

Frequently Asked Questions at CMSA

- 1. How much does it cost to play soccer?** It varies depending on age, competition level and the club or community you register with. Check the website or email the Coordinator for the club or community you wish to register your child with. A complete list of our member clubs and communities can be found on our website at www.calgaryminorsoccer.com under Contact Info and CMSA Clubs.
- 2. How old does my child have to be to play soccer?** Many communities have house league programs for 3 and 4 year olds (U4) although some only offer a U6 program (for 5 and 6 year olds). Contact your community for more information.
- 3. How do I register my child?** Visit the website for the club or community closest to you or email or call them. Most clubs and communities now offer online registration as an option. To find your club or community's website or an email contact visit our website at www.calgaryminorsoccer.com, click on Contact Info then CMSA Clubs.
- 4. Who needs a CMSA Photo ID card?** All players in U12 and above need a CMSA Photo ID card (with an expiry date). At least one team official in U10-U18 needs a photo ID card (with expiry date), but it is highly recommended that All team officials get them.
- 5. How do I get a CMSA Photo ID card and what do I need to bring?** Visit our website at www.calgaryminorsoccer.com under Documents and Outdoor Program Calendar for a schedule of Photo ID times for the upcoming season. For the appointment sessions you will be able to book an appointment on our website. You must bring your CMSA ID# which can be obtained from your club as well as your old Photo ID card or \$10 cash or cheque.
- 6. How do I obtain my CMSA ID#?** Contact your club or community President, Registrar or coordinator to obtain this number. Some organizations also give you access to the numbers through their websites.
- 7. Who requires a Police Clearance (CPIC) and how do I apply for one?**

All Team Officials listed on the team roster (Coaches, Managers, Assistant coaches, U10-U18) require a current Police Clearance to be eligible to coach with CMSA).

To obtain a Police Clearance you must visit the CMSA office at the Calgary Soccer Centre during regular office hours (it can not be done at the police station or Administration building). If you live outside City Limits you must visit your local RCMP office. To complete the CPIC at CMSA, you must bring 2 pieces of Identification with you including

 - **One of:** Driver's License, Passport or Citizenship Card
 - **And One of:** Birth Certificate, Social Insurance Card, or Personal Alberta Health Care Card.

- There is a \$5 charge to complete a CPIC and this must be paid via cash or cheque when you complete the application.
- The normal processing time is 6-8 weeks.
- The result of the CPIC comes back to the CMSA office where it is kept on file and not mailed back to the applicant.
- We only return copies or results of CPICs to individuals upon request.
- For CMSA purposes CPICs are valid for 36 months from the Clearance date.
- If you have a current CPIC through another organization and can bring the original down to our office for us to photocopy that will be sufficient.
- If you are unsure of your CPIC status with CMSA please contact our office at 279-8686.

Please note you must be CPIC cleared in order to be named as a Team Official on Provincial Rosters as well as Travel Permits.

8. How do I get involved with refereeing for minor soccer in Calgary?

You must attend an entry level referee course. Go to www.calgaryminorsoccer.com then to Technical programs and Refereeing for a list.

9. How do I get involved with coaching minor soccer in Calgary?

The best way to do this is to contact the CMSA community or club coordinator of your local community or Club, and offer your services to volunteer to coach. The local community or club coordinators for your area may be found on our website under: [Contact Info-CMSA Clubs](#). Each Club has an email address and/or website where you can inquire about coaching and other issues.

a) What coaching courses are offered in Calgary for youth soccer?

CMSA offers courses for parent/coaches of U6, U8 and U10 teams. These courses are booked by the communities and offered at a location within the community. Please contact your local community soccer coordinator to find out when these courses will be offered by your community. The manuals for these courses are available on the CMSA website, under Technical programs and 'Coaching'. For coaches of U12 to U18 teams certified coaching courses are offered by the Alberta Soccer Association. A Youth course (2 days) is for coaching U10 to U14, and a Senior coaching course (2 days) is for coaching U14 to U18. These courses are almost always held in March/April of each year. For information on all courses being offered around the city and the province, visit the Alberta Soccer website at www.albertasoccer.com.

10. I'm short players for my game, who can I call-up for Play-ups, what do they need to bring and how many play-ups can I use in each game?

You can call-up any player who is registered with CMSA and is registered in a **lower Tier of the same age group or an equal or lower Tier of a lower age group**. After the seeding rounds, once the levels are subdivided into A, B, C (or I, II, II) etc. you can also call up from the lower subdivisions. Check CMSA rules of play section III for more information.

What they need to bring: Players require their Photo ID Cards to play-up. However, if a U10 player is playing-up they only require a **restricted movement pass** which is available on our website under Documents.

Number of play-ups: There is no maximum number of play-ups you can use in a league game.

- 11. How late in the season can we register new players?** Deadlines for registering new players vary from season to season. Check the CMSA Rulebook for the current season to see when the deadline is.
- 12. How do we register a new player?** Contact your club or community President or Registrar. You will need to submit a player waiver form to them and possibly proof of age. The club will then submit those pieces of information to CMSA on your behalf along with a signed roster with his or her name and information on it.
- 13. How do we book a field?** Contact your field coordinator or the City of Calgary Recreation Department.
- 14. Who updates the scores on the website and/or how do we enter the scores?**
The winning team or home team in the case of a tie is responsible for entering their game score on our website. Contact your community or club president or registrar to get started as they need to assign you a login name and password in order for you to access the scoring area (set you up as a Scorekeeper). Once your club has set you up as Scorekeeper, visit our website at www.calgaryminorsoccer.com under Club and Team Officials area. Click on Score games beside your club or community name. Then click on Member login to enter your login name and password. Once logged in you will be able to enter your team's scores.
- 15. I incorrectly entered a score from our last game how do I correct it?** Email cmsa@calgaryminorsoccer.com with the Game date, time, location, team names and proper score. CMSA will verify the game sheets and correct if needed. You are not able to correct your own scores if entered incorrectly.
- 16. How do I contact another team in my division?** Only team officials who have been set-up as a as a scorekeeper can access this information. Contact your community or club president or registrar to get started as they need to assign you a login name and password in order for you to access the Team Official Area. Once your club has set you up, visit our website at www.calgaryminorsoccer.com under Club and Team Officials area. Click on Score games beside your club or community name. Then click on Member login to enter your login name and password. Once logged in you can click on team contacts and access contact information for other teams in your division.

- 17. When or for what reasons are we allowed re-scheduling games?** Visit our website at www.calgaryminorsoccer.com then click on Documents and Rescheduling a Game Information.
- 18. How do I re-schedule a game?** Visit our website at www.calgaryminorsoccer.com then click on Documents and Rescheduling a Game Information.
- 19. We had a terrible referee in our last game how can I file a complaint?** Fill out the Referee Evaluation form online through our website: www.calgaryminorsoccer.com under Club and Team Officials area. You must be set-up as a scorekeeper to access this. The programs and league director review the evaluations and take any necessary action if required.
- 20. My player received a red card and his card was kept by the referee at the end of the game, what do we do now?** If you wish, if you think it was unjustified, you can request a hearing within 2 business days of the game by putting it in writing and turning it into the CMSA office or emailing disciplinechair@calgaryminorsoccer.com. Otherwise wait to receive an email from the Discipline committee or office with the suspension notice. You should receive notification within a week or 10 days at the latest.
- 21. How do I get a hold of someone with the Discipline Committee if I have a general question?** You can email disciplinechair@calgaryminorsoccer.com or leave a message with Christy at 279-8686 Ext. 226.
- 22. How do I pick up the player or coaches card once the suspension has been fully served?** Bring in the game sheets showing that he or she sat out the required number of games. The game sheets should say sitting game x of xx beside the suspended person's name.
- 23. Travel Permits – what are they used for, how do I complete the paperwork, how long does the process take?**
The ASA Travel Permit is submitted to our office when your team is attending a tournament outside of Alberta. Travel permits are no longer required for Travel within Alberta. The form can be found on our website under: [Documents – ASA Travel Permit](#).
- Please complete both pages of the Travel Permit.
 - We must have a listing of your team roster attached to the Travel Permit application.
 - CPIC status is checked on every travel permit. Please ensure that you or your fellow team officials have completed a CPIC application. *For more information see FAQ # 4.*

- ASA also needs to also approve your permit however you do not need to send this form to ASA and CMSA. **Please send one copy to CMSA only.** We submit your Permit to ASA on your behalf.
- To submit your Travel Permit, please do so by fax, mail or dropping it off in person. *See below for address information.*
- There is an administrative fee of \$40.00 for travel permits for within Canada and the US. There is additional \$50.00 administrative fee associated with LATE Travel Permits - ones we receive within 2 weeks of departure. They must be paid in cash, cheque or money order made payable to CMSA.
- If you are traveling internationally (excluding USA), Canada Soccer Association also has to approve your Permit, therefore there is a \$140.00 administrative fee associated with this type of permit.
 - CMSA may not accept international permits if submitted with less than 90 days before departure date.
- Travel permits are not needed for Inter-cities or Provincials as these competitions are considered an extension of league play.
- You will need a release letter if you are adding a player to your roster from another team or Club.
 - This release letter must be signed by the coach/manager of the team whom the player is originally registered with. If you cannot reach the coach/manager of this player's team, the Club President or Registrar for the same team has signing authority on this release.
- You will need to attach a full itinerary if you are traveling for training or exhibition games (anything other than a tournament).

24. I live outside of City limits, do I require anything special? You can register with a Calgary soccer club but will need a District Release from your local soccer district. A new district release is needed each season as they are specific to the season and year.