



## Guide to Managing a Team within CUSA

(this is a condensed guide, and not intended to replace rules and policies of CUSA)

### Prior to Registering Team

1. Questions to Ask Yourself
  - a. Do you have enough players to form an 11v11 or 6v6 team?
  - b. What are your team goals? What division does your team want to play in? How competitive do you want your team to be?
  - c. Do I need more players? Click [HERE](#) to view Players looking for Teams.
2. Set Up Communication with Your Team
  - a. RAMP Team App – Recommended
  - b. Other useful apps: Whats App Group Chat, TeamSnap, Facebook Group, etc.
3. Jersey Requirements
  - a. Men's/Futsal – 2 sets of different colored jerseys.
  - b. COED – 2 sets of different colored jerseys (pinnies are accepted as 2<sup>nd</sup> set, must not cover jersey number).

### Team Registration

1. All communications come from CUSA (including alignment/team schedules). Ensure your email address is current and updated. Ensure to check your junk mail for emails from CUSA.
2. Collect fees from team for a deposit of \$1,500. This locks your team in, and the rest of the team fees will follow before the start of the season.
3. Ensure you submit any team scheduling requests. Examples include not being able to play on certain days of the week, religious holidays, travel plans, cultural events, etc. This helps CUSA optimize your team schedule and prevents the headaches of rescheduling games.

### Player Registration

1. When player registration is open, provide your players with this link:  
<https://www.rampregistrations.com/login?v3=f81daef6>
2. They must create an account (if new to CUSA) or login with their past credentials.
3. Provide them with a **Team Invite Code**. This code is unique every season and is emailed to the team official/manager by CUSA.
4. Ensure they complete registration by filling out the form and paying the Alberta Soccer Membership Fee (only charged once annually)
5. When they submit the registration, they receive a confirmation email with **IMPORTANT** information on how to get a player card and other frequently asked questions.
6. The minimum roster size is 12, maximum roster size is 25.

## During the Season (Need to Know's)

1. NO PLAYER/OFFICIAL CARD, NO PARTICIPATION, NO EXCEPTIONS. Without the physical player or official card, players are NOT allowed to play and team officials are NOT allowed on the bench.
2. COMMON PLAYER OFFENCES that teams are expected to keep track of:
  - a. Accumulated yellow cards – 3 yellow cards = 1 game suspension
  - b. Red card (or 2 yellows in a game) = at least 1 game suspension depending on the offence.
  - c. Other forms of misconduct have different suspension times and fines. Refer to our [Discipline Code](#) for more information.
3. INELIGIBLE PLAYERS
  - a. Ensure that players are registered in the CURRENT season. If not, they are ineligible to play and that can result in automatic forfeit (losses) of the game, suspensions, and fines.
4. PLAYER TRANSFERS (switching teams)
  - a. To remove a player from your roster, you must email CUSA with your team's name, and the player's name. This can be done before a preset deadline.
  - b. To add a player who played previously for another team, that request must also be made to CUSA, and we complete the process and charge a transfer fee.
5. GUEST PLAYERS
  - a. Guest players are allowed in certain scenarios. Learn all about it [HERE](#).
  - b. There is a maximum of 4 guest players per game.
6. GAMESHEETS
  - a. Game sheets are accessed via this link: <https://admin.rampcms.com/login>. The login information comes from CUSA.
  - b. Enter scores, fair play points, yellow cards, and goal scorers within **7 days** after your match is played. If it is past the 7 days, then CUSA will update these statistics.
7. RESCHEDULING GAMES
  - a. Reach out to your opponent **FIRST** as they must approve the request to reschedule. Contact list for your division is provided by CUSA.
  - b. If approved, come up with a couple of future dates to play the game and reach out to Adelle Young, Manager – League Operations at [adelle@cusa.ab.ca](mailto:adelle@cusa.ab.ca) to finish the process, communicate the new date, time and location, and charge rescheduling fees, if applicable.
  - c. Please refer to our detailed rescheduling policy and procedures [HERE](#).
8. GAME DAY
  - a. Substitutions are unlimited – 2 players at a time per substitution at the half way line.
  - b. Fair Play – rating applied to teams is at the discretion of the referee based on the team's display of fair play and sportsmanship. Additional fair play points are awarded for teams who fill out Referee Evaluation forms within 2 weeks of their games. Links to the evaluation form can be found [HERE](#).