



MEDICINE HAT SOCCER ASSOCIATION



RATTLERS ACADEMY SOCCER CLUB HANDBOOK

GENERAL INFORMATION

The RASC Handbook has been created to assist with and answer most of the questions that a New or Current Member may have.

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. The RASC offer boys and girls teams at the U11, U13, U15, U17 & U19 Age Groups.

The RASC are referred to as the **Rattlers Academy Soccer Club** and represent the District of Medicine Hat in exhibition games, tournaments, CMSA League, and the Alberta Soccer Association Provincial Competition.

TEAM STAFF

Each RASC team is under the guidance of a Head Coach, a Team Manager and a Team Treasurer. Other team positions that require volunteers are as follows: Fundraising Coordinator, Bingo 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 1	C License Trained <u>OR</u> Higher
U13 Tier 1	Soccer for Life + MED <u>OR</u> C License Trained
U15+, Tiers 2-4	Soccer for Life Trained
U13, Tiers 2-4	Learn to Train <u>OR</u> Soccer for Life

Note: While not required for all Competitions, Alberta Soccer recommends all coaches take the online MED 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.

MANAGER'S JOB DESCRIPTION

The Manager acts as a liaison between the Coach, the Treasurer, the Parents and the Medicine Hat Soccer Association. Good communication skills, especially between the Manager and the Coach, are required. Team Managers must have an email address; this is the communication tool of choice between the MHSA, the Head Coach, the Coaches and the Team Players/Parents.

The Manager's tasks are to:

- Ensure that all coaching staff and players have a current MHSA ID Card
- Complete MHSA Roster
- 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
- 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

TREASURER'S JOB DESCRIPTION

The Treasurer acts as a liaison between the Coach, the Manager, the Parents and the Medicine Hat Soccer Association in all aspects of team finances. Good communication skills, especially between the Treasurer and the Team Manager, are required. Team Treasurers must have an email address; this is the communication tool of choice between the MHSA, the Head Coach, the Coaches, the Manager and the Team Players/Parents.

The Treasurer's tasks are to:

- 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 MHSA ID). Please note that raffle 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
- Is a signing authority on the team bank account

TIME COMMITMENT - TEAM VOLUNTEERS

Most of the demands on volunteer's time occur at the beginning of the season getting the team organized and determining tournaments to attend, collecting fees, completing team roster, ensuring each player/coaching staff/manager have id cards and organizing fundraising events.

If possible, have individual parents take responsibility for some of the duties mentioned above. It is far easier to share the duties amongst the parents. This allows for more parent involvement and your job will be much easier.

SECURITY CHECK

Every Coach, Manager, Treasurer, and Attendant (someone that agrees to be available at practices in case of emergencies) must pass a security check. The MHSА has partnered with the Medicine Hat Police Department and have a program that will allow members to make the application for this check from their computer 24 hours a day, 7 days a week. If you do not hold a current Police Check, you can let the MHSА Office know and they will forward you the link to the application. MHSА will cover the cost of this check. Once you have received your police check in the mail, you then forward a copy to the MHSА Office.

It usually takes only a few days to receive approval. The Coaches, Manager, 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. 2018, 2019, & 2020). If the MHSА already holds a police check on file for you, the Office Manager (or designate) will contact you when your police check is due for renewal.

PARENT MEETING

The parent meeting will be announced at tryouts. At least one parent must attend this meeting. Team fees, club fees and the fundraising cheque will be due and collected at this meeting. The following volunteer positions will need to be established at this start up meeting:

- Team Manager
- Team Treasurer
- Bingo Coordinator
- Fundraising Coordinator
- RASC Tournament Committee Member
- RASC Administration Committee Member

FEES:

1. **Club Fee** – these fees will cover the cost of club administration, tryouts field rental, coach development courses, coach mentoring, coach gear, 10-20 Goalkeeper sessions , 8-10 TechFit sessions by our Player Development Coach and other Technical Staff.

This fee (amount as per the Next Step document) is made payable to the **team**. A team cheque is then cut to the MHSА for the whole team's Club Fees. MHSА will invoice the team once the MHSА Official Team Roster is submitted to the MHSА Office.

2. **Team Fee** – these fees will cover the entry fee costs of 3-4 Tournaments or CMSL (includes Provincials), remaining Coach expenses after bingo proceeds are exhausted, team practice field rental not covered by the Registration Fee, and any other events organized by the team (i.e. team building events).

This fee (amount as per the Next Step document) is made payable to the **team**. **Each team** should have its own bank account. The amount for this payment covers the cost of tournaments and provincials, extra field rental and referee costs, coach travel expenses, team bonding events, team pictures, season wind up, gifts for coaches, etc. Team fees vary per season depending on number of players and coaches.

3. **Fundraising Fee** – a postdated cheque is to be provided to the team treasurer as a guarantee for the team fundraising expectations.

This fee (as set by the team) is made payable to the **team**. This is to ensure that parents fulfill their Volunteer commitment. If parents choose to not volunteer, this cheque would then be cashed.

All fees for the RASC Program are due prior to the commencement of the first RASC Team Practice. All players that have not cleared up fees in full prior to the first practice will not be permitted to join the team until fees have been paid in full or a payment plan is in place.

The Team Treasurer is to ensure that all parents/parents get a receipt for all monies collected for team, and club fees.

At the end of each season any remaining funds (other than raffle proceeds) of over \$20.00 per player **must be refunded** to the team parents. Following each outdoor season, bank accounts are to be closed. All parents must be given a financial statement, including any fundraising monies raised, at the end of each season.

BANKING PROCEDURES

A Sign In sheet for the parents (signature and printed name) will be provided at the team meeting to set up permissions for the team bank account. This document can then be used to set up the bank account or to change the names of people with signing authority.

A team bank account will be opened in the team's name for the collection of fees to cover the cost of tournaments and provincials, extra field rental and referee costs, coach travel expenses, team bonding events, team pictures, season wind up, gifts for coaches, etc. Any **two** parents (not the coach) will have signing authority. Appoint your two signing officers (one should be the team Treasurer). All parents will sign the Minutes Sign-In sheet authorizing the appointment of the signing officers and for the Club to use their e-mail address and personal information for any distribution relative to the "Rattlers Academy Soccer Club".

The bank requires a memo stating the names of the two signatories and roles within the team. The memo should also state that it will be a two-signature account. Some banks require a second memo containing all other players' parents' signatures.

The two parents will be required to go to the bank to set up the account and each will usually have to present **two** pieces of **identification**. All RASC teams are to use **Servus Credit Union**. Let the bank know that you are a **Not for Profit** organization. The bank may require minutes of the startup meeting to open or change the bank account. The Sign In sheet could be used for this.

Choose a name for the account that will follow the players from year-to-year.
i.e. **RASC U11 Boys**.

Each indoor season, teams should open a new bank account and close the bank account at the end of the outdoor season. Bank accounts are not to be passed on from team to team.

IMPORTANT: in preparation for the meeting confirm with the bank that you have chosen exactly what the bank's requirements are.

FUNDRAISING

Members of each team may decide upon the nature and extent of fundraising for their own team. Examples of successful fundraising are bottle drives, 50/50 draws, silent auctions, 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**. Teams are expected to follow the AGLC Terms & Conditions.

Money raised through raffles **must** be used as per the AGLC License and are **NOT** eligible to be returned to parents at the end of the season. Any raffle money remaining at the end of the season must be carried over to the next season and used for its intended use of proceed as per the raffle license. These funds must be used within 24 months of the raffle's last draw date.

All team fundraising **must be approved** by the Fundraising Committee to ensure that fundraising efforts are coordinated. Please forward any fundraising requests to the MHSA Office.

Teams should limit their fundraising to only cover the costs associated with team expenses.

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

BINGO

Each family is expected to work at least one bingo per family per team. If you have a child on two RASC teams, you will be expected to work two bingos. 75% of the bingo workers **must** be Club Members. Teams must provide the minimum number of workers as required for their assigned Bingo. The bingo schedule is posted on the MHSA Website. The Bingo Coordinator is to provide a list of workers to the office mhsa@telusplanet.net one week prior to the bingo. The Bingo Chairperson is to pick up the bingo cheque book (which will be used to pay for concession expenses for volunteers) from the MHSA Office the day prior to the Bingo and return to the MHSA Office the day following the Bingo along with any paperwork received from the bingo hall. Bingo proceeds cover the cost of coach expenses for the season as set by the MHSA Office.

CONTACT LIST

At the beginning of each season the Head Coach (or designate) will send out a Contacts List, via e-mail. This list will contain the MHSA's current Board Members, Coaches, Assistant Coaches, Managers and Treasurers. The Head Coach will serve as a resource person for the Team Manager. This person will be someone who you can contact if you have any questions problems with the team. Please feel free to contact any Manager for further advice or help.

Team Managers/Treasurers are encouraged to contact Nanette Newton, MHSA Office Manager, at (403) 529-6931 or medhatsoccer@telus.net should they have any questions.

PLAYER CONTACT LIST

It is necessary to get permission from each set of parents to use the player's name, phone number, address, e-mail address and the parent's names on a list that will be distributed to all members of the team. For the Manager's protection, this could be a written request that the parents sign if in agreement, or it could be a verbal request made at the first meeting.

PRACTICES

Every RASC practice must have **two** members of the coaching staff or adults in attendance, with at least one member that has completed a security clearance, or the practice cannot be held. This is important 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.

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 or return them to the player or the player's parents. Confirm with the parents what they would prefer.

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. Each coach, player, and parent/guardian must complete these forms. Once the forms have been completed, they are to be sealed in an envelope and kept by the Manager should they be needed. Codes of Conduct are taken seriously and should be strictly adhered to.

PLAYERS CARDS

The cards are usually kept with the Coach during the season (Managers can confirm with the Coach who will be responsible for them). All **MHSA** Players, Coaches, Assistant Coaches, and Managers must have an id card. If any team staff does not have a card, then the Manager should forward an electronic picture (JPEG) to the MHSA office at mhsa@telusplanet.net for the staff to prepare the player cards.

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, Managers and Attendants must also have their cards available at all Games and Tournaments.

****IMPORTS** are players who live outside of the MHSA District.

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.

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 will be charged for that photo. Advise players and/or parents of other packages that maybe available.

FAN OUT PHONE CALLS/EMAILS

Designate a parent volunteer to be responsible for "fan out" phone calls or team emails (i.e. Team Snap) to contact players, parents and coaches to distribute last minute information changes/updates. Ensure that team snap is up to date and parents are using it. Regular use of Team Snap will reduce the need for phone calls.

EQUIPMENT

The Equipment Director &/or designated representative from the RASC Committee will contact the Coach, usually via e-mail or phone, with the date, time, and place to pick-up equipment for the season. If equipment is needed during the season, please contact the Equipment Director at equipmentdirector@medicinehatsoccer.com.

Equipment that each team receives will consist of: equipment bag, balls, ball bag, ball pump, first-aid kit, practice pinnies, cones, etc...

MERCHANDISE

MHSA has partnered with local sporting goods store, Sports Connection Source for Sports, for the RASC merchandise orders. Orders will be placed directly with Sports Connection using their online store. If you wish to try on gear, Sports Connection will have samples available at their store. The order generally takes about 4-6 weeks to arrive. There is a deadline to order merchandise so please ensure you are aware of the dates.

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.

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 be then be notified of the Board's decision after the meeting.

UNIFORMS

The Team Treasurer/Manager are to collect the uniforms within 1 (one) week of the last game of the season. **If a uniform is not returned, \$75.00 per jersey will be withheld from the player refund cheque or MHSa will invoice 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 Equipment Director will provide a form to the Coach with the jersey numbers and any comments about stains etc. that have been noticed. The Coach or Manager can then check the uniforms to confirm that all stains etc. are noted. Make additional comments if needed. Please indicate each player's name next to the player's number on that form.

It is the responsibility of the Team Manager to ensure that if any trialist uses a team jersey, it is returned to the equipment bag after each game.

****A jersey must be designated as the blood jersey. If a player bleeds on their jersey, the player must wear the blood designate 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. All goalkeepers are responsible for supplying their own gloves and any other required equipment.

There is a \$100.00 allowance from the MHSa, per season, to assist the designated team goalkeepers (to be confirmed by the Coach) with any additional equipment purchases. This allowance only applies to: keeper gloves, keeper shorts or keeper pants. The MHSa will only reimburse, up to \$100.00, per season, for original receipts submitted.

To apply for this allowance, you must do the following:

- Provide full name and address of the parent applying for the allowance (gk expense form on website)
- Submit original receipt(s) and gk expense claim form to the MHSa office
- A cheque will be mailed out to the parent, named above, before the end of the current season

COMPETITION INFORMATION

TOURNAMENTS

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

Check with the Coach to determine which tournaments the team decides to enter. Some tournaments are very popular, and it is best to enter early in the season.

The 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 and returned with a team cheque to cover the tournament entry fee.

The tournament organizers will contact the Coach or 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.**

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

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

CMSL/Provincials

The MHSA Office will register all teams for CMSL and Provincial Competition. 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 CMSA for CMSL and The Alberta Soccer Association for Provincials.

GAME SHEETS

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.

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 **MHSA STAFF** at the other end of the telephone willing to help and answer any questions you may have. Have a great season!