMSA PLAYER
WAIVER &
PROOF OF AGE**



**MAIN DUTIES +
TOURNAMENTS &
RESCHEDULING**



**INJURY
REPORTS &
HOW TO FILE**



**TEAM JERSEYS,
GEAR &
VOLUNTEERING**



**COACHES
REQUIREMENTS**

**KICKS
SPORTS**

**TEAM GEAR &
SPONSORSHIPS**



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MUST COMPLETE EACH LINK BELOW



NCCP
ACTION PLAN



NCCP
RULE OF TWO



CPIC- CALGARY
POLICE CHECK

Valid for 3 (Three) Years



RESPECT
IN SPORT

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CLICK EACH LINK BELOW



TEAMSNAPE CREDENTIALS

Accepting the Invitation



TEAMSNAPE SCHEDULES

And How to Use Them



TEAM CHAT

And How to Use It



TEAMSNAPE EMAILS

And How to Send Them

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GETTING YOUR CMSA ID & PRINTING GAME SHEETS



DEMOSPHERE INFORMATION

Step-By-Step Instructions



DOWNLOAD THE APP

To Manage your Household Information, View your Team Information and your Schedules.

DEMOSPHERE APP

1. Retrieve and Login to your 'Household' Account
 2. Upload a Photo for your CMSA ID Card
 3. Print Off Game Sheets
- Through your household, players & team officials can now upload their own photo to their profile for their ID cards.

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CMSA ELIGIBILITY, WAIVER & PROOF OF AGE



CMSA PLAYER WAIVER



CMSA PROOF OF AGE Any Piece of Government Issued ID

PLAYER ELIGIBILITY

Both CMSA Waiver & Proof of Age Must be Completed for Players to be **Eligible** or the **Team** will be fined by CMSA.

Proof of Age & Waivers Submitted:

- Any piece of Government-Issued ID

Email: info@calgaryrangers.com

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MAIN DUTIES, TOURNAMENTS & RESCHEDULING



**COLLECTING
MEDICAL FORMS**



**TOURNAMENT
TRAVEL PERMIT**
Outside of Alberta only



**GAME
RESCHEDULE**

MAIN RESPONSIBILITIES

1. Enter all Games into TeamSnap
2. Hold Onto Players' and Coaches' Cards
3. Weather Updates to Your Team from CMSA or Club
4. Tournament Organization & Team Bonding

COACHES TRAVEL & RESCHEDULES

1. Coaches Travel: Teams' Responsibility to Cover Coaches' Expenses
2. Teams are Responsible for the Field Cost if a Game needs to be Rescheduled
3. Teams are Responsible for the \$50.00 Game Reschedule Fee

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CMSA ELIGIBILITY, WAIVER & PROOF OF AGE



INJURY REPORT FORM

*** Families are at Risk of not being able to Submit a Claim if the Report is not Completed and the Insurance Company not Notified ASAP ***

INJURY REPORT: STEP BY STEP

1. Communicate with the player/family who is injured
2. Player/Family must report the incident to: Alberta Soccer Association within 30 days
3. It is not Rangers responsibility to:
 - Report the incident to the insurance company
 - It is our responsibility to ensure our Team Officials are reporting it to the Club by completing our Injury Form

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TEAM JERSEYS, GEAR & VOLUNTEERING



TEAM JERSEY RETURN FORM

Jersey Sheet in Equipment Bag



EMAIL GUS! TO PICK UP

Club's Gear & Equipment Manager



VOLUNTEERING TEAM/CLUB

What's the Difference?

PICKING UP & KEEPING TRACK OF

Contact Gus! The club's Gear & Equipment Manager if you are missing any items such as a first aid kit, alternate jersey size...

WHAT TO KEEP TRACK OF

1. Who has what Jersey
2. If they've Returned it at the end of Season
3. Jersey Return Form

TEAM GAMEDAY VOLUNTEERING

1. For Field Set Up and Take Down
2. For Field Marshalls
3. Bench Parent

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MUST COMPLETE TO RECEIVE COACHES CARD



ACTIVE START

U4 - U6 Age Group



FUN damentals

U7 - U9 Age Group



LEARN TO TRAIN

U10 - U12 Age Group



SOCCER FOR LIFE

U13 - U19 Age Group

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TEAM OFFICIAL GEAR & TEAM SPONSORSHIPS

\$50 CREDIT & KICKS SPORTS

Club wear is available year-round from Kicks Sports - North & South Locations (4625 Varsity Dr. NW & 9737 Macleod Trail SW).

TEAM SPONSORSHIPS

Team Package \$2,250 Per Season

- 2-year Term.
- Sponsor Jerseys stay with the Age Group as the Team Moves Up.

Your Logo Here



Option to Buy Custom Jerseys.

- Half the Money goes to the Team Sponsored.
- Half the Money goes to Calgary Rangers.
- Receipt Provided by Calgary Rangers Soccer Club.

- Logo on Home Jersey Sleeve
- Sponsor Promotion to Membership
- Logo on Main Club Website with Direct Link

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