



2025 Outdoor
CBSC Managers Handbook

Thank you for volunteering to serve as team manager. Your role is vital to the success of your team and our Club. This manual outlines expectations for our team managers throughout the soccer season in order to optimize the experience for all players. The team manager is responsible for the administration and coordination of the team's activities and communication between the families, coaches, and the Club. You are critical to the success of the season and positive experiences of the families involved. Your work helps to ensure our Club runs smoothly and that the players to have a great experience!

CONTACT INFORMATION

Name	Contact	Role
Jackie Martin <i>Executive Director</i>	Jax@calgaryblizzard.com	Director of Operations & Administration
Diogo Raposo <i>Sporting Director</i>	Diogo@calgaryblizzard.com	Director of Sport and Technical Leadership.
Ramon Mifflin <i>Boys Reach Technical Director</i>	Ramon@calgaryblizzard.com	Boys Program and Coach Development; Adult Programs
Cedric Bovon <i>Girls Reach Technical Director</i>	Cedric@calgaryblizzard.com	Girls Program and Coach Development; Adult program
Stu Baker <i>Core Technical Director</i>	Stu@calgaryblizzard.com	Girls and Boys Program. Coach Development Lead
Kevin Adama <i>U12/U13 Boys Program Manger</i>	Kevin@calgaryblizzard.com	Boys Player Development
Kevin Adama <i>U10 & U11 Program Manger</i>	Kevin@calgaryblizzard.com	Boys Player Development
Moe El Gandour <i>U14-U17 Development Manager</i>	Moe@calgaryblizzard.com	Girls & Boys Player Development
Tayla Cowan <i>Foundations Development Manager</i>	Tayla@calgaryblizzard.com	Foundations Program Development, Community.
Maggie Zacsco <i>Girls Core Program Manger</i>	Maggie@calgaryblizzard.com	Girls Core Player Development
Lucy Woo-Leong <i>Membership Services Coordinator Registrar</i>	Lucy@calgaryblizzard.com	Registration and administration. Player eligibility, Demosphere coordination
Karly Sawatzky <i>Program Operations</i>	Karly@calgaryblizzard.com	Boys Sport Operations, Volunteer Coordinator
Tanissa Schell <i>Equipment/Kit Coordinator</i>	Tanissa@calgaryblizzard.com	Equipment and Jersey

SEASON START-UP CHECKLIST:

Initial Set-Up

- PowerUp Access to Roster
- TeamSnap Access and edit/add privileges
- Have current police clearance on file with CMSA
- Have current Respect in Sport Certificate
- Demosphere (CMSA System) Access
- Pick up Equipment/jerseys

Team Requirements

- Minimum of 2, Maximum of 4 Team officials per team (Coach, AC, Manager)
- Must have one same gender team official as players
- U10-U19 Coaches and Managers must have CMSA ID before the 1st game
- U11-U19 players must have CMSA ID before the 1st game
- Verify your roster in PowerUp/TeamSnap matches Demosphere roster
- Verify player eligibility – proof of age and CMSA waiver complete

Game Day Requirements

- 1 copy of game sheet printed from Demosphere for U10-U19
- Field Marshall and coach MUST sign your game sheet
- Must have 2 card carrying Team Officials on the bench
- Coach ID's (U10-U19)
- Player ID's (U11-U19)
- Bench parent to ensure same gender as team players (write on gamesheet)
- Home team provides 2 game balls
- Take a photo of the game sheet at the end of the game to report score in Demosphere. Both teams should report.

PRE-REQUISITES:

POLICE CLEARANCE

CBSC and CMSA require all team officials (coach, assistant coach, team manager) listed on CMSA rosters to have a current and valid police clearance to ensure the safest possible environment for youth soccer players. Police clearances are valid for three (3) years. CMSA will grant you a volunteer letter to apply to your police clearance for free. Once you have applied, you are granted eligibility while waiting for the clearance to process.

Please follow the process on the CMSA website to obtain a police clearance:

<https://calgaryminorsoccer.com/coach-manager/police-clearance>

RESPECT IN SPORT

ALL team officials (coaches, assistant coaches, Managers) must have the RIS Certificate. A voucher will be provided to all Team Officials to cover the cost (\$30) of this certification. Please contact Lucy@calgaryblizzard.com to obtain a voucher. If you have previously completed Respect in Sport with another organization this will transfer over to fulfill your CMSA requirement.

Please follow the process on the CMSA website to complete the course:

<https://calgaryminorsoccer.com/coach-manager/coaching-courses/u3-u19-respect-in-soccer>

CMSA ID CARD

All team officials for teams U10-U17 (including managers) are required to have a CMSA Team Official Photo ID Card. This card must be present with you at all games so the referee can identify players/officials.

Please follow the process on the CMSA Website to obtain a CMSA ID:

<https://calgaryminorsoccer.com/league/cmsa-id-cards>

SOFTWARE AND APPS YOU NEED TO BE SUCCESSFUL:

TEAMSNAPE

Calgary Blizzard admin staff will set-up a TeamSnap for each team and upload rosters/coaches/managers to each TeamSnap. This will be the hub for your team and will be your team's primary source of information and communication tool for practice times, tech sessions, games, and general updates. Once you have access to your TeamSnap, managers are responsible for the following:

Manager Responsibility in TeamSnap:

- Enter team training sessions (time/location) once confirmed with your team coach.
- Enter Games and/or any game revisions into TeamSnap including location, arrival time (minimum 30-45min prior to games) and what kit players are expected to wear. Game schedule will be found on the CMSA Website once released each season.
- Remind parents to mark their availability for each training session and game as far in advance as possible.
- *Calgary Blizzard Staff will input and maintain the technical training schedule for each team in TeamSnap. This includes technical sessions, skill sessions, and ORKA Performance.*

DEMOSPHERE

This is the CMSA Software used to manage all league data and schedules. As a manager, you will have a login that will allow you to use the admin function of the software. This is where you will check and compare your roster for accuracy between TeamSnap and Demosphere, add jersey numbers, print games sheets and find a full list of contact information for other teams in your division. NOTE: Please access Demosphere directly through the CMSA Website, NOT the APP.

Please see the CMSA Team Official Handbook for specific instructions on Demosphere:

[Team Officials Handbook | Calgary Minor Soccer Association \(demosphere-secure.com\)](#)

SEASON START-UP:

KIT & EQUIPMENT

Tanissa Schell is our Equipment and Uniform Coordinator: Tanissa@calgaryblizzard.com

All equipment and uniforms will be picked up from the equipment coordinator. Specific days and times will be announced by email for pick-up of Jerseys, balls, pinnies, cones, goalie equipment and first aid kits. If you need extra jerseys during the year for tournaments or call-ups please contact Tanissa.

Training Kit: All new players receive black socks, black shorts and a black training top during kit-pickup Day. This kit is to be worn to all club training sessions. If you have any players that missed picking up their training kit, please contact Tanissa. If players want extra shorts/socks/black tops they can be purchased from Kicks Sports. New kit is handed out to ALL players at the start of the Indoor Season. Only new players received Kit at the start of the outdoor season.

Game Kit: HOME KIT: Orange Jersey. Black/Orange shorts. Black/orange socks.

Orange shorts and socks are mandatory for U12-U17 Tier 1 teams. They are optional for all other ages/tiers. Should your teams need to purchase orange shorts/socks please place a team order with Frankie at Kicks Sports. Frank@kickssports.ca

AWAY KIT: Blue Jersey. Black short. Black socks. Blue Shorts/socks are optional for all teams and can be ordered from Kicks.

It is the responsibility of the AWAY team to change to a non-conflicting color. Ensure that players carry their alternate jersey with them at all times. If your team only has one color of jersey, pinnies can be worn for color conflicts.

PLAYER ELIGIBILITY

All players need to provide proof of age and complete a CMSA player waiver in order to be able to be fully rostered with CMSA. Without POA and Waiver the player is ineligible to play in any CMSA games. When you login to Demosphere you will be able to see who is eligible on your roster, and who it not.

Ineligible players will appear in **RED** in your demosphere login. They will also appear on your game sheet with the word INELIGIBLE next to their name.

For any problems with player registrations, ineligible players, or help with Demosphere please contact Lucy. Her email is Lucy@calgaryblizzard.com

CMSA ID CARDS

All players (U11-U17) and all team officials (U10-U17) require a CMSA ID Card. This card must be present at each game and will be checked by the referee to identify each player and team official. A player without an ID Card will not be allowed to play in the game – digital copies/photographs are not acceptable. Managers should collect all player cards at the beginning of the season and bring them to each game.

If your players or coaches do not have a card, please refer them to the CMSA website:

<https://calgaryminorsoccer.com/league/cmsa-id-cards>

ADD JERSEY NUMBERS TO DEMOSPHERE

Please login to demosphere and add jersey numbers for each player. You can do this by clicking on the three small dots in the circle next to the 'rostered players' section of your demosphere. You can then click on the 'cog icon' to Edit rostered players and input jersey numbers. This way, jersey numbers will print on your game sheets each week.

CONFIRM TEAM SCHEDULE

Team Practice: Days and times for team practices are assigned based on requests from team coaches. These days will be communicated to you by your coach, and need to be added into TeamSnap by the team manager. If you need to reschedule or cancel a team practice during the season, requests can be sent to Karly. Karly@calgaryblizzard.com

Technical Training and Skills: Your teams technical training schedule (tech, skills, skill centres, ORKA) will be added directly into your TeamSnap schedule by your technical leads and operations coordinators. Any changes to technical training will be updated directly in your schedule. If you need to request a change in your technical training schedule please contact Kevin Adama. Kevin@calgaryblizzard.com.

GET READY FOR GAME DAY:

GAME SCHEDULES

Game scheduled will be released by CMSA on April 21. Your team schedule can be accessed through your Demosphere account or on the main facing CMSA Website by clicking on the CMSA SCHEDULE tab. Click through the menu to find your team within the appropriate age/tier.

This game schedule will need to be entered into your TeamSnap account.

GAME SHEET REPORTS

The Team Manager needs to bring 1 copy of the gamesheet to each game. Gamesheets are printed from your Demosphere login. **The gamesheet needs to be signed by the team coach and field marshal.**

Bench parents (if needed for gender requirement) must be written onto each game sheet in the bench parent field at the bottom.

Any player who is ineligible to play will appear on the game sheet, but with an INELIGIBLE marked next to their name. INELIGIBLE PLAYERS CANNOT PLAY. If they are ineligible it means they either have not provided proof of age or completed the CMSA waiver. Print game sheets at least three days in advance if possible to ensure ALL PLAYERS ARE LISTED. You will forfeit the game should ineligible players participate. If a player is missing from your gamesheet, reach out to Lucy for assistance.

The game sheet is given to the referee at the beginning of the game. The referee will make the game sheet available after the game for each team to take a picture for their records, and the referee will keep the hard copy for submission to CMSA. Team officials from both teams are responsible for reporting the score in Demosphere. You will need to be logged into your demosphere manager account to report scores.

No scores or standings are reported publicly for U12 and below.

TEAM OFFICIALS ON THE BENCH

There MUST be a minimum of two (2) Team Officials on the team bench during all CMSA scheduled games. These two team officials must have CMSA ID and be listed on the game sheet.

A Bench parent is required on the bench when neither of the Team Officials is the same gender as the players. This bench parent must be written on the game sheet in the space provided. Bench parents do not require Police Clearance or CMSA ID. Bench parents are not coaches, and cannot coach during a game.

RULE OF TWO

All teams must follow the Rule of Two Policy: Two adults must be within visual/hearing distance of the players for every practice, tech session, and game. For male teams, one team official listed on the team roster must be an adult male. For female teams, one team official listed on the team roster must be an adult female. For male teams, an adult male must be present during all CBSC sessions and CMSA scheduled games. For female teams, an adult female must be present during all CBSC sessions and CMSA scheduled games.

FIELD MARSHALL PROGRAM

Each team will be required to provide a parent (or other adult spectator) to be the 'Field Marshal'. All teams are provided with an orange arm bands which must be worn/carried by the individual. The Field

Marshal is to be a visual reminder that spectators are to always remain positive and respectful during games. The Field Marshal needs to sign their name to the game sheet. **Fines will be imposed to each team if the game sheet is not signed by the field Marshal. These fines are payable by individual teams, not by Calgary Blizzard Soccer.**

CALL-UPS

If your team in short players for a game, coaches will need to organize call-up players from another team for help. The rules for call-ups are dependent on the specific age group and tier. Please see the CMSA Rules and Regulations Document (page 23) for rules specific to your team. [09,24,24 - Indoor 2024-25 Rules and Regulations - FINAL_2.pdf \(demosphere-secure.com\)](#)

For U10 and U11 Dev and Dev+, players may play an unlimited number of games within these two age divisions. There are no call-up restrictions.

For all teams U12+, a player who is registered with CMSA may play up for a total of six (6) games per team in any one season during regular and play off competition. You will need to write the player's name, , as well as the number of times the player has played up with your team onto your game sheet. Call-up players will need to bring their CMSA ID card with them to play.

Coaches in need of call-up players should contact their technical lead for guidance on suitable call-up players. Coaches/managers should not be directly contacting parents of players from other teams to arrange call-ups.

RESCHEDULING A GAME

CMSA has a very strict game rescheduling policy. You cannot reschedule a game due to low player or coach availability. You are allowed to reschedule a CMSA game due to tournament attendance. Teams are responsible to find and pay for their own fields for game reschedules due to tournaments. There is also a \$50 charge from CMSA to reschedule the game

Rescheduling Due to Weather:

U10-U12

1. Home Team must contact Away Team to set up new date, time and location for reschedule
2. Home Team must contact their club find an available game field to play the rescheduled game
Please reach out to Karly@calgaryblizzard.com to be provided a new game field time.
3. Away Team must agree to this change prior to submission of the rescheduling form
4. Submit the CMSA rescheduling form here: <https://calgaryminorsoccer.demosphere-secure.com/technical/rescheduling-procedure>

U13-U14

1. You games are played on CMSA Supplied fields and CMSA will reschedule the game on their available fields
2. If your game is cancelled due to weather/field closure you will need to submit the game rescheduling form found here: <https://calgaryminorsoccer.demosphere-secure.com/technical/rescheduling-procedure>

FIELD CLOSURE INFORMATION

Calgary Blizzard SC will post on their Instagram stories page by 4:00pm for all field closures. This includes technical training, practice fields and U10-U12 game fields. Canceled sessions will be updated in TeamSnaps by 4:00pm so all families will receive an email notification from TeamSnap about the cancellation.

For U10-U12 Away games:

Please check the website or social media accounts of the home teams club for information about their field closures.

WHAT ELSE SHOULD I KNOW?

TEAM VOLUNTEERS

Team Volunteers may include positions. Each of which are eligible to receive their \$100 Volunteer Credit back to their powerup account.

Coach

Assistant Coaches

Manager

Treasurer

Fundraising Coordinator

Equipment Coordinator

Tournament Coordinator

Team Event Coordinator

TOURNAMENTS

Tournaments are a great opportunity for team bonding and are encouraged, but not required by the club. All coaches and managers should reach out to Technical Staff or Operations Coordinators prior to planning tournaments for recommendations and guidance on suitable tournament choices.

Any travel outside of Alberta requires a CMSA/ASA Travel permit.

Any travel outside of Canada requires a CMSA/ASA Travel permit and mandatory insurance.

Rosters and Travel Permits must be verified and signed by the Club Registrar or designate prior to submission to CMSA. Contact Lucy at lucy@calgaryblizzard.com

Link for full details and costs of Travel Permits:

<https://www.calgaryminorsoccer.com/coach-manager/travel-permits>

TEAM FINANCES

Team financial accounts are a team activity and team responsibility. Blizzard assumes no liability or responsibility in the management of team accounts. Teams should discuss a budget at the start of the season as teams will require funds for items such as:

- Tournaments
- Hotels and travel costs for non-parent coaches
- Team social activities
- Team apparel

It is up to the team's discretion to determine the amount of cash call (upfront cash from parents) and/or fundraising requirements. Team bank accounts can be set-up, but are not required.

FUNDRAISING

Fundraising is an optional activity and is at the discretion of each team. Any money raised through fundraising will stay with the team to support the agreed upon season budget. Calgary Blizzard Soccer Club does not recommend funds being carried over from one season to another and any money raised should be earmarked for a specific purpose.

Most popular fundraisers:

Bottle Drives

Raffle or 50/50. These both require licensing through AGLC.

TEAM EVENTS

Most teams will organize a team social event for parents and/or players during the season. Bowling, laser tag, hiking, team bbq, mini golf, are all great ways for the families to get to know each other off of the field, leading to more positive soccer experience over all.

BLIZZARD GEAR

Kicks sports is the sole provider of Blizzard Wear. They have Club jackets, sweatshirts, practice shirts, backpacks and toques available for purchase. These can be purchased by individuals or teams and customized with initials/name. The use of the Blizzard logo on any club gear produced outside of Kicks Sports is strictly prohibited. [Kicks Sports – Kicks Sporting Goods](#)