



**Camrose Crossfire
Coach/Manager Handbook
2026**

Introduction

On behalf of the Camrose Softball board, we would like to thank you for your interest and commitment in leading our young athletes through another season of ball. Without your support none of this would be possible.

The role of a coach is to create an optimal environment for athletes to thrive and succeed. Coaching requires knowledge of technical/tactical skills to foster this development and a commitment to ongoing learning and training.

Managers are the liaison between coaches and parents. They take a large role in the administrative tasks, organizing team meetings, and communicating with parents. They may also find themselves dealing with game officials. The role requires good organizational skills, the ability to communicate clearly, and the capacity to delegate responsibilities in order to create a positive atmosphere for all.

Coaching and managing goes beyond the field. There is a lot of work behind the scenes that takes place for a team to be successful and grow. The coach and manager relationship are vital for a well-run team.

This handbook will provide information to help set your team up for success, by providing role responsibilities and links to websites for training.

If there are further questions, please reach out to your coordinators for more assistance:

u7coordinator@camrosesoftball.ca

u9coordinator@camrosesoftball.ca

u11coordinator@camrosesoftball.ca

u13coordinator@camrosesoftball.ca

u15coordinator@camrosesoftball.ca

u17coordinator@camrosesoftball.ca

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Manager Role & Responsibilities

Managers are responsible for the off-field activities of the team, including:

- All Managers require a Criminal Record Check and Vulnerable Sector Check - CSA will reimburse you the cost (letter at the end of the document)
 - City of Camrose - <https://www.camrosepolice.ca/police-information-checks/>
 - County - RCMP
<https://rcmp.ca/en/criminal-records/criminal-record-checks/canadian-criminal-real-time-identification-services-forms> - Choose Consent for Certified Criminal Record Checks - Vulnerable Sector
- Acting as a liaison between parents and coaches.
- Handling administrative tasks (games, umpires, team roster etc.).
- Setting up an account (typically TeamSnap) to advise team of schedule(s) for practice and games etc.
- Organizing parents for volunteer activities such as scorekeeping, jersey collection, field prep (raking, floating/chalking diamond etc.).
- Organizing fundraising efforts.
- Distributing raffle tickets, collecting, and returning to the board.
- Organizing team apparel (if teams choose to order their own jerseys)

Required Training:

- All coaches and managers are required by Softball Alberta to complete the online Safe Sport Training
 - Link below provides access to training.
 - [COACHES - Softball Alberta](#)

Team Apparel/Equipment:

- Jerseys are available for teams through the board.
- Jerseys can also be individually sourced and customized if a team wants to purchase other ones (Battle River Sports Excellence or Evolution Sports in Leduc is an option for sourcing team uniforms).
- Equipment for coaches is provided.
 - Contact facilities@camrosesoftball.ca for equipment or jerseys.

Scheduling Games/Tournaments:

- Coaches and managers need to decide at the start of the season if they will play within a league (ex. GEMSA) or create their own schedule of exhibition and tournament games.
 - Playing in a league (if available) will provide guaranteed games throughout the season through a league structure.

- o There is a cost to being part of a league.
- o Creating your own schedule of exhibitions and tournaments will involve manager's sourcing out and scheduling games for their team.
 - Information can be located by searching different associations and getting contact information for the corresponding manager of teams.
 - A link to all of the teams can be found here - <https://www.softballalberta.ca/resources-2/links/>
- Tournament listings can be found at:
 - o [LISTINGS - Softball Alberta](#)

Home Games:

- Contact the scheduler Heather Bratrud at 780-781-0299
 - o Invoices will be sent to the Manager at the end of each month to be paid.
 - Diamond costs vary from \$45-60 dollars.
- Teams are responsible for their own diamond prep (raking, floating/chalking diamond lines, pitching mound preparation etc.).
- Notify the scheduler of any cancellation of home games
- Team updates can be sent to the media coordinator media@camrosesoftball.ca

Umpire Fees and Contact Info:

- o Managers are responsible for organizing umpires for home games.
 - o Umpire costs can be located at:
 - [Camrose Softball Association: Website by RAMP InterActive](#)
- o An update to date list of available umpires will be distributed each season by the coordinators.
- o CSA will pay for the second umpire
 - o Receipts can be sent to treasurer camrosesoftball@gmail.com for reimbursement

Creating a Budget:

- o Managers are responsible for creating a team budget.
 - o CSA will cover costs for Provincials/Westerners/Nationals
 - Reimbursement through camrosesoftball@gmail.com
- o Items to consider when making a budget include:
 - o Income vs Expenses
 - Income:
 - Team fees
 - Fundraisers

- Teams can apply to the board for a stipend up to \$200 towards a tournament fee
- Expenses
 - Team apparel (if any)
 - Ump fees and mileage
 - Indoor practice costs (if any)
 - Diamond rental for home games
 - TeamSnap app or other app you choose (Teamlinkt is free)
 - Tournament fees
 - Provincial entry fees
 - These will be reimbursed by CSA
 - Misc items such as:
 - Team expenses
 - Coach gifts
 - Wind up events
- Organizing a team bank account
 - Vision Credit Union is great to work with. They require an agenda from a parent meeting signed by the coach that outlines the expectations and budget for the year

Practices:

- Each team is designated two practices and one batting cage practice per week
- The location and times will be provided at the beginning of the season
- Batting cage code will be provided
 - If a team is not using their practice times, due to rain out, scheduled away game, the manager will need to notify the scheduling coordinator (Heather Bratrud at 780-781-0299 to cancel the diamond; if cancellations are not received it leads to unnecessary charges.

Coach Role & Responsibilities

Coaches are responsible for the on-field activities of the team including:

- Softball Coaches serve the same function as the coach of any sports team.
- They are responsible for training the players on the rules and regulations of the sport, improving their batting, throwing, and running skills, and making sure they are playing to the best of their abilities.
- Among the duties of a Softball Coach are developing practice drills, teaching players how to work together, and providing direction during competitive games.
- Other responsibilities may include managing sporting equipment, preparing game lineups, communicating with players/umpires/parents, coordinating maintenance of the diamond etc, organizing and leading evaluations.
- Head coaches are responsible for identifying and vetting any assistant coaches based on skills, capacity, availability
- All Coaches require a Criminal Record Check and Vulnerable Sector Check(letter at end of document)
 - Compensation for these checks can sent to the treasurer camrosesoftball@gmail.com
 - City of Camrose - <https://www.camrosepolice.ca/police-information-checks/>
 - County - RCMP <https://rcmp.ca/en/criminal-records/criminal-record-checks/canadian-criminal-real-time-identification-services-forms> - Choose Consent for Certified Criminal Record Checks - Vulnerable Sector

Diamond Prep for Tournaments/Home games:

- Resources to prep for games can be in located in sheds at each of the diamonds
 - Please ensure chalk is replaced when emptied. Extra chalk can be found in the aquatic centre rotary building
 - Codes to access sheds are 4110
 - Code for the batting cage can be accessed through the coordinators.
- Softball Pitching and baseline distance by age and division:

<u>Age Division</u>	<u>Ball</u>	<u>Pitching</u>		<u>Baselines</u>
U7/U9	11inch	30ft/9.14m		45 Ft/13.7m
U11	11inch	35ft/10.67m		45ft./13.7m
U13	11inch	38ft/11.58m		55ft/16.76m
U15	12inch	40ft/12.20m		60ft/18.3m
U17	12inch	43ft/13.10m		60ft/18.3m

Training requirements:

- Completion of the Safe Sport Training Course
 - Link for Safe Sport: [COACHES - Softball Alberta](#)
- Each coach must enter and register through the RAMP website.
 - Completion of courses can be uploaded into the RAMP website.

Provincial Championship Coaching requirements:

- The “certified coach on record” must be Community Softball Trained through:
 - Foundations of Coaching Softball Part 1
 - Link [here](#).
 - The Community Softball clinic
 - Link [here](#).
 - Making Ethical Decisions course
 - Link [here](#).

Coaching requirements for a team entering a Provincial Championship that leads to a Western or Canadian Championship:

- The “certified coach on record” must be at least Competition Introduction certified. Certified status is achieved by completing:
 - Foundations of Coaching Softball Part 1 & 2
 - Competition Introduction clinic
 - Making Ethical Decisions course
 - An on-field practice evaluation

Organizing a Home Tournament

- Accept applications from interested teams and select teams to attend.
- Schedule diamonds through the Association scheduler.
 - Develop a tournament schedule.
- Schedule umpires for the tournament.
- Develop tournament rules.
- Communicate with invited teams (TeamSnap Tournaments App would be an option) on tournament schedule, hotel/camping accommodations, fundraisers/prizes etc.
- Decide on tournament entry fee and collect fees from selected teams.
- Coordinate and delegate tasks for parent & volunteer responsibilities.
- Decide on fundraising activities during the tournament.
- Record game results and post for teams to view.
- Complete diamond prep and maintenance throughout the tournament.



To Whom It May Concern,

The Camrose Softball Association requires all coaches, and managers working with our athletes to obtain a Criminal Record Check, including a Vulnerable Sector Check, as part of our commitment to providing a safe and supportive environment for our players. Board Members also require a criminal record check.

This letter serves as confirmation that the bearer is a volunteer with our organization for the 2026 season and requires a Criminal Record Check to fulfill their role. Please provide them with any necessary documentation to complete this process.

If any further information is required, please do not hesitate to contact us at president@camrosesoftball.ca

Thank you for your assistance in this matter.

Sincerely,

Jordan Riopel

Board President

Camrose Softball Association