

# COACHES HANDBOOK

## COACH SELECTION

### APPLICATIONS

- Applications are available through online @ <http://www.deltaheat.ca>
- Applications must be received no later than September 15<sup>th</sup>.

### INTERVIEW

- Potential Coaches will be interviewed by the Delta Heat President.

### SELECTION CRITERIA

- Coaches will be selected based on their experience and the quality of their application and interview. An athlete centered approach to coaching is encouraged.

### APPOINTMENT

- Selection will be completed prior to the completion of player selection.

### ASSISTANT COACHES

- Assistant Coaches will be discussed during the interview process but it will be the Head Coach's responsibility to select their assistants.

### CRIMINAL RECORD CHECK

- All Coaches and assistant coaches must obtain a criminal record check and provide to the President prior to commencing season practices.

## PLAYER SELECTION

### ON-FIELD TRYOUTS

- tryouts are held in the months of September/October

### GYM TIME

- Gym time is booked by the teams

### TRYOUT DATES

- A minimum of two tryout practices should be given for evaluation. If a player can not make all tryout dates, you are not obligated to provide an additional opportunity.

### CONSIDERATION OF PLAYERS FROM OUTSIDE SOUTH DELTA

- First priority should be given to Delta players. If a player comes to you from outside our Associations or District, we encourage you to consider them in addition to the players from Delta, not instead of.

### EVALUATING PLAYERS

- It is always a good idea to get help from independent evaluators. You make the final decision but some help evaluating can include or exclude players you may have a bias over or whose parents don't have a realistic view of their children's abilities. Your fellow heat coaches are always very helpful.
- A sample evaluation form is included on page 20 of this handbook.

## **RELEASING/SELECTING PLAYERS**

- It is recommended that after the first two tryouts, you cut to a manageable group (16 - 20 players) if you require an additional tryout.
- At this time you should also make clear your coaching and playing philosophy.
- Depending on the age of your team, an ideal number is 12-13 players, more can make it difficult to satisfy everyone and fewer makes it difficult in the event of injuries. If you have an older team, more players will be a necessity due to work schedules and school commitments
- Let the players know when you will be making the phone calls to make cuts or ask players to join your team. Stick to your promise. This can be a very difficult time for players and their families. Respect that they are agonizing as much or more than you.
- Phone players personally. Email or voice mail is not appropriate.
- At the younger age levels it is appropriate to speak with a parent when making cuts.
- When making the final cuts, make all your selection phone calls prior to your cut calls. Should a player have a change of heart, you wouldn't want to have already made your cuts and be short.
- When you release players, consider those last cuts as possible call ups throughout the season. If you are short players for league or tournament games it can be a good time to make the players on the bubble feel they have a chance next year and it can be a good time for you to evaluate their success on the field. Especially in the early years players strengths and weaknesses can change dramatically. If you plan to utilize these players mention it when you make these calls and determine if they are interested. All call-ups from teams should be made in consultation with the respective coaches.
- Once you have cut to a manageable group it is recommended that you have a player/parent meeting. Layout your program including your expectations for their commitment to the team

## **Tournaments**

How many Ice Breakers and regular season tournaments are you planning? Think about the weather. Are you planning to go to any out-of-town tournaments? Tournaments are listed at the Softball B.C. Website in February here: <http://softball.bc.ca/tournaments/minor-girls>

## **Expenses**

At this time you should estimate a budget for equipment, clothing, tournaments, gym time, medical supplies etc.

## **Fundraising**

Discuss how your team plans to finance the cost of the season. If the team consensus is to fundraise you should give the parents and idea of the extent of fundraising required to meet your budget. There are many options available. Coaches are encouraged to bring forward ideas or events that have been successful in the past to share with other coaches.

## **Travel**

If you plan to go out of town to a tournament or if Provincial are held out of town, the cost of hotels, food etc can be considerable. The time commitment can also be daunting for families when travelling to out-of-town tournaments.

## **Registration**

All players on your team must register by the end of January.

## **NCCP COACHES CLINICS**

### **Reimbursement**

Coaches and assistant coaches will be reimbursed after successfully completing any of the coaching clinics as outlined below. (one clinic per year) After completion of the course, please email a copy of the receipt to the Head Coach for approval. The requirements for approval are: a.) actively coach for Delta Heat the season in which the course corresponds.

### **NATIONAL COACHING CERTIFICATION PROGRAM**

Softball Canada with the Coaches Association of Canada has developed a series of courses incorporating Theory and Technical information. The National Coaches Certification Program (NCCP) now has a community stream and a competition stream, with learning outcomes relevant to the athletes being coached.

#### **Community Clinic 1 - Initiation**

Recommended for Coaches of the 5-12 year old age group this clinic focuses on essentials; placing emphasis on safety, fun, ethics, teamwork and values beyond the game. Training helps parents and volunteer coaches foster love of the sport, promote participation and teach basic skills to beginners through a variety of activities. The Community Clinic 1 is six hours in length. The goals are to help prepare the coach to do the things that will be required of a community coach.

Community Clinic 2 - Ongoing Participation (future clinic, underdevelopment) Coaches encourage participants of all ages to continue in the sport for fun, fitness, skill development, and social interaction. Training allows volunteers to help participants to continue to love the sport, learn more skills and continue participation.

#### **Community Clinic 2 -**

Ongoing Participation is 12 hours in length.

Competition-Introduction Clinic 1 & Clinic 2

The goals of the Competition context are fun, fitness, fundamentals, and performance as well as the consolidation of basic skills of the sport. The training for the Competition context is comprised of two clinics, each being 12-16 hours in duration. Coaches must also complete the on-line Make Ethical Decisions evaluation offered by the Coaching Association of Canada to achieve trained status. Following completion of Competition training, a coach can choose to become certified through an evaluation process. Prior to the evaluation, the coach must present the Evaluator with a completed Coaching Portfolio and a copy of the practice plan they will be running. For the evaluation, the coach must run a 45 minute practice with age appropriate athletes. At minimum, the practice must include a drill that develops a basic skill as well as a drill that uses a basic skill when teaching a tactic. The coach must also complete an Analyze Performance evaluation.

Softball Canada with the Coaches Association of Canada have developed the following certification courses for implementation this year. Read below schedule of clinics for information on the transition from previous Level 1,2,3,4,5 Technical/Theory/Practical Courses.

#### **Coaching Requirements for 2012:**

- Pee Wee C, Bantam C and Midget C - Minimum NCCP Introduction to Competition In Training (ie: attended Clinic 1) or Level 1 Certified (Softball).
- Squirt A & B, Pee Wee B - Minimum NCCP Introduction to Competition In Training (ie: attended Clinic 1) or Level 1 Certified (Softball).
- Midget A & B, Bantam A & B, Pee Wee A - Minimum NCCP Introduction to Competition Trained (ie: attended Clinic 1 & 2, with completion of Make Ethical Decisions Online Evaluation ) or Level 2 Certified (Softball).
- Provincial Championships leading to a Canadian Championship: NCCP Introduction to Competition

- Trained (ie: attended Clinic 1 & 2, with completion of Make Ethical Decisions Online Evaluation) or Full Level II certification in Softball, (Theory, Technical and Practical) is required. ii)
- Provincial Championships leading to a Western Canadian Championship: Introduction to Competition In Training (ie: attended Clinic 1) or Full Level I certification in Softball, (Theory, Technical and Practical) is required. d) Masters Fastpitch teams and Senior 'B' teams are exempt from NCCP Coaching requirements when attending Provincial Championships, but must have a Introduction to Competition In Training (ie: attended Clinic 1) or Level I Coach when attending the Western Canadian Championship.”

## **UNIFORMS**

- Your team will be issued one set of Delta Heat uniforms. It is the responsibility of the coach to ensure the set you receive is game worthy. If you require replacement or additional pieces to outfit your team contact the uniforms executive member.
- COLLECT YOUR UNIFORMS AT THE END OF EACH SEASON. If you wait until the beginning of the following season you will assuredly run into collection problems. When players leave your team between seasons it can be very difficult to collect uniforms.
- Beyond the jersey, hats and shorts supplied by Delta Heat, it is mandatory that your team purchase long sleeved undershirt, slider, equipment bags, socks, helmet and cleats. Pricing and samples can be supplied by the Prostock.

## **SPONSORSHIP RECOGNITION**

- Team sponsors should be recognized on a team banner.

## **EQUIPMENT**

- Your team will purchase equipment as needed. If there are specific requirements you can contact eht equipment manager for Delta Heat.

## **TOURNAMENTS**

- All Invader teams are expected to participate in all Delta Heat tournaments. There will usually be at least one tournament for each division per year.
- Your team is responsible for registering in these tournaments.
- The BC tournament schedule will be available for all divisions on the internet at the Softball BC site; [www.softball.bc.ca/tournaments/minor-girls](http://www.softball.bc.ca/tournaments/minor-girls) . These are generally available by February 1 and continue to be updated and added to as new ones come along. Registering early will ensure you get into the tournaments you want. Some tournaments will allow you to post date cheques as you likely will not have team funds at this time. Be prepared to have to fund the registration fees early and be reimbursed by parents once you have selected your team.

## **US TOURNAMENTS**

- There are also various American Tournaments, which can be found on the Internet; [www.playnsa.com](http://www.playnsa.com); [www.softball.org](http://www.softball.org)
- If you enter an American tournament ensure you phone Softball BC to arrange travel permits for insurance coverage.

## **FINANCES**

- Each team is responsible for its own funding.
- It is suggested that each team have a treasurer who does a financial statement at the beginning, middle and end of each season.
- Some parents prefer to split the costs amongst themselves and simply write a cheque, others will want to fundraise to cover costs. Often a bit of both satisfies both camps.
- Once you form your team it is recommended that you have a fundraising policy/budget in place that covers how funds are raised and how they are allocated.
- When establishing team fund raising activities please keep in mind both the age of the players you are coaching and the fact they are athletes and plan appropriate activities.

## **BUDGET**

- Things to be covered in your budget ;
  - Equipment
  - Tournament fees. Most Ice Breaker Tournaments will run around \$150 - \$200. Most in-season tournament will run from \$225 - \$300. If you travel to a tournament, hotel expenses will be an issue. Some teams budget for this from the outset, some pay as they go for these things
  - Clothing. Delta Heat will provide a uniform. Jersey, hat & shorts only.
  - A well stocked medical kit. Generally a toolbox filled with the usual medical supplies. Band-Aids, wrap, painkillers, ice packs, rub, tape, etc.
  - Other incidentals like line-up cards, score books etc.
  - It must be decided if coaches expenses (travel, hotels, clothing etc.)

## **FUNDRAISING**

Things to be covered under your fundraising agreement ;

- You also have to address how to handle those that don't wish to fundraise. If they don't sell stuff/tickets or participate in a fund raising event, you have to address up front how you will handle that situation. Do you split the profits only amongst those who participate? Do you place a minimum \$ figure on the amount of tickets sold and either collect that in ticket/product sales or donations from each family and then split the profits equally? What will you do in the event a player leaves the team? At what point in the season are you prepared, if at all, to give back a share of the fundraising efforts? In addition you should outline what your budget for the year is and if your team plans to fundraise 100% to cover it or have families pay equally or some combination of both to cover your expenses. How will you handle the disbursement of team funds should your team fold. What exactly constitutes the team disbanding.
- You must agree to what happens in the event of excess funds being realized at the end of a season? Do you split it evenly amongst families, spend it on year end activities or carry it over for the next season?

## **PRACTICE FIELDS**

### **LIGHT TIME**

- Pre season night bookings for practice under the lights can be booked on diamonds 1 - 3 at ND
- Time slots are 6:00 and 8:00
- If a designated diamond is not reserved, other teams will be allowed to utilize the diamond. Drop-ins are subject to availability.
- Teams will be allowed to book 1 time slot 6 days in advance per week, with extra slots for that week booked no more than 48 hours in advance.

## **Contact:**

### **WEEKDAYS & WEEKENDS**

- Fields are first-come-first-served.

### **BATTING CAGE**

- There are batting cages at ND Park. A time sheet will be posted in the cages. Obtain lock combination through executive. Drop-in time will be available on a first-come-first-served basis. If no one is using the cage, you can. If a team has booked the cage and comes along after you have started you will have to make way for those who have booked that time.
- **Please treat the cages with respect**

### **EXHIBITION GAMES**

- If you require field time for exhibition or make-up games please contact Scott Stoilen to book a field and Umpires.

### **FIELD PREPARATION**

- **Teams are responsible to put away bases at the end of each game.**  
Establish a parent volunteer field crew or assign team players and save yourself the task of trying to do it while you warm-up your team.

### **GAME CANCELLATIONS**

- If your games are cancelled for any reason, in advance or last minute, it is your responsibility to contact the opposing coach. At least 4 hours is appreciated.

**With Performance Bonds instituted by the LMSC it is your responsibility to make-up all cancelled games or risk losing your performance bond. Refer to your Interlock rules for a complete explanation of this process.**

### **SBBC CONSTITUTION, BYLAWS & OPERATING RULES**

- Rules are available online at <http://www.softballbccca> As well, a copy will be made available to you each year from the President or through your District Coordinator.

### **TRAVEL ALLOWANCE**

- Should your team reach Western or Canadian Championships, your team will be eligible for a travel allowance from the Invaders to a maximum of \$\_\_\_\_\_.00
- There is also a travel fund through Softball BC. The details are outlined on pages 17 &18 of this document or available on line at; <http://www.softball.bc.ca/sbcforms.html>

### **INTERLOCK MEETINGS**

- You will be notified of an Interlock meeting for your division in February. The meetings generally are held in mid March. Your league play is now governed by the Lower Mainland Softball Committee. This committee was mandated by the Presidents of the Lower Mainland Associations and the committee oversees all issues related to league play. These include; Rules, Schedules, Performance Bonds, Standings & Year-end tournaments.

### **INTERLOCK RULES**

- **You will be provided a new set of rules each year at your Interlock meetings.**

## **LEAGUE PLAY**

- Your league will start in early April and will end roughly the end of the first or second week of July. These dates will depend on the scheduling of your Provincial. You will play two nights per week, either Monday/Wednesday or Tuesday/Thursday.

## **PROVINCIALS**

- Your Provincial date and location should be posted in January on the Softball BC website. Occasionally a host is not determined in January and you must keep checking until one is assigned.

## **WESTERNS**

- You will be mailed a Letter of Intent early in the season. You must return your Letter of Intent to Softball BC no later than June 1st. It is your responsibility to get this to Softball BC. They do not accept them even one day late. If you are close to the deadline drive it to the office rather than mailing it. No excuses are entertained. If you don't receive one in the mail, you can download one from the Softball BC website; <http://www.softball.bc.ca/sbcforms.html>
- **Your Letter of Intent is to be accompanied by a performance bond equal to the fine assessment of the Western Canadian Softball Association for defaulting or failing to attend.**

## **ACCIDENT OR INJURY**

- All accidents or injury must be reported to Softball BC.
- There is an Accident Report Form following on page 21 or available online at; <http://www.softball.bc.ca/sbcforms.html> This form is just a report form, not an insurance claim. If that becomes necessary, the appropriate Accident Claim Forms can be found from the same address as above.

## **MEDICAL HISTORY**

- It is important to carry your players medical history information with you at all times. A form is attached on page 22 of this Handbook. The form is also posted on the Delta Heat website. It is also recommended by SBBC that a player profile card complete with medical information etc , phone number and a current picture are kept close by. The picture is extremely important if you are at an away tournament or away game and one of your players is reported missing.

## **CASA FORMS**

- Your CASA will be distributed to you by the Invader President early in the season. Fill them and return them to the Invader President within two weeks. It saves panic at the due date (May 1st)
- From first year Squirt forward, it is required by SBBC that you purchase a Lifetime membership. The membership provides insurance coverage. It is required by both players and coaches.

## **GOALS, GOAL SETTING AND STRATEGIES**

- Once you have defined your coaching and team philosophy, sit down with your players and establish team goals. Involve them in the process. Everyone has a say and consequently responsibility for working together towards a common goal. Allow players to establish personal goals as well. Once the goals are set, help your players develop strategies for reaching those goals.

## **RULES**

- Know the rulebook. Check it every year for new rules. If you feel you could use some brushing up on the rules, consider attending an umpiring clinic.

## **EMERGENCY ACTION PLAN**

- **Call 911.**

Be aware that the Ambulance Service does not always contact the Fire Service for a medical emergency. The closest firehall is right next door to the fields. The quickest way to ensure prompt medical attention is to call the firehall directly.

### **TO ENSURE FIRE DEPARTMENT RESPONSE CALL DIRECT TO : IF NO ANSWER CALL HALL #**

- **WALK IN MEDICAL CLINICS LOCATED AT: Injury Ice is available at the concession**

### **2010 Lower Mainland Softball Rep League Interlock Rules**

Purpose: At the Feb 2006 President's meeting a committee was struck made up of 2 representatives from each district in the Lower Mainland. This committee (Lower Mainland Softball Committee) was to look at ways to bring structure and meaning back into the Interlock Rep League season in the hopes of making it easier for scheduling, umpiring and field allocation while increasing the enjoyment and development of all participants in the 2006 season. The committee presented the 2006 season in review to the 2007 Presidents Meeting and the committee was ratified for another year.

To that end the following is a summary of the major changes for 2007 Graduated Performance Bonds - Each team is required to submit 3 Performance Bond cheques (dated April 1st, 2008) made out to the Lower Mainland Softball Club in the amounts of \$50.00, \$100.00, \$150.00. The intent of this policy is to ensure all teams play all games in all districts, and ensure proper notice is given so associations can effectively manage umpires and field resources. These cheques will be held for the season and mailed upon completion of the season if a stamped, self addressed envelope is provided with the cheques. If no return envelope is provided, cheques will be shred at the end of the season. Incidents which may result in the cashing of these cheques would be insufficient notice of cancellation, insufficient reason for cancelling a game or repeated cancellations. In the event of a dispute over a cancellation, all incidents are to be reported to the League Chairperson. The League Chairperson forwards an incident report to the newly appointed Lower Mainland Softball Conflict Resolution Committee.

This impartial committee will rule on the incident. If upheld the \$50 cheque will be cashed for the first incident, the \$100 cheque for the second incident and the \$150 cheque for the third incident. The offended Association in question will receive the funds to offset costs incurred by untimely cancellation or chronic no shows.

League Chairperson - Each league must elect one chairperson for their league. This chairperson will be responsible for 3 main duties;

- The collection of disciplinary incidents and untimely game cancellations
  - Notification and forwarding of incidents to the Lower Mainland Conflict Resolution Committee for a ruling
  - Collecting and forwarding of all Performance Bond Cheques to the Lower Mainland Softball Committee
- LMSC Disciplinary Chairperson - Will be responsible for forming a neutral review board comprising of the Chairperson and 2 impartial members of the Lower Mainland Softball Committee to review and apply disciplinary action on incidents brought forward by the League Chairperson.

Standardized League Rules - All leagues will have one set of standardized rules to govern the play in their league. These standardized rules are intended to provide clarity and understanding, but still allow coaches the flexibility to play the game in a style necessary to support the development of their players. A complete set of those standardized rules has been supplied as an attachment to this document. These rules cannot be altered. If a league finds these Interlock Rules lack something specific to their league, a new rule may be added if it is voted on by the teams in attendance at the Interlock meeting. Any vote must receive a 2/3 majority to pass. One vote is allowed per team in attendance. Any adjustments to a

league rules must be provided in writing by the League Chairperson to the LMSC and all coaches in that division no later than one week after the league Interlock meeting.

Standings - Standings will be kept at Bantam and Midget, A & B. Scores or cancellations must be posted on the LMSC website by Saturday midnight the week of the scheduled game, by the home team.

### **FAILURE OF THE HOME TEAM TO POST SCORES AND CANCELLATIONS WILL BE SUBJECT TO THE CASHING OF PERFORMANCE BOND CHEQUES.**

#### **Standardized League Rules 2010**

1. All games to be governed by league rules. Where no league rules apply, Softball B.C. operating rules, then Softball Canada's Rules will be in effect.
2. This is a no protest league, umpire decisions will be final
3. All games times will be 6:30 pm & 8:30 pm, unless otherwise specified by the home team's Association Field Allocation Manager or Scheduler. There will be no time limit on games except where park rules or darkness apply.
4. The home team is responsible for supplying umpires, game balls, lining the field and supplying a "double base".
5. Score sheets are to be signed by Umpire during the home plate conference at the start of a game and retained for future reference.
6. Five run maximum per inning in effect, 7th inning open and the mercy rule will be at the discretion of the losing coach after five innings. Bantam & Midget A will have no run limit.
7. Roster Options: Each coach has the option to pick their own roster option either Bat 9-Play 9 or all players bat, unlimited substitution, but normal pitching conference rules in effect. NO agreement is required for both coaches to pick the same option. Once an option is picked that option remains in effect until the end of the game.
8. In the case of a team, which cannot field its normal number of players, it may pickup registered players from an equal or a lower category to a maximum of the team's normal playing number. Names of pickups are to be given to opposing coach (From "B" or "C" no "A" for the "B" classification)
9. Teams may play with 8 players. Coaches have the option of borrowing a defensive player from the opposition. When the 9th player arrives they may be added to the roster without penalty. In the case of 8 players the 9th player will NOT be an automatic out.
10. All teams must play all league games. Cancelled games must be re-scheduled within the two weeks of the date of the cancellation and played within two weeks of the last scheduled league games. In the case of games not made up teams must be able to tangibly demonstrate to their League Chairperson that every effort was made to make up that game with the opposing team.
11. The opposing coach must be notified 3 \_ hours prior to the scheduled start of the game of any weather cancellations. For non-weather related cancellations the opposing coach must be notified by 5:00 pm the day before the scheduled game.
12. If a team cancels a game and makes no effort to reschedule, provided the Disciplinary Committee has reviewed and agrees the team has not made an effort to find a time for make-up, in addition to the performance bond being cashed, the opposing team will be awarded a forfeit and the accompanying points.
13. Each team is required to submit 3 Performance Bond cheques (dated April 1st, 2010) made out to the Lower Mainland Softball Club in the amounts of \$50.00, \$100.00, \$150.00. The intent of this policy is to ensure all teams play all games in all districts, and ensure proper notice is given so associations can effectively manage umpires and field resources. These cheques will be held and shredded upon the completion of the season unless a self-addressed, stamped envelope is provided at the interlock meeting. Incidents which may result in the cashing of these cheques would be less than 5pm the previous day notice of cancellation, insufficient reason for cancelling a game or repeated cancellations or failure to post scores and cancellations. In the event of a dispute over a cancellation, all incidents are to be reported to the League Chairperson. The

League Chairperson forwards an incident report to the newly appointed Lower Mainland Softball Conflict Resolution Committee. This impartial committee will rule on the incident. If upheld the \$50 cheque will be cashed for the first incident, the \$100 cheque for the second incident and the \$150 cheque for the third incident. The offended Association in question will receive the funds (less a \$5.00 administration fee on cashed cheques).

14. Incidents other than untimely or unwarranted cancellations must have a duly Umpire signed score sheet. The incident must be reported to the League Chairperson within 24 hours of the incident via the form available for download on the LMSC web site. The League Chairperson notifies and forwards any supporting information within 24 hours of receipt to the Lower Mainland Conflict Resolution Chairperson. A review board is formed consisting of the Conflict Resolution Chairperson and 2 impartial members of the Lower Mainland Softball Committee. The incident is reviewed and review board rulings are sent to the coach's association for action.