

HELPFUL HINTS WHEN FILLING IN PROVINCIAL ROSTERS

PLAYER ROSTERS

- Postal Code – If you don't know the postal codes of your players, I can pull them from their Bonzi account. Leave it blank, and I will populate it.
- Birthdate – The field states that it is needed in YYYY-MM-DD format, but when you close and reopen the document, it will go back to MM-DD-YYYY. It's okay, its only a formatting issue, and I will fix it when I review your rosters.
- Jersey Number – Not mandatory, but will prepopulate into the game sheet if you fill it in
- Position – Not mandatory, but will populate into the game sheet as well. If you can at least indicate your goalkeepers, it is helpful to the Provincials staff.
- District – CWSA is your district
- Club/Community – Just put Calgary
- Age Group – Your age group is Senior
- Tier – This will depend on what you're playing in provincials. Your options are Major, Premier, Tier I, Tier II, Tier III, and Classics Premier

COACH ROSTERS

- Postal Code – If you don't know the postal codes of your coaches, I can pull them from their Bonzi account. Leave it blank, and I will populate it.
- Birthdate – The field states that it is needed in YYYY-MM-DD format, but when you close and reopen the document, it will go back to MM-DD-YYYY. It's okay, its only a formatting issue, and I will fix it when I review your rosters.
- Position – Mandatory. Your options are Head Coach, Assistant Coach, Manager, Coach. You can list bench-moms as a Manager.
- Police Record Check Date – As indicated by CWSA, CPIC clearances are required for Provincials, and accordingly every coach should have a Police Record Check Date. Please make sure that you enter the expiry date for your clearance. Any coaches for whom this is left blank will not be uploaded.
- NCCP Number – This is your National Coaching Certification Program number. If you have one, please input your number. If you think you have one but are not sure what it is, please follow [this link](#) to look it up.

Thank you all for your cooperation, and congratulations on making it to the Indoor Provincial Competitions! Indoor Provincial Rosters are due to the CWSA office on Friday, March 10 by 4pm. Please email your coach and player rosters to Bailee at office@mycwsa.ca along with your replacement player form, if applicable. Please contact me with any other questions.

Kind Regards,

Bailee

403-720-6692