

RATTLER ACADEMY SOCCER CLUB (RASC) PROGRAM HANDBOOK OUTDOOR 2026

Medicine Hat Soccer Association

admin@medicinehatsoccer.com | www.medicinehatsoccer.com



MHSA

#101 - 533 2nd Street SE
Medicine Hat, AB T1A 0C5
403.529.6931
medicinehatsoccer.com

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1. PROGRAM PHILOSOPHY & OVERVIEW

The Rattlers Academy Soccer Club (RASC) is designed for players seeking an advanced developmental and competitive soccer environment. MHSА may offer RASC boys and girls teams from U10–U17 age groups.

MHSА's Technical Staff identifies players from the U9 Community Program to participate in this advanced training program. For players in the U10–U17 groups, we welcome them to try out for RASC. Rattlers Academy Soccer Club represents the District of Medicine Hat in exhibition games, tournaments, and Alberta Soccer Association Provincial Competitions.

Development Philosophy

RASC is committed to the long-term development of every athlete. Our program values:

- Individual player growth alongside team success
- Technical mastery, especially at younger ages (U10–U13)
- Tactical understanding developed progressively by age group
- Respect for officials, opponents, teammates, and the game
- A positive, inclusive, and safe environment for all participants
- Multi-sport participation is encouraged at all ages to support overall athletic development
- Winning is a goal, but never at the expense of player development or program integrity

MHSА runs an introduction to the RASC program for players starting at age 8. Players identified from the U9 Community Program may be invited into this advanced training stream.

2. TEAM STAFF & ROLES

Each RASC team is led by a Head Coach, Team Manager, and Team Treasurer. Additional volunteer positions may include Assistant Coach(es) and Fundraising Coordinator.

Only four members of team staff may sit on the bench or be inside the Technical Area during a game. These members must hold a current police check. At least one member of the coaching staff or management must be of the same gender as the players on the team.

Team Manager

The Team Manager acts as liaison between the Coach, Team Treasurer, parents, and MHSА. A Team Manager must have an active email address and provide MHSА with a current police check. All team communications are conducted through the RAMP Teams App.

Team Manager Responsibilities

- Ensure all coaching staff and players have current MHSА ID Cards
- Contact MHSА office to provide and confirm the official roster
- Schedule exhibition/training games against appropriate opposition
- Complete game sheets or coordinate their completion
- Collect and organize tournament information with coaching staff
- Register for tournaments and arrange hotel accommodations
- Secure ASA travel permits for out-of-province tournaments (forms on ASA website; submit to MHSА)

- Prepare and distribute a calendar of games and practices to parents and players
- Verify and confirm the provincial roster prior to deadlines
- Keep parents informed of games, tournaments, and all team activities
- Collaborate with coaching staff and families to ensure scheduling works for everyone
- Organize team photographs
- Organize the end-of-season wind up
- Check photo and social media permissions; notify MHSA of any parents who opt out

Team Treasurer

The Team Treasurer manages all team finances and acts as liaison for financial matters. Must have an active email address and current police check.

Team Treasurer Responsibilities

- Set the season budget; collect fees; notify the coach of any outstanding fees (players cannot practice or play until fees are paid or a payment plan is established)
- Maintain accurate records of all revenue and expenses
- Ensure raffles comply with AGLC Terms & Conditions and that licenses are obtained under the Team ID — NOT the MHSA ID
- Gaming proceeds cannot be refunded to parents; any remaining gaming funds must be returned to MHSA
- Provide the coaching staff and parents with the team budget at the start of the season and a mid-season financial update
- Provide MHSA with final financial statements and bank statements at season end
- Serve as a signing authority on the team bank account

Parent Volunteers

Parents are asked to volunteer for early-season setup, Bingos, raffle ticket sales, bottle drives, tournament support, paperwork assistance, team-building activities, photographer coordination, and general team support. Sharing duties is strongly encouraged.

3. COACHING REQUIREMENTS

The following minimum certifications are required for all RASC coaching staff:

Age Group / Tier	Minimum Coaching Requirement
U10 – U12	Learn to Train
U13 Tier II, III, IV	Learn to Train or Soccer for Life
U13 Tier I	Soccer for Life or Higher
U15+ Tier II, III, IV	Soccer for Life Trained or Higher
U15 & U17 Tier I	C-License Trained or Higher

Note: Alberta Soccer strongly recommends all coaches complete the online Safe Sport module. This is in addition to the minimum certification requirements above.

4. TRYOUTS & TEAM SELECTION

Player placement in RASC is determined through a structured evaluation process led by MHSA Technical Staff and approved coaching staff. The evaluation process is designed to be transparent, consistent, and fair.

Evaluation Process

- Evaluations are conducted over a minimum of two sessions
- Players are assessed by MHSA Technical Staff and head coaching staff
- Assessments are independent of personal relationships or past history
- Late registrations will be accommodated on a space-available basis and may be assessed separately
- Injured players may have their evaluation deferred; MHSA Technical Staff will determine eligibility and timing on a case-by-case basis

Selection Criteria

Player placement decisions are based on the following factors:

- Technical ability (ball control, passing, shooting, defending)
- Tactical understanding (positioning, decision-making, game awareness)
- Physical literacy (athleticism, coordination, effort)
- Coachability and attitude
- Effort and commitment level
- Position requirements and team balance

Team Placement

RASC reserves the right to move players between teams during the season where development needs, safety, or roster balance requires adjustment. These decisions are made by MHSA Technical Staff in consultation with the coaching staff.

IMPORTANT NOTICE

- Team placement decisions are final. RASC does not offer a formal appeals process for initial placement decisions.
- Parents or players with concerns regarding the evaluation process (not the outcome) may contact the MHSA Technical Director in writing within 7 days of placement notification.
- Concerns regarding process fairness will be reviewed by the MHSA Executive Director.

5. ATTENDANCE & COMMITMENT STANDARDS

RASC is a competitive program and consistent participation is essential for team development and individual growth. By registering for RASC, players and families are committing to the full season.

- Players are expected to attend all scheduled training sessions and matches
- Families must communicate absences in advance through the RAMP Teams App
- Repeated unexplained absences may impact playing time, roster status, tournament eligibility, or call-up opportunities

Planned Absences

- School commitments (exams, field trips, etc.) — please communicate as early as possible
- Family vacations — coaches should be notified at least two weeks in advance
- Multi-sport participation is encouraged; however, RASC training and games take scheduling priority during the season

Tournament Attendance

- Players are expected to attend all scheduled tournaments unless there is a documented medical reason or family emergency
- If a player cannot attend a tournament, the Team Manager must be notified as soon as possible so the roster can be managed accordingly
- Tier I teams may have higher attendance expectations due to competitive level; coaches will communicate these expectations at the beginning of the season

6. SAFE SPORT, RULE OF TWO & ABUSE PREVENTION

MHSA and RASC are committed to providing a safe, respectful, and inclusive environment for every participant. All team staff, volunteers, and participants are expected to uphold Safe Sport principles at all times.

Safe Sport Commitments

- All coaches are strongly encouraged to complete the Alberta Soccer Safe Sport online module
- MHSA maintains a zero-tolerance policy for bullying, harassment, discrimination, and abuse of any kind
- This applies to interactions between coaches, players, parents, and officials
- Violations of Safe Sport principles will be referred to the MHSA Discipline Committee and may result in removal from the program

Reporting Concerns

- Any participant who witnesses or experiences bullying, harassment, abuse, or discrimination must report it to the Team Manager, Head Coach, or MHSA directly
- Reports can be submitted confidentially to admin@medicinehatsoccer.com
- MHSA will investigate all reports and take appropriate action in accordance with Alberta Soccer and ASA Safe Sport policies

Rule of Two

The Rule of Two must be followed at all RASC training sessions, games, and team events:

- Two team staff members must be present at all sessions
- At least one staff member must hold a current security clearance
- At least one staff member must be of the same gender as the players

- If only one staff member is present, a cleared parent may serve as the second adult
- One-on-one situations between an adult and a player are not permitted

This policy aligns with the ASA Rule of Two and protects all participants.

7. COMMUNICATION & 24-HOUR RULE

Respectful and constructive communication is the foundation of a positive team environment. MHSA expects all parents, players, coaches, and staff to communicate with professionalism and respect.

Communication Channels

- All team communications are conducted through the RAMP Teams App
- MHSA distributes a contact list at the beginning of each season
- The Head Coach, Team Manager, and Team Treasurer are the primary points of contact for parents and players

Parent & Guardian Conduct

- Sideline coaching by parents during games or practices is not permitted
- Negative comments directed at referees, opposing players, or coaches are prohibited
- Parents are expected to be positive, supportive spectators

24-HOUR RULE

- Parents and guardians may not approach coaches regarding playing time, tactics, roster decisions, or emotional concerns immediately after a game or training session.
- A minimum 24-hour cooling period must occur before concerns are raised.
- After 24 hours, concerns should be addressed in the following order:
 - 1. Speak with the Head Coach directly
 - 2. Contact the Team Manager if unresolved
 - 3. Escalate to the MHSA Technical Director
 - 4. Formal complaint to the MHSA Discipline Committee if still unresolved
- This policy exists to ensure conversations are constructive, respectful, and focused on the best interests of the player.

8. DISCIPLINE & COMPLAINT RESOLUTION

RASC is committed to a fair and transparent process for addressing misconduct and complaints. All participants are expected to uphold the standards set out in the Codes of Conduct.

Examples of Misconduct

- Verbal abuse or threatening behaviour toward referees, coaches, players, or parents
- Bullying or harassment (in-person or online)
- Discriminatory language or behaviour
- Parent misconduct on the sidelines or at team events
- Social media misconduct that reflects negatively on MHSA, RASC, or any individual
- Repeated violations of team policies

Consequences / Sanctions Ladder

- Step 1: Verbal warning from Team Manager or Head Coach
- Step 2: Written warning issued by MHSA and placed on file
- Step 3: Game suspension (one or more games)
- Step 4: Training suspension
- Step 5: Removal from the team for the remainder of the season
- Step 6: Removal from the RASC program (current and future seasons)

MHSA reserves the right to escalate directly to higher levels of consequence based on the severity of the incident.

Formal Complaint Process

- Complaints must be submitted in writing to admin@medicinehatsoccer.com
- MHSA will acknowledge receipt within 5 business days
- The MHSA Discipline Committee will review and respond within 14 days
- All parties will be treated with respect and confidentiality throughout the process

9. INJURY & CONCUSSION PROTOCOL

Player safety is the top priority at RASC. All coaches, staff, and team managers must be familiar with MHSA's injury and concussion protocol.

Concussion Protocol

KEY RULE

When in doubt, sit them out. A suspected concussion results in immediate removal from play. No coach, parent, or player may override this decision.

- Any player showing signs of a concussion during practice or a game must be removed from play immediately
- Signs include: headache, dizziness, confusion, nausea, memory issues, sensitivity to light or noise
- A player removed for a suspected concussion may NOT return to play the same day
- A licensed medical professional must provide written clearance before a player returns to practice or competition
- Coaches must document the incident and notify the Team Manager and MHSA

Return-to-Play Protocol

Return to play following a concussion follows a graduated protocol. All steps must be completed before a player returns to full competition:

- Step 1: Rest (no physical or cognitive exertion)
- Step 2: Light aerobic exercise
- Step 3: Sport-specific exercise
- Step 4: Non-contact drills
- Step 5: Full-contact practice (requires medical clearance)
- Step 6: Return to competition

- All teams must carry a first aid kit at every practice and game (contact Lacy at lacy@medicinehatsoccer.com for requests)
- Medical Information Forms must be accessible at all times (see Section 17)
- Serious injuries must be reported to MHSA within 24 hours
- For injuries requiring extended absence, the Team Manager must update the MHSA office to manage roster and insurance implications

10. WEATHER & CANCELLATION POLICY

Alberta weather conditions can change rapidly. The safety of all participants is the priority when making cancellation decisions.

Cancellation Authority

- MHSA Operations staff make final cancellation decisions for MHSA-managed field bookings
- If MHSA cancels, the Head Coach and Team Manager will be notified via RAMP and email
- Coaches may cancel team-organized sessions at their discretion if safety is a concern and MHSA has not yet communicated a cancellation

Weather Thresholds

- Lightning: If lightning is visible or thunder is heard within 30 seconds of lightning, play stops immediately and all participants take shelter. A minimum 30-minute delay from the last lightning is required before resuming
- Extreme heat: Coaches should follow Alberta Health guidelines for outdoor activity in heat. Additional water breaks are mandatory. MHSA may cancel sessions when Environment Canada issues a heat warning
- Smoke / air quality: When the Air Quality Health Index (AQHI) exceeds 7 (High Risk), outdoor activity should be reduced or cancelled. Above 10 (Very High Risk), all outdoor activity is cancelled
- Rain / wet conditions: Light rain does not require cancellation. Games may proceed if fields are playable. Unsafe field conditions (standing water, unsafe footing) are grounds for cancellation
- Cold temperatures: Below -15°C (including wind chill) is generally a threshold for cancellation; coaches will use discretion based on conditions

Makeup Sessions

MHSA will endeavour to provide makeup sessions for cancellations due to weather or statutory holidays. Makeup scheduling is subject to field availability.

11. SECURITY CHECKS

All Coaches, Team Managers, and Team Treasurers must complete a police check, including a Vulnerable Sector search where required by the position.

- Apply online at <https://www.mhps.ca> (Police Info Check)
- MHSA will provide a volunteer letter to obtain the reduced-rate check
- Security clearances are valid for three calendar years

- Submit completed clearances to executivedirector@medicinehatsoccer.com by October (Indoor) or April (Outdoor)
- To apply the volunteer \$15 fee as a credit toward next season's registration fees, email admin@medicinehatsoccer.com

12. BANKING PROCEDURES

Each RASC team must open a dedicated bank account in the team's name for fee collection and team financial management.

- Appoint two non-coach parent signers; all accounts must require two signatures for transactions
- Complete the Bank Account Signing Authority Minutes Sheet and submit required information to MHSА
- Suggested account name format: RASC — Age Group — Gender — Colour (e.g., RASC U11 Boys White)
- Final financial statements and bank statements must be provided to MHSА at season end

13. FUNDRAISING & SPONSORSHIP

Teams may fundraise independently. MHSА will also provide fundraising opportunities throughout the season.

Gaming / Raffles

- Raffles and 50/50 draws require an AGLC license obtained under the Team ID — DO NOT use the MHSА AGLC ID
- Gaming proceeds cannot be refunded to parents
- Any remaining gaming funds at season end must be returned to MHSА
- Teams must comply fully with all AGLC Terms & Conditions

Sponsorship

- Teams may solicit sponsorship directly — do not use MHSА sponsorship representatives
- Sponsorship funds must be used exclusively for team items (e.g., practice shirts, shorts, jackets)
- Sponsorship cap: \$350 per player
- Submit sponsorship details (amount and intended use) to lacy@medicinehatsoccer.com for approval prior to confirming with sponsors
- MHSА is not a registered charity and cannot issue tax receipts

14. RASC SESSIONS & FIELD USE

RASC players (U10–U17) receive the following program sessions per week during the season:

- Session 1 — 1.5 hours with the RASC Head Coach
- Session 2 — 1.5 hours with the RASC Head Coach
- The first 30 minutes of each practice is dedicated to technical training, led by the coaching staff

MHSA will provide makeup sessions for cancellations due to weather or statutory holidays. Additional games or practices may be booked at cost — contact MHSA to receive not-for-profit rates. For current field rental rates, please contact the MHSA office as pricing is subject to change annually.

15. REFEREE BOOKING

All referees must be booked through MHSA. Teams may not book referees independently.

- Email refhub@medicinehatsoccer.com to request referee assignments
- Book referees at least two weeks in advance of the game date

IMPORTANT

If a team books a referee directly outside of MHSA, a \$500 administrative fine will be charged to the team.

16. AFFILIATED / PRACTICE PLAYERS

Affiliated players participate in training but are not full roster members. The following conditions apply:

- Affiliated players do not attend tournaments unless formally called up due to injury or roster emergency
- Affiliated players do not pay full team fees
- Parents of affiliated players are not expected to participate in fundraisers or Bingos
- If an affiliated player attends a tournament or exhibition game, a participation fee may be charged at the Team Treasurer's discretion
- If an affiliated player wishes to purchase RASC gear, they are responsible for the cost

17. MEDICAL INFORMATION

MHSA provides the Medical Information Form at the first parent meeting of the season. Completion is mandatory for all registered players.

- Completed forms must be sealed in an envelope, placed in a zip-lock bag, and kept by the Coach in their equipment bag at all times
- Medical information is strictly confidential and may only be accessed in emergencies
- Forms must be destroyed securely at the end of the season
- If a player's medical needs change during the season, parents must notify the coach and submit an updated form to MHSA

18. CODES OF CONDUCT

MHSA provides Codes of Conduct for Coaches, Treasurers, Players, and Parents/Guardians at the first parent meeting. Completion and signing is mandatory for all participants.

- Completed forms should be sealed and stored by the Team Manager
- Failure to sign or comply with the Code of Conduct may result in disciplinary action, up to and including removal from RASC

- Codes of Conduct are included in the Appendices of this handbook

19. PLAYERS & ID CARDS

All MHSA players, coaches, and assistant coaches must hold a current MHSA ID card.

- To request a card, send a JPEG photo to admin@medicinehatsoccer.com
- Replacement cards cost \$20 (e-transfer to payments@medicinehatsoccer.com); cards will not be issued until payment is received
- ID cards must be available at all games and tournaments — players cannot participate without their card
- Import players (players living outside the MHSA district) require a signed Release Form from their home club registrar
- Trialists and guest players must follow MHSA procedures; contact admin@medicinehatsoccer.com for guidance

20. TEAM PHOTOGRAPHS

Team Managers are responsible for arranging and coordinating team photographs. Coordinate timing with coaching staff and communicate photo day details and package options to parents in advance.

- Check and record photo and social media permissions for each player
- Notify MHSA of any players whose families have opted out of photo or social media permissions
- Teams may coordinate photography through approved local providers

21. EQUIPMENT & FIRST AID

MHSA provides training session equipment, stored at the Big Marble cage. Equipment is available for RASC team use during scheduled sessions.

- All teams must carry a first aid kit at every practice and game
- Contact Lacy McLachlan at lacy@medicinehatsoccer.com to request equipment or a first aid kit
- Goalkeepers receive a Club Keeper Jersey; goalkeeper gloves are the responsibility of the team. MHSA has some used gloves available — contact Lacy to request

22. MERCHANDISE & UNIFORMS

MHSA partners with World of Soccer (Calgary) for merchandise. Team gear is available at <https://worldofsoccercanada.com>.

Mandatory Dress Requirements

- RASC shorts and socks are mandatory for all league games
- Practice shirts and black shorts are mandatory for all practices
- Custom items featuring the RASC or MHSA club logo require MHSA Board approval

All uniforms remain the property of MHSA.

- Jerseys must be returned by August 31 (Outdoor) or March 31 (Indoor)
- Missing jerseys will be charged at \$75 per jersey
- Late returns may incur a \$150 team fine
- Complete the jersey form and submit to lacy@medicinehatsoccer.com by May 15 (Outdoor) or November 15 (Indoor)
- Each RASC team should appoint a Jersey Manager to distribute and collect jerseys for tournaments and exhibition games
- RASC jerseys are MHSA property and are not to be worn in public outside of official team activities

23. COMPETITION INFORMATION

Playing Down

MHSA does not permit players to play down in age group for tournaments, exhibition games, or provincials.

FINE

If a Team Manager or Coach permits a player to play down, a \$500 administrative fee will be charged to the team.

Tournaments

- Consult the Alberta Soccer Association tournament calendar for available events
- Before registering for any tournament, the Team Manager or Coach must email the Executive Director / Operations Manager and Technical Director with interest and intended tier declaration
- Team Manager completes tournament registration forms; Team Treasurer pays entry fees
- Keep copies of the MHSA team roster for tournament organizers
- Distribute tournament details, maps, and schedules to parents and players as soon as available

Out-of-Province Tournaments

- Require an ASA travel permit — submit to MHSA with the team roster
- Travel permit fees: \$150 if submitted 14+ days prior; \$200 or more if submitted fewer than 14 days prior

Playing Time Guidelines

- U10, U11, U13: equitable playing time for all players, as reasonably achievable
- U15, U17: playing time is based on attitude, performance, and team strategy — not necessarily equal per game

24. PROVINCIALS

MHSA registers RASC teams for Alberta Soccer Association Provincial Competitions. Participation is subject to qualification and tier declaration.

- Teams must confirm participation and their declaration level before ASA deadlines
- Entry fees will be billed to teams
- Any withdrawals from Provincials must be discussed with the Executive Director and Technical Director in advance
- ASA fines for late withdrawal are the responsibility of the team

25. GAME SHEETS

Game sheets are mandatory for all exhibition games and league matches.

- Game sheet templates are available on the MHSA website or from the MHSA office
- Submit completed game sheets to admin@medicinehatsoccer.com within 2 days of the game
- Ensure all officials sign and that all information is accurate and complete

26. PLAYER MOVEMENT & CALL-UP POLICY

Purpose: To ensure fairness, safety, and transparency for all roster changes and call-ups within the RASC program.

Call-Up Process

- The requesting coach must contact the player's home team coach to obtain consent before contacting the player or family
- After home coach consent is obtained, the requesting coach must notify MHSA and submit a call-up request including the player name, home team, date/time of event, and reason for call-up
- MHSA verifies eligibility and issues any required temporary player cards or documentation
- The player may not participate until MHSA approval is confirmed and all cards are in order

Documentation & Verification

- Player cards and a correctly completed game sheet must be presented to the referee before every game
- Referees will check cards and rosters at minimum for all MHSA-hosted matches
- Teams must retain and present documentation upon request by officials or MHSA

Sanctions for Non-Compliance

- Breaches are referred to the MHSA Discipline Committee
- Possible sanctions include verbal warnings, restrictions on travel or exhibition bookings, coach discipline, and financial penalties
- Financial penalty: \$250 per ineligible player (maximum \$500 per incident)

27. TOURNAMENT & EXHIBITION BOOKING POLICY

Purpose: To ensure equitable field access, adequate lead time for referee assignments, insurance, and marketing, and proper facility coordination.

Notice Requirements

- Exhibition games: minimum 21 days notice to MHSA
- Tournaments and multi-team events: minimum 45 days notice to MHSA

Booking Process

- Initial intent: Contact MHSA with event type, date(s), teams, age groups, and field/equipment needs
- MHSA reviews availability, conflicts, and referee coverage. Tentative holds expire after 72 hours unless the team proceeds to submit the Event Request Form
- Team submits the MHSA Event Request Form with full details, roster, insurance information, and referee estimate
- MHSA confirms sanctioning and insurance as required by ASA; visiting teams must provide proof of insurance and rosters
- MHSA finalizes field booking, equipment needs, line painting, netting, and referee assignments
- MHSA prepares marketing and approves all promotional content; MHSA branding may not be used by teams without prior approval

Prime-Time Allocation

MHSA reserves the right to adjust prime-time field allocations to ensure fairness. No single team may monopolize mid-day prime slots without approval. Out-of-town fixtures may be scheduled for early morning or late evening slots where appropriate.

Violations

Unauthorized self-booking, insufficient notice causing staffing or referee issues, or failure to obtain sanctioning can result in denied future bookings, administrative fees, and referral to the Discipline Committee.

28. SOCIAL MEDIA & PHOTOGRAPHY POLICY

MHSA Social Media

- To submit content for MHSA social media (tournament results, placements, etc.), email admin@medicinehatsoccer.com
- MHSA reserves the right to edit or decline all submitted content
- No MHSA or RASC branding may be used in team or personal social media posts without prior approval

Photography & Privacy

- Photo and social media permissions are collected from all families at the start of the season
- Team Managers must maintain a record of all opt-outs and notify MHSA accordingly
- Players who have opted out must not appear in any publicly shared photographs or social media content

Player & Family Conduct Online

- Players and families are expected to represent RASC and MHSA positively in all online interactions
- Negative comments about referees, opposing players, coaches, or MHSA/RASC on any social media platform are prohibited

- Bullying, harassment, or discriminatory content directed at any participant will be treated as misconduct and may result in disciplinary action (see Section 8)
- Players are reminded that their online conduct reflects on the club, even outside of team events

29. FINANCIAL POLICIES & REFUNDS

Registration Fees

- Fees are due as outlined in the team budget at the start of the season
- Players may not practice or participate in games until fees are paid or an approved payment plan is in place
- Payment plans must be arranged with the Team Treasurer prior to the season start

Financial Hardship

- Families experiencing financial hardship are encouraged to speak confidentially with the Team Treasurer or MHSA office
- MHSA can provide information regarding KidSport and Jumpstart assistance programs
- Financial assistance requests will be handled with full discretion and confidentiality

Refund & Withdrawal Policy

- Withdrawal before the season begins: refund minus an administrative processing fee (contact MHSA office for current amount)
- Withdrawal after the season has started: no refund on season fees; partial refunds on tournament entry fees may be considered if adequate notice is given
- Injury resulting in inability to play for the remainder of the season: refund requests must be submitted in writing to admin@medicinehatsoccer.com with supporting documentation (medical note)
- Player released by coaching staff: refund will be calculated on a pro-rated basis by MHSA
- Family relocation: refunds are considered on a case-by-case basis
- Non-refundable items: uniform deposits, tournament entry fees already paid to organizers, gaming proceeds

30. TRAVEL EXPECTATIONS

When RASC teams travel for tournaments or out-of-province events, all participants are expected to conduct themselves as ambassadors of MHSA and the City of Medicine Hat.

General Travel Expectations

- All players must travel with a parent or guardian unless a written Travel Consent Form is on file with the Team Manager
- Players are the responsibility of their parents/guardians during travel unless otherwise arranged in writing with the coaching staff
- Curfews: Players must be in their designated accommodations by the time communicated by the coaching staff (typically 10:00 PM unless otherwise stated)
- Conduct in hotels, restaurants, and public spaces must reflect positively on the program

- Players under 18 must room with peers of similar age; no player may room alone without parent/guardian present
- Coaches and staff may not share hotel rooms with players
- Any rooming arrangements outside of these guidelines require written MHSA approval

Transportation

- Transportation to and from tournaments is the responsibility of individual families unless the team arranges group transportation
- If a team arranges group transportation, all passengers must be confirmed prior to booking and all drivers must hold a valid driver's license and appropriate insurance
- MHSA accepts no liability for transportation arranged independently by teams or families

31. SEASON WIND UP

Each team is encouraged to celebrate their season with an end-of-year event. The Team Manager should plan a team celebration and estimate costs in advance.

- Budget for the wind-up should be included in the season team budget
- All jersey returns must be completed by August 31 (Outdoor) — see Section 22 for jersey return procedures
- Final financial statements must be submitted to MHSA at season end

32. APPENDICES

The following forms and documents are provided separately and distributed at the first parent meeting of the season:

- Appendix A — Team Treasurer Code of Conduct
- Appendix B — Coach Code of Conduct
- Appendix C — Parent / Guardian Code of Conduct
- Appendix D — Player Code of Conduct
- Appendix E — Bingo Rules & Volunteer Expectations
- Appendix F — Player Medical Information Form
- Appendix G — Banking Account Signing Authority Minutes Form
- Appendix H — Coach Expense Form
- Appendix I — Jersey Return Form
- Appendix J — Police Check Volunteer Letter
- Appendix K — Administrative Fees & Team Violations Schedule
- Appendix L — Season Budget Template
- Appendix M — Travel Consent Form
- Appendix N — Concussion Incident Report Form

This handbook is reviewed and updated annually. For questions, contact admin@medicinehatsoccer.com

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