



# MEDICINE HAT SOCCER ASSOCIATION



## RATTLERS ACADEMY SOCCER CLUB HANDBOOK

### GENERAL INFORMATION

The **Rattlers Academy Soccer Club (RASC)** is a program designed for the more serious soccer player that has intentions of playing soccer at a higher competitive level. MHSA may offer RASC boys and girls teams from U9 – U17 Age Groups.

MHSA runs an introduction to the RASC program for players under the age of 9. All kids under 9 are invited to join RASC as there are no tryouts. Additionally, the MHSA's Technical Staff identifies players from the U9 Community Program to participate in this advanced training program that introduces the players to a more competitive environment. For players 9 years old and over, we welcome them to try out for RASC.

**Rattlers Academy Soccer Club** represents the District of Medicine Hat in exhibition games, tournaments, and the Alberta Soccer Association Provincial Competitions.

### TEAM STAFF

Each RASC team is under the guidance of a Head Coach, a Team Manager and a Team Treasurer. Other team positions that may require volunteers may include, Fundraising Coordinator, RASC Tournament Committee Member, and RASC Administration Committee Member.

One staff member from each team must fulfill the coaching requirements for the appropriate level as per the chart below:

Competition	Coaching Requirement
U15 & U17 Tier I	C-License Trained or Higher
U13 Tier I	Soccer for Life or Higher
U15+ Tiers II, III, IV	Soccer for Life Trained or Higher
U13 Tier II, III, IV	Learn to Train or Soccer for Life or Higher
U10, U11, U12	Learn to Train
U9	Fundamentals

Note: While not required for all Competitions, Alberta Soccer recommends all coaches take the online 'Safe Sports' module.

Only four members of the team staff may sit on the bench or be inside the Technical Area during a game. These members must have an up-to-date police check. One member of the coaching staff must be of the same gender as the players on the team.

### **TEAM MANAGER:**

The Team Manager acts as a liaison between the Coach, the Team Treasurer, the Parents and the Medicine Hat Soccer Association. Good communication skills, especially between the Team Manager and the Coach, are required. Team Managers must have an email address; this is the communication tool of choice between the MHSAs and Team Manager. Communication between Team Staff, Players & Parents is through TEAMSAP. A Team Manager must provide MHSAs with a current police check.

#### **The Team Manager's duties:**

- Ensure that all coaching staff and players have a current MHSAs ID Card
- Contact the MHSAs office to provide an official roster for your team
- Schedule training games against suitable opposition (coach dependent)
- Complete the game sheets (some Coaches prefer to do this themselves)
- Work with Coaches to collect all relevant tournament information
- Register for tournaments
- Book hotels well in advance of attending tournament
- Secure ASA travel permits for out of province tournaments (this document needs to be filled out on the ASA website and then sent to MHSAs to submit)
- Prepare a calendar of games and practices for parents/players
- Verify/Confirm Provincial Roster
- Organize team pictures
- Organize the end of the season wind up
- Make sure that player cards are done and up to date (MHSAs office will make these)
- Check with parents regarding the use of pictures on social media – if there is a parent who does not want their child on social media – please email the Executive Director, Technical Director & Administrative Assistant the child's name so we can ensure nothing is posted on that child.

### **TEAM TREASURER:**

The Team Treasurer acts as a liaison between the Coach, the Team Manager, the Parents and the Medicine Hat Soccer Association in all aspects of team finances. Good communication skills, especially between the Team Treasurer and the Team Manager, are required. Team Treasurers must have an email address; this is the communication tool of choice between the MHSAs and Team Treasurer. Communication between Team Staff, Parents & Players is through TEAMSAP. The Team Treasurer will also need to provide a current police check.

#### **The Team Treasurer's duties:**

- Set a season budget, collect all fees and notify the coach should any fees be outstanding (players are not permitted to practice or play until all fees are paid or a payment plan is in place)
- Keep accurate records of all revenue and expenses
- Ensure that if raffles are held that all AGLC Terms & Conditions are being followed and that licenses are acquired under a **Team ID (not MHSAs ID)**. **Please note that gaming related proceeds cannot be refunded to parents.**

- Ensure coaches and parents are provided a copy of the team budget and provide a mid- season update
- Ensure MHSA is provided a final financial statement and copies of bank statements at the end of each season (more details to come later from Executive Director regarding this)
- Is a signing authority on the team bank account

### **RASC PARENT VOLUNTEERS:**

To help contribute to the success of the team, RASC parents are expected to volunteer with various things such as:

- getting the team organized (Team Manager & Team Treasurer could use an extra set of hands during the first two weeks of the season)
- working Bingos
- selling raffle tickets
- participating in other fundraisers
- bottle drives
- organizing tournaments
- getting necessary paperwork to MHSA
- organizing team building activities
- arranging a photographer (if you decide to have pictures)

It is far easier to share the duties amongst parents. This will also allow for more parent involvement.

### **SECURITY CHECK:**

Every Coach, Team Manager and Team Treasurer, must pass a security check. Upon request, MHSA will provide a letter stating your volunteer status within our organization. You will need this letter to receive the volunteer rate. If you do not possess a current Police Check including Vulnerable Sector search, you can request one in-person at the Medicine Hat Police Station or online at <https://www.mhps.ca>. Menu>Police Info Check>Online Info Check>Sign In or Register for an Account. Be sure to check \$15.00 – Volunteer (with letter) \*\*

It usually only takes a few days to receive approval. Your report is mailed with Canada Post and can take 3-5 business days to receive. The Coaches, Team Manager, Team Treasurer or Attendants are NOT allowed on the bench until their security clearances are granted. Try to have this done ASAP.

**Security Clearances** are considered valid for three calendar years (i.e. 2024, 2025, & 2026).

All Security Clearances are to be emailed to [admin@medicinehatsoccer.com](mailto:admin@medicinehatsoccer.com) no later than Nov 15 (Indoor) or May 15 (Outdoor).

### **BANKING PROCEDURES (Team Treasurer)**

#### *Banking Procedures for Setting Up a Team Bank Account*

A team bank account will be opened in the team's name for the collection of team fees. Team fees are collected to cover the costs of:

- tournaments & provincials
- extra field rental and referee costs,
- coach travel expenses
- team bonding events
- team pictures
- season wind up
- gifts for the coaches

All RASC teams need to appoint two parents (not the coach) to have signing authority on the accounts. All RASC accounts must be 2 to sign. One person will be the Team Treasurer. Two parents who are not going to be signors will sign the "Bank Account Signing Authority Minutes Sheet" authorizing the appointment of the signing officers and for the MHSA to use their email address and personal information for any distribution relative to the "Rattlers Academy Soccer Club"

All RASC teams are to use Servus Credit Union as they know how to facilitate these types of accounts. Once you have appointed the 2 signers and signed the Bank Account Signing Authority Minutes sheet, email Connie Tangen at [connie.tangen@servus.ca](mailto:connie.tangen@servus.ca) and she can help you open the bank account and assist you with any banking questions you may have. Connie is located at the 13<sup>th</sup> Avenue Branch. If you would like to deal with another Servus Branch in Medicine Hat or Redcliff, call 1-877-378-8728 to make an appointment to open the bank accounts.

The name for the account should be RASC - Age Group - Gender - Colour (if two teams for the same age group). For example *RASC U11 Boys White*

## **FUNDRAISING**

Members of each team may decide upon the nature and extent of fundraising for their own team. To help you, MHSA will arrange & set up fundraisers for you throughout the season. The Executive Director will email the Team Manager & Coaches of fundraising opportunities as they become available. All the paperwork etc to set up the fundraiser will be completed through the MHSA office to make it easier for you. You are still able to do bottle drives & raffles etc. If your team chooses to do a raffle, you must obtain a raffle license applying for your own Team ID. **DO NOT USE MHSA AGLC ID.** Please note 50/50 requires a raffle license. Teams are expected to follow the AGLC Terms & Conditions. You can find a step by step guide here <https://aglc.ca/forms/creating-raffle-licence-online-20000-and-less>

Gaming related proceeds must be used as per the AGLC License and are **NOT** eligible to be returned to parents at the end of the season. Any "gaming related" funds remaining at the end of the season must be returned to the MHSA. Please contact the Executive Director for the process on how to return "gaming related" funds to MHSA.

**Do not fundraise more than your team requires – fundraising should not be used to pay for your fees but for team expenses only.**

## **CONTACT LIST**

At the beginning of each season, MHSA will send out a contact list to the Head Coach (or designate). Most teams use TEAMSnap as the way to communicate with coaches, parents and players. They will also use communication via e-mail. The Head Coach, Team Manager, and Team Treasurer will usually be the ones that will be sending out information to everyone.

Team Managers/Treasurers are encouraged to contact MHSA Office Administrator at (403) 529-6931 or [admin@medicinehatsoccer.com](mailto:admin@medicinehatsoccer.com) should they have any questions.

## **RASC SESSIONS**

Every RASC team from ages U11 – U17 is entitled to 32 sessions at 1.5 hours each for a total of 48 hours per season. Every RASC team U10 and under receives 3 sessions for 1.0 hours/week for a total of 48 hours per season. If the MHSA cancels a session due to a statutory holiday or bad weather etc. they will provide a make-up session. The MHSA office will be in touch with coaches to let them know the date of the make up session.

If your teams would like to have games or additional practices, this is a cost to each team. Teams are welcome to book them through our MHSA office to receive the not-for-profit discounted rate. Teams can budget these costs into your team fees. If you need to know the costs, please contact the office and they will provide them to you. For example, the Big Marble Go Center or Cypress Center and Referee cost.

The MHSA Technical Director will visit each RASC team once a month during each season. RASC teams will also be provided 2 goalkeeper training sessions (during regular sessions) per season.

Every RASC session must have **two** members of the Team Staff in attendance, with at least one member that has completed a security clearance, or the session cannot be held. This is important to have for security reasons or if a player should require emergency help. One adult would be able to leave with the injured player while the other could remain with the rest of the team. One adult of the same gender as the team needs to be present at training sessions. If there is only one Team Staff available for a session, a parent may step in to be the 2<sup>nd</sup> person.

## **MEDICAL INFORMATION FORM**

The RASC Medical Information Form is provided for you by the MHSA at the first parent meeting. Each parent or player must complete this form. Once all the player's forms have been completed, they are to be sealed in an envelope, within a zip-lock bag and given to the Coach to keep in their equipment bag. It is for the benefit of the player to have the information readily available at practices and games in case of injury. All medical information is **STRICTLY CONFIDENTIAL**. At the end of the season the Manager or Coach will destroy the medical history forms.

## **CODES OF CONDUCT**

The RASC Codes of Conduct (Coach, Treasurer, Player, Parent/Guardian) are provided for you by the MHSA at the first parent meeting. It is mandatory that each coach, player, and parent/guardian complete these forms. Completed forms are to be sealed in an envelope and kept by the Team Manager should they be needed. Codes of Conduct are taken seriously and should be strictly adhered to. Failure to follow the Codes of Conduct can lead to disciplinary action including removal from the RASC program.

## **PLAYERS/ID CARDS**

The cards are usually kept with the Coach during the season (Team Managers can confirm with the Coach who will be responsible for them). All MHSA Players, Coaches and Assistant Coaches must have an ID card. If a Team Manager plans to be on the bench for tournaments, then they require an ID card as well. If any team staff or player does not have a card, then the Team Manager should forward an electronic picture (JPEG) to the MHSA office at [admin@medicinehatsoccer.com](mailto:admin@medicinehatsoccer.com) for the staff to prepare the player cards. If a player or team staff loses their ID card, email [admin@medicinehatsoccer.com](mailto:admin@medicinehatsoccer.com) to get a new card issued. There is a \$20 fee for replacement card. Please send an e-transfer of \$20 to [executivedirector@medicinehatsoccer.com](mailto:executivedirector@medicinehatsoccer.com) and put in the message who the card is for and what team.

Team Managers or Coaches are to keep all player cards in a safe place and have them available at all games and tournaments. A player will not be allowed to play without their player card. A player is **not** allowed to take their player card with them, unless they have been asked to play as a trialist on another RASC team. Coaches & Team Managers must also have their cards available at all games and tournaments.

All new players to RASC living outside of the MHSA District must obtain a **RELEASE FORM** from the Registrars of the Club zoned in the area in which the player resides.

Releases are not required for players who have played for the RASC in the previous season i.e. outdoor to outdoor, indoor to indoor, unless they reside outside city limits. Contact the MHSA for the most current information regarding imports\*. They will inform you as to whether or not you must obtain a RELEASE FORM for these players, as these procedures can change from year to year.  
*\*IMPORTS are players who live outside of the MHSA District.*

## **TEAM PHOTOGRAPHS**

If team pictures are to be taken, the Manager or designate will contact a photographer and arrange a time for the team photographs. It is probably easiest to discuss this with the Coach and have the photographer go to a practice and have the pictures taken at the beginning of the practice.

If a player does not want an individual photograph of him/herself with the team photo, they should make that known. Any individual player who has a photo taken may be charged for that photo even if they don't want it. Advise players and/or parents of all packages that are available.

In previous years teams have used the following photographers and have had a positive experience:

- Kim Bratvold
- Allen Parker
- Digital Sports Photography

## **EQUIPMENT**

MHSA will provide all the equipment needed for RASC sessions. All of the equipment is stored at Big Marble in the cage. It is mandatory that you have a first aid kit with the team at all times. If you need a first aid kit or equipment is needed during the season, please contact Lacy McLachlan at osterlacy@yahoo.ca.

## **MERCHANDISE**

MHSA has partnered with **World of Soccer** in Calgary, for all the RASC merchandise orders. Orders will be placed directly with **World of Soccer** using their online store. The order generally takes about 2-3 weeks to arrive. If your team plans to make a big order sometimes that is easier. You can also place orders individually. They will ship it here to Medicine Hat for a charge or someone can pick the order(s) up in Calgary. **The website is <https://worldofsoccercanada.com> and is open year round.**

**RASC shorts and socks are mandatory for all league games. The Club determines what colour the Shorts and Socks will be. Players are expected to honor the uniform.** Each player will be provided a jersey for games and tournaments. Practice shirts, shorts, and black shorts are also mandatory for team practices. All of these can be purchased through the World of Soccer.

All the Merchandise items that the Club offers for sale have been approved by the Club, at the Board level.

If individuals or teams choose to purchase additional merchandise items elsewhere, the MHSA does not have a problem with that, as long as you don't put the Club logo on these items. If you do want to have the Club logo, put on these items, then teams **must first get MHSA Board approval**. It is important to note that the Club has invested significant time in creating a Club identity. Individual team apparel should be used sparingly to maintain the Club identity.

A written request or electronic request must be submitted to the MHSA Board, which will be discussed at the next Board meeting. You will then be notified of the Board's decision after the meeting.

## **UNIFORMS**

The Team Treasurer/Manager collects the uniforms after Provincials. All uniforms are property of the MHSA and are to be returned by March 31 (Indoor Season) & August 31 (Outdoor Season). **If a uniform is not returned, \$75.00 per jersey will be charged and MHSA will send an invoice to the parents/guardians of the player.** If the fee is not paid, the player will not be in good standing and will not be able to register for next season until the fee is paid.

The Team Manager will check the uniforms and if there are any issues with stains, sizes etc. please contact Lacy McLachlan at [osterlacy@yahoo.ca](mailto:osterlacy@yahoo.ca). Each team is to complete the jersey form. The coach keeps the original for their records and emails a copy to [osterlacy@yahoo.com](mailto:osterlacy@yahoo.com). Jersey forms must be sent to Lacy no later than November 15 (Indoor Season) & May 15 (Outdoor Season).

Every team is supplied a trialist jersey and it is the responsibility of the team manager to ensure the jersey is returned to the equipment bag after each game.

Every team will be supplied a "blood jersey". If a player bleeds on their jersey, the player must wear the blood designated jersey for the remainder of the game. No player is allowed on the field with blood on their jersey, or with any uncovered bleeding injury.

## **GOALKEEPERS**

All goalkeepers will be provided with a Club Keeper Jersey to use for the season if they choose to wear. Goalkeeper's gloves are not the responsibility of MHSA. It will be up to each team to make that decision on if they will supply these out of team fees. MHSA has some used goalie gloves if your players are requiring them and you don't want to spend team fees on gloves. Contact Lacy McLachlan at [osterlacy@yahoo.ca](mailto:osterlacy@yahoo.ca) if you need gloves from MHSA.

## **COMPETITION INFORMATION**

### **TOURNAMENTS**

Tournaments are listed on the Internet. See the Alberta Soccer Association website, select Competition tab, then select Tournament Calendar tab (<http://www.albertasoccer.com>).

**Before a team decides to register for a tournament, the Team Manager or Coach needs to send an email to the Technical Director expressing interest in what tournament(s) they would like to attend and what tier they would like to declare.** Some tournaments are very popular, and it is best to enter early in the season.

If you are planning to attend and out of province tournament, you will need to have a travel permit. The forms for these permits are on the Alberta Soccer Association website. These permits need to be filled out and then sent to the MHSA office where they will be signed, with your official roster and then sent to ASA where they will be processed. These permits and costs are to be paid by your team. If the travel permit is submitted 14 days before or earlier than the tournament date, the cost is \$150. If you send them in 14 days or less to the tournament date the cost is \$200 or more. These fees will be invoiced by MHSA to your team once they have been processed.

The Team Manager, or designate, will phone or e-mail the tournament contact person to request an application form and confirm the cost of entering (usually the registration form, cost, etc. is available on the website). Check which entry level your team is playing.



The tournament registration form is completed by the Team Manager and the Team Treasurer will submit payment for the tournament entry fee.

The tournament organizers will contact the Coach or Team Manager with the date, time, and location for pick-up of the tournament information package. A photocopy of the team's registration "MHSA Team Roster" will be needed. It is a good idea to **make copies of the completed form, so they are ready for the tournaments in advance**. These rosters will be provided to your team from the MHSA office.

The Coach or Team Manager will complete the game sheets enclosed in the information package prior to each game to give to the referee.

The Team Manager will inform the Coach and Players of the game times, locations and tournaments rules as per information package. The Team Manager will also obtain maps of the tournament field locations to distribute if available.

### **Tournament & Exhibition Games (out of town or in town) rules for playing time for players will be:**

**U9, U11 and U13** - All players will be given equitable playing time, as reasonably achievable, for each game

**U15 and U17** - All players will be given play time but it will be based on a multitude of factors including but not limited to attitude, performance, strategy, not equal playing time for each game

### **Provincials**

The MHSA Office will register all teams for Provincial Championships. Prior to the declaration deadline, the MHSA Office will request confirmation of participation and level of declaration from each team. Each team will be invoiced the cost of the entry fee once this fee has been confirmed by The Alberta Soccer Association for Provincials. If a team is thinking of not attending Provincials, they must discuss this with the Executive Director and the Technical Director before withdrawing. Please note that there is a fine that is charged by ASA for withdrawing after you have registered that is the responsibility of the team to pay.

### **GAME SHEETS**

If your team chooses to have any exhibition games, game sheets are mandatory. The game sheets can be obtained online on our website or through the MHSA office. If you do not have a game sheet the game will not proceed. Please submit all game sheets to [admin@medicinehatsoccer.com](mailto:admin@medicinehatsoccer.com) within 2 days of when the game is completed. Either the Coach or the Manager will fill out the game sheet before each game and it must be given to the referee prior to the game. It is very IMPORTANT to make sure that all information is correct and that forms are complete. Make sure that all officials sign the game sheet.

## **SEASON WIND UP**

Discuss as a **TEAM** what everyone would like to do to celebrate the season.

Estimate the cost and make necessary arrangements. The Manager may want to delegate this duty to another parent from the team. If you are looking for a banquet room, Rustic Kitchen + Bar will let you use their private banquet room for no charge. They also will work with you to find a buffet or set menu that is within your budget. For more information on booking the banquet room contact [executivedirector@medicinehatsoccer.com](mailto:executivedirector@medicinehatsoccer.com)

## **SOCIAL MEDIA**

If you would like something posted on social media, please email [admin@medicinehatsoccer.com](mailto:admin@medicinehatsoccer.com) the details of what you would like posted. For example – tournament name, location, placement etc. It is up to the Team Manager to ensure that the MHSА staff are made aware of kids who have not given authorization to be posted on social media.

## **READY TO GO**

We hope that this handbook is helpful to you this season and remember, there are always experienced Coaches/Managers/Treasurers/Parents and **MHSА STAFF** at the other end of the telephone willing to help and answer any questions you may have.  
Have a great season!

## **APPENDICES**

- 1) Team Treasurer Code of Conduct
- 2) Coach Code of Conduct
- 3) Parent Code of Conduct
- 4) Player Code of Conduct
- 5) Bingo Rules
- 6) Player Medical Form
- 7) Banking Account Signing Authority Minutes Form
- 8) Coaches Expense Form
- 9) Jersey Form
- 10) Police Volunteer Letter