



2018

House League 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 13, 2018

Contacts

1. www.spmba.ca/executive - Any questions, concerns or feedback should be addressed to:

SPMBA Contacts	Name	Email	Phone
Blast Ball Director	Brittany Watson	hlblastball@spmba.ca	587-989-8821
Rally Cap Director	Tara Macdonell	hlrallycap@spmba.ca	780-318-7366
Rookie Director	Madison Daniels	hlrookie@spmba.ca	780-920-5715
Mosquito Director	Dan Thompson	hlmosquito@spmba.ca	780-868-7853
Pee Wee Director	D'Arcy Shade	hlpeewee@spmba.ca	780-399-0575
Bantam Director	Tara Macdonell	hlbantam@spmba.ca	780-318-7366
Midget Director	Tara Macdonell	hlmidget@spmba.ca	780-318-7366
VP House League	Greg Berger	vphl@spmba.ca	780-668-7687
Technical Coordinator	Jared Lovie	techcoordinator@spmba.ca	780-667-8184
Concession	Beverley Killoran	concession@spmba.ca	780-239-9397
Equipment	Kevin Aitkin	equipment@spmba.ca	780-699-9000
Uniform		hluniforms@spmba.ca	
Office	Heather Bourne	office@spmba.ca	
Strathcona County Baseball Association	SCBA	http://www.ballcharts.com/team/?team=WWWscbaca&pg=custom&id=11256	

2. **Log Cabin (LC) - 50 Spruce Ave.** Operated by SPMBA and utilized for coaching meetings & clinics / tournaments / equipment pickup & drop-off / other SPMBA functions.

3. **Teams & Coaches** – are now on WebSite and Team's will get login to Ramp Team App.



4. **Strathcona County - Field and Diamond Closure** *(If County closes diamonds DO NOT USE)*

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. *(Use Ramp Team App)*

County Field Closure 467-5800 (after 3:00 pm) or sign up for electronic notification at:

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 (if no ump's present) to discuss continuing or cancelling the game. **30/30 RULE** When you see lighting, count the time until you hear thunder. If this time is thirty (30) seconds or less, seek proper shelter. Wait thirty (30) minutes or more after hearing the last thunder before leaving the shelter. If you cannot see the lighting, just hearing the thunder is good back up rule.

Scheduling

5. **Season schedule** will be available on our www.spmba.ca

Season starts Monday April 30, 2018 and ends last week of June.

Depending on weather and if Strathcona County Recreation Department opens diamonds.

Monday & Wednesday (Rookie & Pee Wee)

Tuesday & Thursday (Blast Ball, Rally Cap & Mosquito)

Blast Ball Games are from 6:00 pm till 7:00pm

Rally Cap & up Games Start at 6:30pm. Please show up by 6:00 pm to get organized.

6. **Concession (Sherwood Heights by Log Cabin – 50 Spruce Avenue) Rally Cap to Pee Wee**

Each team has a Concession night that they must volunteer at. Schedule on website.

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

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 SPMBAs house league program.

OPENING – Please arrive at 5:45 pm; turn on slushie machines and start coffee. **Concession director will be in contact with coaches via email, the weekend prior to their teams shift with lock box (key) and shift information.** Prices will be posted – no discounts or giveaways.

CLOSING – is 8:30 pm or when last game is done (Bathrooms must be available to those on the field). At the end of the shift, empty garbage's and reline with garbage bags, wipe down everything, clean bathroom, cash out according to instructions posted in the cash drawer, turn off the lights, lock all doors behind you and return key to lock box.

7. **Divisional Practices (April 17, 18 & 23)**

Opportunity for Rookie and up to get paired with rep teams for player/coach(s) mentoring.

8. **Team Pictures (May 7-9th)** – Schedule will be sent out

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.

9. **Tournaments: May 25-27th** (Mosquito & Pee Wee) **June 8-10th** (Blast Ball, Rally Cap & Rookie)

Each team's tourney rep must attend all meetings. **No Rep No Play** (1st meeting **May 6th** 7-9 pm)

10. **Rally Cap Night (June 14th)**

Rally Cap Program evaluations to determine Hat Color via Report Cards

<https://www.baseball.ca/uploads/files/Rally%20Cap%20-%20Participant%20Report%20Card%202016.pdf>

Coach Information

11. SPMBA Policy's and Guidelines: www.spmba.ca/content/policies-and-guidelines

Alcohol and Tobacco Policy
General Code of Conduct Policy
Coaches Code of Conduct Policy
Parents Code of Conduct Policy
Player Code of Conduct Policy (Mosquito & higher only)
Conflict Resolution Policy
Expense Report Guideline

SPMBA Forms:

Accident Report Form cloud.rampinteractive.com/spmba/files/House/SPMBA_Accident_Report_Form.pdf
Safety Medical Form cloud.rampinteractive.com/spmba/files/House/SPMBA_Safety-Medical_Form.pdf

12. Coach Responsibilities

Ensure that “fun” is the central theme of all team activities. Your enthusiasm is contagious!!

Seek out and direct the support of assistant coaches and parents to ensure that your job is manageable. Arrange for volunteers to be team scorekeeper, equipment manager, base coaches, pitching machine operator etc. Avoid allowing yourself to be overwhelmed.

Hold parent and/or team meetings as required to help each player and parent understand your role as coach, the role of officials and the role of league executive and organizers. Discuss game schedule, practices, tournament details and other events or activities throughout the season. Please discourage parents from dropping off their kids and leaving.

Establish a pre-game routine with ample time and organization to ensure your team is ready to take the field at start time. ½ hour before start is strongly suggested. Rotate players equitably through all playing positions.

Please ensure all diamonds are left better than when you arrived. No garbage left on field/dugouts. Please put away all equipment neatly in storage bins.

Maintain close liaison with the Division Director.

13. Coach Resources and Links: <http://www.spmba.ca/content/coaching-resources-and-links>

Technical Coordinator – is available to enhance our House League coaching program. Please ask any coaching related questions; be sure to attend open practices (skill drills) & coaches clinics throughout the season.

Coach Information Con't

14. All head and assistant coaches will have to complete:

A **RCMP Criminal Record Check (CRC)** prior to season start. A letter has been prepared for Coaches to take down to the detachment. Please forward completed CRC's to director. cloud.rampinteractive.com/spmba/files/Criminal%20Record%20Check%20Individual%20Letter-Template%20-%20Signed%20.pdf

Intervention Record Check (IRC) forms are available or can be obtained from family services in the Trillium building, you will have to drop off in person with ID and they will give you a receipt and send the results in the mail, please forward to the director. *Please note this search can take a month or longer to receive.*

15. Coaches Clinics

SPMBA follows Baseball Canada's **National Coaching Certification Program (NCCP)**.

SPMBA requests the following for our House League Coaches (**Complete by May 30th**) Each Course takes approximately 4 hours. For more information: <http://nccp.baseball.ca/>

M= Mandatory <i>R= Recommended</i>	Blastball	Rally Cap	Rookie	Mosquito	Pee Wee	Bantam	Midget
Respect In Sport (RIS) (Online)	M	M	M	M	M	M	M
Coach Initiation in Baseball (Online)		R	M	M	M	M	M
Initiation Coach Clinic		R	R	M	M	M	M

SPMBA will reimburse all Sherwood Park coaches for one time courses that it designates as recommended or mandatory (does not include courses already taken). Although Assistant Coach Certification for the above courses is not recommended or mandatory, we will support it. Please complete an expense form (found on SPMBA website), including original receipts and certificate (RIS #, NCCP #), with name and mailing addressing to:

SPMBA Office, Box 57069 RPO Eastgate, Sherwood Park, AB T8A 5L7 or
Drop off at the Log Cabin, 50 Spruce Avenue, Sherwood Park, AB

Online courses and clinic locations can be found at <http://www.baseballalberta.com/>. It is recommended to attend courses located in Sherwood Park. If a coach has completed Respect in Sport for another sport, not required to take it again. Please send RIS# to Director.

SPMBA is encouraging parents to take <http://www.respectinsport.com/parent-program/>

16. SPMBA follows the Rally Cap Program – Books available upon request

Refer to <https://www.baseball.ca/rally-cap-initiation-program> *Download DQ Rally Cap App)*

Please send list of each player's hat color to the director at the end of the season.

Action Items

17. **SPMBA provides: *Coaches are required to pick up & drop off (dates TBA)***
Balls, bases, bats, tees, pitching machine and catcher equipment. (where required)
Home team provides & sets everything up (bases, balls, tee & pitching machine if applicable)
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. Please don't drag bags, if base pin's don't go in move over, don't keep pounding, clean bags at end of season.
- Blast Ball keep T-Shirts. Rally Cap & up: Team uniforms are on loan to parents and must be returned **CLEAN or deposit cheque will be cashed** at end of the season (note washing instructions). Please keep track of numbers for players. When handing out uniforms start with smallest player first to ensure proper sizing vs favorite number.
18. **All Players must have the following **mandatory** safety equipment:**
CSA approved **batting helmet** (note date of replacement) – *optional for Blast Ball*
CSA approved **athletic protection “No Cup, No Play”**. – *optional for Blast Ball*
Glove
Runners are fine. Rubber or Hard Plastic Cleats (only) are optional.
Black baseball pants are recommended.
Bats are optional (provided by SPMBA) – please refer to division rules for regulation sizes.
19. **Please share “**Parent Handout & Rule Book**” with Parents.**
20. **Raffle Tickets** – Coaches sign out books for team, please distribute books to players and have parent/guardian sign form. Once form is complete, please scan or take a picture and email to raffle@spmba.ca and then drop off original form at log cabin mail slot.
Players are to return completed ticket books to log cabin mail slot.
21. **Please complete the following by **May 4th** and email to **Director**.**
Team Name
Complete Roster with Players Jersey Number – *not required for Blast Ball*
Concession Rep name and phone number – *not required for Blast Ball*
Tournament Rep name and phone number
Signed Coaches Code of Conduct
RCMP Criminal Record Check (CRC)
Intervention Record Check (IRC)
Obtain Medical Forms from Parents (Please handback or destroy (shred) at end of year)
- Please complete the applicable coaching programs by **May 30th**:**
RIS Coach (online) <https://baseballalberta.respectgroupinc.com/>
NCCP Coach Initiation in Baseball (online) <https://nccp.baseball.ca/register.php>
NCCP Initiation Clinic – check for dates.

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!