

2017 Rally Cap Coaches Package



“Sherwood Park Minor Baseball exists to foster and encourage the growth and development of the sport of baseball by teaching the value of sportsmanship, skills and competition.”

April 07, 2017

1. Rally Cap Director and VP House League and Other Key Contacts

Any questions, concerns or feedback should be addressed to:

Tara MacDonell – Rally Cap Director hlrallycap@spmba.ca or 780 318 7366

Cindy Lovie– VP House League vphl@spmba.ca or 780 729 2881

Other Key Contacts:

Concession Contact – Beverley Killoran concession@spmba.ca

Equipment Contact – Kevin Aitkin equipment@spmba.ca

Uniform Contact – hluniforms@spmba.ca

Office – Heather Bourne office@spmba.ca

2. Team List

Team list was distributed via email. Please contact all team members, inform them of schedule, and solicit volunteer help for primary duties – Tournament Volunteer, Concession, Equipment and Jersey Manager.

3. Coach Contact List

Coach list was distributed via email. Includes email, phone number for both Sherwood Park and Ardrossan teams.

4. Schedule

The schedules are now available on our website - look under House League (side menu), or copy and paste the link below:

http://www.spmba.ca/index.php?submenu=House_League&src=gendocs&link=House_League&category=House_League

This is also where schedule changes etc. will be updated. Please spread the word on the website location to all the parents.

Schedule will also be distributed via email.

The season starts on Tuesday May 2 2017, depending on weather and if Strathcona County Recreation Department open all diamonds. Games are Tuesday and Thursday starting at 6:30 pm. Please show up by 6:00 pm to get organized. The goal is to try and get in two full innings. The season ends on Tuesday June 27th.

5. Field and Diamond Closure

The rain out process is for the Home Team to contact the Visiting Team Coach to cancel the game; each coach is then responsible to contact their own team.

The SPMB County Field Closure Line is 467-5800 (after 3:00 pm) or sign up for electronic notification at: <http://www.strathcona.ca/departments/recreation-parks-and-culture/parks-trails-sports-venues/sports-field-status/>

While playing if there is sign of lightning, the game should be stopped for coaches to discuss continuing or cancelling the game. Use common sense.

6. Instructions to Parents

Please share handout with parents.

7. Key Dates

See Schedule

8. Rally Cap Rules of the Game

- Bases are set at 45 feet.
- Pitching machine settings as follows: Top #5 (Spring), Middle # 4 (Release), Bottom # 3 (Micro Adjust). Machine set at approximately 35 feet from home plate.
- The pitching machine and bases are provided from the home team. Usually teams operate the pitching machine for their own team.
- Base runners are not allowed to lead off and can only advance when the ball is put in play by the batter. (No base stealing). Only one base allowed on an overthrow.
- All batters receive 5 pitches from the pitching machine for each at bat. If the player has not hit the ball in the 5 pitches, a batting tee will be used. One additional pitch allowed per foul/tipped ball. If a ball is hit from a pitching machine into outfield, the player is allowed 2 bases. If a ball is hit from the batting tee into outfield, the player is allowed 1 base.
- A ½ inning is over when all players have had a turn at bat. (3 outs does not complete an inning)
- **Up to June 1st, there will be no “outs”. After June 2nd, the coach will call players “out” or “safe”. Players who are out will now return to their bench. This gives feedback to the defensive team on a good play. (Again 3 outs does not complete an inning – all players still get to bat).**
- Coaches for the defensive team will coach from the field, offensive team coaches will coach from the foul territory. However, coaches are encouraged to help the other team’s players.
- No score is maintained

- Keep within the time limit as designated on schedule; no new innings after 1 hr. 15 min.
- Games Guidelines - the game should be set out as follows:
 - Inning One – Team # 1 will take the infield first. Team #2 will go into the outfield and practice drills as outlined in the Rally Cap manual. Team #3 will bat first, batting through their entire batting order. Once that is complete, the Team #1 will now take to the outfield to do drills, Team #2 goes to bat, and Team #3 goes to infield. Similarly, once this is complete, each team shifts to the next rotation. After each team plays infield, outfield and bats, Inning One is complete and we now move to the 2nd inning.
 - Inning Two – The format is the same as the first inning.
 - At the end of the game, all teams will have batted twice, played infield twice and spent time twice in the outfield working on drills. If time permits, try and get a third inning in.

9. Equipment

Balls, bases, bats, back catcher equipment and pitching machine will be provided by SPMBA. Home team is responsible for bringing and setting up pitching machine, bases, and supplying balls. Visitor team must provide the tee. It is a good habit for both teams to bring all equipment in case of equipment malfunction. Any problems with the equipment please email equipment@spmba.ca.

All players must have the following mandatory safety equipment: CSA approved batting helmet, CSA approved athletic protection, and glove. “No Cup, No Play”. Note that cleats (rubber or hard plastic only) are optional; runners are fine.

Team uniforms will be on loan to parents and must be returned at end of the season at the equipment and uniform drop off, dates TBD. Keep track of shirt numbers for each player.

10. Coaches Clinics

All house league head coaches must take the online Respect and Sports course at <http://www.baseballalberta.com/default.aspx?p=respectinsport>. Please complete by May 30th, 2017. The fee is \$30.00 and will be reimbursed by SPMBA. See below process for reimbursement. Coaches must complete an expense form, including original receipts and certificate (RIS #, NCCP #), and send to SPMBA Box 57069 RPO Eastgate, Sherwood Park, T8A 5L7 (or drop off at Log Cabin dropbox). Please provide your mailing address so we know where to send the cheques to.

Reimbursement is limited to the enrolment cost of the course.

11. RCMP Criminal Record Check (CRC)

All head and assistant coaches will have to complete a RCMP Criminal Record Check prior to season start. A letter has been prepared for Coaches to take down to the detachment. Once the CRC's are completed, please give them to the Director.

Please discourage parents from dropping off their kids and leaving.

Child Welfare Check needs to be completed as well

12. Concession

Each team has a Concession night that they must volunteer at. The schedule is on the SPMBBA website under events calendar. There is a penalty for missed coverage (\$100 paid or no tournament games). Coaches are responsible for having a team concession rep to assign workers for the time slots required. All monies earned support SPMBBA house league program.

Concession Duties (Sherwood Heights by Log Cabin – 50 Spruce Avenue):

OPENING – Please arrive at 5:45 pm; someone will be there to open the concession and let the volunteers in & turn on the slush machine. Prices will be posted – no discounts or giveaways.

CLOSING – is 8:30 pm or when the last game is almost done. The bathrooms must be available to those on the field so please be prepared to be there later. At the end of the shift, restock if there is backup, empty garbage's and reline with garbage bags, wipe down everything, clean bathroom, cash out according to instructions posted in the cash drawer, and finally turn off the lights and lock all doors behind you.

At least 2 people must be on shift at all times and must be over 16 years of age.

See schedule for volunteer nights.

13. Rally Cap Program

SPMBBA continues to follow the Rally Cap program. For information on Rally Cap please go to www.baseballalberta.com. Coaches can download the Rally Cap app OR will be provided with an instruction handbook and information session at the Coaches meeting in April.

Two weeks have been designated for Rally Cap assessment – May 23rd and June 20th.

14. Follow-up - Homework

Please complete the following by May 3rd and email to hlrallycap@spmba.ca:

Team Name

Complete Roster with Players Jersey Number

Concession Rep name and phone number

Tournament Rep name and phone number

15. Thank You

Thank you for all your support and making the season fun for the kids. Remember to get the parents involved and active – it makes all the difference!

Coaches Package - Handouts

1. Game Schedule
2. Concession Schedule
3. Calendar of Events (incl Pictures)
4. Coaches Rules
5. SPMBA Alcohol and Tobacco Policy - website
6. SPMBA General Code of Conduct Policy - website
7. SPMBA Coaches Code of Conduct Policy - website
8. SPMBA Parents Code of Conduct Policy - website
9. SPMBA Player Code of Conduct Policy (Mosq & higher only) - website
10. SPMBA Conflict Resolution Policy - website
11. Accident Report Form - website
12. Coaches Responsibility Handout - website
13. Safety Medical Form - website
14. Expense Form - website

Parents Handout

- Registration Fee includes uniform (loaned jersey), ball hat, assigned ball diamonds, team picture, house league tournament including Hit, Run, and Throw Contest (June 12 – 14th), game and practice equipment (bats, back catcher equipment, balls, pitching machine).
- Team pictures will be the week of May 18th. SPMBA office/Director will be sending out a picture schedule. We encourage all teams to get their photos done during the scheduled times. If teams require a reschedule, contact Peter Koop directly at peter@iconexp.com to arrange a time. Arrangements for additional services will be at the expense of the team or individual requesting the addition.
- All players must have the following mandatory safety equipment: CSA approved batting helmet, CSA approved athletic protection, and glove. “No Cup, No Play”. Note that cleats (rubber or hard plastic only) are optional; runners are fine.
- Games are Tuesday and Thursday from 6:30 to around 8:00ish. Please arrive around 6:15ish to get organized and kids ready to play.
- All players are required to fill out a Medical form. Please complete and forward to the Coach.
- The House League tournament will be on June 12-14th. Friday night is the Hit, Run and Throw Contest. To make the tournament a success many volunteers are required. The HL Tournament Coordinator will attend meetings scheduled on TBD dates at the Log Cabin starting in May and up to June 12, 2015. The Coordinator will then ask for additional volunteers from each team to fill different positions such as donation coordinator, hit run and throw volunteers, concessions, etc. ***Teams MUST have a representative at all tournament meetings in order to participate in the tournament – no rep, no play.*** And please remember that the Coaches are already volunteering their time, so it should be a different parent.
- For the tournament, each team will be responsible to raise a minimum of \$50.00 for team prizes, shirts and loot bags.
- Each team has a Concession night that they must volunteer at. The schedule is on the SPMBA website under events calendar and will be shared with the Coach. There is a penalty for missed coverage (\$100 paid or no tournament games). All monies earned support SPMBA house league program.

- **Concession Duties (Sherwood Heights by Log Cabin – 50 Spruce Avenue):**
 - OPENING – Please arrive at 5:45 pm; someone will be there to open the concession and let the volunteers in & turn on the slush machine. Note we may need to have the volunteer pick up and drop off keys for the concession. Prices will be posted – no discounts or giveaways.
 - CLOSING – is 8:30 pm or when the last game is almost done. The bathrooms must be available to those on the field so please be prepared to be there later. At the end of the shift, restock if there is backup, empty garbage's and reline with garbage bags, wipe down everything, clean bathroom, cash out according to instructions posted in the cash drawer, and finally turn off the lights and lock all doors behind you.
 - At least 2 people must be on shift at all times and must be over 16 years of age.
- Player/coach/parent conduct – there will be zero tolerance for abuse. There will be zero tolerance for smoking products on or around the fields. All our policies are on our website.
- Reminder that parents must remain at the diamond and not leave their children alone.