

TRSA Policy Booklet



Updated September 2019



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Team Formation Policy

PURPOSE: This **policy** is to ensure clear, consistent process during the formation of teams for TRSA.

AUTHORITY: TRSA Bylaws, Article 12.1

POLICY: On-time, paid, community players are assigned to a team in their assigned age group and gender. Decisions made during the team formation process by the Age Group Coordinator (AGC) are final. No player moves are permitted once the coaches have started to contact their teams.

PROCEDURE

1. Teams are formed by volunteer Age Group Coordinators (AGC).
2. AGC volunteers will be assigned to an age group by the Board of TRSA.
3. While not guaranteed, wherever possible the AGC will attempt to honour:
 - a. Mutual friend requests.
 - b. Coach requests
 - c. One way friend requests
4. Age bump, out of zone and late registrants will be placed on teams by the TRSA program coordinator after all on-time registrants have been placed and subject to available roster space.



Playing Up Policy

PURPOSE: This **policy** is to establish a process for review and decision of players that wish to play in a higher age group.

AUTHORITY: TRSA Bylaws, Article 12.1

POLICY: The TRSA Board does not encourage children to play in an older age group.

PROCEDURE

1. All requests to play up must be approved by the Coach and the TRSA Board.
2. Playing up requests will be considered only after all players of the proper age have been placed on teams.
3. Decisions are based on the maturity level and date of birth of the player.
4. Parents wishing their children to play up are encouraged to coach or assist the team.
5. Parents with their U5 to U11 children to play up must be prepared to remain at all practices and games to assist the coach.



Player Transfer Policy

PURPOSE: This **policy** is to define the process for assigning players to a roster when no roster space is available in TRSA.

AUTHORITY: TRSA Bylaws, Article 12.1

POLICY: TRSA attempts to place all registered players on TRSA teams. However, if the situation arises that there are no available roster places, a player may be added to a roster outside of TRSA. Transferred players may apply for a refund if they choose not to play on a non-TRSA team.

PROCEDURE

If there too many players in an age group to form a single team, and not enough players to form two teams, the following policy will apply:

1. Attempts will be made to identify a team in the southwest zone that is willing to accept the extra TRSA players (the alternate teams).
2. All players will be notified of the situation and of the TRSA player transfer policy by email.
3. The email will ask for players that are willing to voluntarily move to the alternate team.
4. If no players, or too few players, volunteer to move, then players will be selected at random, in keeping with existing TRSA team formation policies.



Late Registration Policy

PURPOSE: This **policy** is to clarify the process for team roster placements for players whose completed registration package (including appropriate payments) is received after the registration deadline.

AUTHORITY:

POLICY: Any player that registers after the closure of the last on-site registration session will be considered a late registrant; are not guaranteed a place on a team and will not be allowed to request a friend or coach.

PROCEDURE

1. All late registrants must pay a late fee of \$35.00
2. Late registrants may register through the Late Registration site, which will be available approximately 10 days after the final In Person Registration date.
3. All late registrants must print off their form and mail their completed registration package (cheque for their fees, plus late fee, and volunteer deposit or non-volunteer fees), to the address below.
4. Registration is incomplete until the registration package and appropriate payments have been received.
5. Late registrants will be placed in available spaces on teams in the order in which they were received.
6. No registrations will be accepted after April 15 for the outdoor season and no exceptions will be made.

All Registration inquiries should be directed to:

TRSA Program Coordinator

programcoordinator@trsa.ca

Mailing Address:

TRSA

Box 88053, Rabbit Hill P.O.

Edmonton, AB T6R 0M5



Refund Policy

PURPOSE: This **policy** is to establish firm practices for administering **refunds**.

AUTHORITY: TRSA Bylaws, Article 12.1

POLICY: Refunds (full or partial) for outdoor season registration fees may be processed for player withdrawals or medical reasons.

1. All refunds for outdoor season requested before April 1 will be subject to a \$50.00 cancellation fee.
2. No refunds will be issued for requests received after April 1 (except for medical reasons). A note from a Doctor must accompany all medical refund requests.
3. Medical refunds are subject to a \$10.00 administrative fee.

PROCEDURE

Refund requests must be made in writing or by email. All requests must include the following information:

1. Player's name, date of birth, age group of registration
2. Parent or guardian's name, address, postal code, phone number
3. Reason for refund request.

Written requests should be mailed to:

TRSA

Box 88053, Rabbit Hill P.O.

Edmonton, AB T6R 0M5

Emailed requests should be sent to the Program Coordinator at programcoordinator@trsa.ca

Southwest Sting Tryout Players

TRSA as part of the SWEMSA zone is affiliated with Southwest Sting. Players who intend to try out for Sting should indicate 'Premier/Club Team tryout' on their soccer registration form. Registering with community will ensure a place on a community team if the child does not make SW Sting.

1. When you register with TRSA write a separate cheque for each child in the family trying out for a Premier or Club team.
2. Cheques will not be cashed till the Southwest Sting teams are finalized, and the communities are informed which players have been placed on Southwest Sting rosters.
3. Players who are selected for Southwest Sting teams will have their registration fee cheque shredded.
4. Families are then responsible for paying Southwest Sting
5. Parents/players moving to a SW Sting team are not required to make a refund request as SW Sting will notify TRSA.

Players Moving to Competitive Teams other Than Sting

TRSA is not affiliated with any Competitive, Select or Club teams other than Southwest Sting

1. TRSA does not receive information about players who have joined other soccer organizations.
2. TRSA will hold cheques for players that marked 'Premier/Club Team tryout' on their registration form till April 1. At that time parents must inform TRSA if their child will play community.
3. Registrations that do not indicate 'Premier/Club Team tryout' will be subject to a \$50.00 cancellation fee, before April 1.
4. No refunds will be issued for requests received after April 1 (except for medical reasons).



Volunteer Policy

PURPOSE: This **policy** is to ensure program fees are affordable through the inclusion of volunteers to reduce operational costs.

AUTHORITY: TRSA Bylaws, Article 12.1

POLICY: Each family is required to fill one volunteer position throughout each season, regardless of how many children you have in the program.

PROCEDURE

1. A volunteer deposit cheque will be required at the time of registration.
2. This cheque will be dated for August 1st (outdoor season)
3. This cheque will only be cashed under any of the following circumstances:
 - a) Failure to show up for the volunteer commitment you signed up for.
 - b) Cancelling with less than 48 hours' notice and not communicating with the volunteer coordinator regarding the circumstances.
 - c) Failure to sign up or respond to 2 emails.
4. For volunteering, families will be provided with 3 dates. These dates could be consecutive as a Friday/Saturday/Sunday. OR they may be 3 separate events.
5. A volunteer position is either a half day commitment or an ongoing team commitment such as coaching, assisting, managing or managing the teams' equipment.
6. Times will vary some being weekend and some being during the week.
7. While we do our best to accommodate your job preferences, please note that you could be contacted for positions outside this preference.

If you are unsure of your availability to commit, please see non volunteer payment option below. Opting out of volunteering at registration can help reduce administrative costs associated with contacting and managing volunteers.

Non Volunteer Payment Option

Families are busy and not always able to assist with volunteering. Should this be the case for your household you may decline to volunteer at registration and a \$150 additional charge will be added to your registration fees. You will not be contacted with volunteer requests throughout the season.

You are still encouraged to participate at the team level to ensure your child's enjoyment in soccer. All non-volunteer fees are applied directly to the operational costs associated with the soccer program.



Security Clearance Policy

PURPOSE: This **policy** is to describe Police Security Check requirements for all individuals assigned to a roster as a team official.

AUTHORITY: SWEMSA Police Information Check Policy.

POLICY: All team officials require a valid, current security clearance from the Edmonton Police Service.

PROCEDURE

1. All coaches, assistant coaches and co-coaches are required to complete a security clearance form during their first coaching season with TRSA and every two years thereafter.
2. If a coach's security clearance form is not cleared by the Edmonton Police Service, the coach will be asked to provide follow up information.
3. No individuals will be added as a team official until the security clearance process is complete.
4. All Police Information Checks (PIC's) must be valid beyond the completion of the season.



PURPOSE: This **policy** is to define how TRSA handles personal information gathered in its operations.

AUTHORITY: *Alberta's Personal Information Protection Act (PIPA)*

POLICY: TRSA adheres to *Alberta's Personal Information Protection Act (PIPA)*. All personal information collected by TRSA is used solely for the purpose of operating its soccer program. Unless consent is obtained from the individual or required by law, TRSA will not disclose any personal information. This policy applies to all Board members, contract workers and volunteers of TRSA.

PROCEDURE

1. Any agreement made with a third party for the collection of personal information using an electronic application owned by the third party must ensure that all information is collected in adherence to privacy laws as stated in *Alberta's Personal Information Protection Act (PIPA)*
2. Printed registration forms should be kept in a locked filing cabinet. These forms should be shredded by a licensed company at the end of each season or as soon as practicable.
3. Contract workers, Board members and volunteers of TRSA and its affiliates should remove all personal information from the TRSA program from their computers before they dispose of them.
4. Caution must be used to minimize risks when using a small portable device such as memory stick to transfer personal TRSA information, and when transporting such devices by public transportation or private vehicle.
5. Fee payment cheques should be deposited as soon as practicable.
6. Volunteer deposit cheques should be kept in a locked filing cabinet, and deposited or shredded as soon as practicable at the end of each season.
7. Upon termination of their contract, all contract workers must return electronic devices, keys, and access cards that are the property of TRSA. Access to electronic applications must be terminated and passwords changed. TRSA will require that all TRSA information be deleted from all personal computers, sticks, laptops or other storage devices. All TRSA records in the possession of the contract worker must be returned to TRSA.
8. To avoid disclosing personal email addresses, the bcc addressee line must be used when sending mass emails
9. Photographs maybe taken of players while participating in the TRSA soccer program, both during regular season games and tournaments, whether organized by TRSA, SWEMSA, EMSA or another organization. The photographs may be used to promote the image of TRSA, SWEMSA, EMSA [and any sponsoring corporations of the previously mentioned groups. i.e. Tim Hortons].
10. Photos may be used to promote the leagues and sponsors and this includes Facebook for TRSA, SWEMSA and EMSA at www.trsa.ca, www.emsasouthwest.com, www.emsamain.com [and the possibility of sponsor websites as well]. The photographs will be considered by TRSA as personal information and the terms and conditions above shall apply where reasonably practical to do so.
11. This policy does not include the photo taken for the purpose of carding by EMSA.
12. Parental/Guardian agreement and consent to the above policy regarding photographs will be applied unless the player's head coach and TRSA are both notified in writing of opposition to same.



Severe Weather Policy

PURPOSE: This **policy** is to ensure clear guidelines for ensuring severe weather does not jeopardize player safety.

AUTHORITY: **Canada Soccer Association**

POLICY: TRSA supports and complies with Canada Soccer Association's Severe weather policy.

PROCEDURE

Please see: https://www.canadasoccer.com/files/Lightning_Policy_E.pdf