



COACH AND MANAGER INFORMATION

This information package was prepared in hopes that much of the information may be helpful for Fastball St. Albert (FSA) coaches at all age levels and division specific information has been added where needed. Note at the U11 age category there is an A division and then a second division of everyone else - there is no B and C in U11. This is how this age group is structured in GEMSA and Softball Alberta to play other teams. At the U13 level is when the A, B, C and D level tiering begins.

FSA's U11 and B/C teams for all other age groups are part of the Greater Edmonton Minor Softball Association (GEMSA). U11 and U15 games are played on Tuesdays and Thursdays around the Edmonton region, U13 and U17 games are played on Mondays and Wednesdays. Registration fees for GEMSA are paid for by FSA. U13/15/17/19 A level teams receive a credit from FSA for the value of regular GEMSA registration fees equivalent to the value of the B/C registration costs.

Parent meeting

- A parent meeting should be scheduled as soon as possible after a team has been selected, the team budget established and the team back account opened.
- The budget should be printed and provided to parents.
- Reference the [sample parent handout](#) to create a similar handout of relevant information for your team to give to parents at the meeting.
- On the FSA web site under Coach Resources ([Fair Play Agreement](#)) an optional sample fair play agreement is available that you may want parents to sign. We strongly encourage coaches to review the [FSA Code of Conduct document](#) with families and have them sign off on it.
- Set up a team app of your choosing so the meeting can be scheduled in the app. FSA has RAMP for teams available through our account (once you have access to your RAMP team site, you may activate your team app for only \$25 for 12 months) or many still like to use TeamSnap. Game Changer is also a great app to use as it is free and can be used for livestreaming games and inputting scoring. Game Changer has become the app of choice for all older teams.

Opening a bank account

- Servus Credit Union offers no fee accounts for sports teams.
- An appointment needs to be made with Servus to open an account. Servus will require: (1) a screenshot of your team roster; (2) a letter from the FSA Board President and Vice President authorizing the opening of an account. Requests for this letter are submitted online: <https://www.fastballstalbert.ca/form/5301> ; and (3) a letter from you, the Coach, delegating the opening of an account or meeting minutes from the meeting with the parents of your players delegating the opening of the account to certain positions. The team will also need to purchase a refundable share in Servus when opening an account. The share is \$1.
- Two people must open the account and all cheques will require both signatures. The Team Manager and Treasurer are good choices.
- Get cheques printed when opening the account. Servus will print 12 cheques per visit. Typically around 24 cheques have been needed during the season - though if you are utilizing e-transfer, this may be reduced.



Closing a bank account

- An appointment with the bank needs to be made to close the account.
- Both signees to the account need to attend the account closing.

Budget

- A team budget needs to be prepared. There is a [sample](#) on the FSA website under Coach Resources.
- Tournament fees, apparel, umpire fees, etc. need to be included.
- Where an official Blue Crew or Battle River umpire shows up for the game, they are expected to be paid \$45 cash before the start of the game (\$22.50 from each team). If you have 2 umpires at the game, each team needs to pay \$40. The Treasurer should have cash on hand at games for this purpose.

Team Fees

- Team fees generally include the cost of team apparel, tournament fees, umpire fees, and the RAMP/Teamsnap app or team pages (if using) website fee.
- Other items may include team or player meals, a team banner, team photos, coach expenses (for non parent coaches where applicable), team bats, team bonding events etc
- Financial assistance with team fees may be available through FSA's Player Financial Assistance Policy, which is located on FSA's website. Contact the FSA Board with any questions. Assure parents that requests for assistance will be kept confidential.

Fundraising

- Teams may choose to fundraise. All Alberta Liquor and Gaming (AGLC) Rules must be adhered to.
- Bottle drives and food sales do not require an AGLC license.

AGLC additional info regarding licensing:

1. Individual teams apply for their own licenses. This is a two step process for teams. Step 1 is completing and submitting this Eligibility Form: [Raffle: \\$20,000 and less | AGLC](#) to AGLC. (Note: The Eligibility Form asks for the number of "directors" or number of "board members" of a team. This is the total number of player parents.) Step 2 is obtaining the license from either a registry OR obtaining the license from AGLC's online site using the eligibility number they received from Step 1. A "wizard" is used when pulling the license online. The wizard calculates the maximum number of tickets that can be sold based on the prize value.
2. Eligibility is valid for an entire season. If more than one raffle is being held by a team during the season, for each subsequent raffle after Eligibility has been determined by AGLC the team would skip Step 1 and go directly to Step 2.
3. Individual teams do not have to have a separate bank account for their raffle proceeds.
4. Proceeds have to be used for approved expenses, such as training and in province tournament registration fees. There will be a list of approved use of proceeds when the team logs into its online account.
5. Reporting on raffles must be done within 60 days of the raffle draw date. Use the same login credentials that was used to pull the license and then go to the financial reporting form.
6. Records have to be held by the team for two years.
7. The Raffle Terms and Conditions have to be followed: [Raffle Terms & Conditions | AGLC](#)
8. The team should review the Handbook: [Charitable Gaming Policies Handbook | AGLC](#)
9. If a team has any questions or when in doubt, they should contact AGLC at 780-447-8600. AGLC is very supportive of teams.



Refunds to parents

Any team fees not used must be reimbursed to parents if you have fundraised and/or have received team sponsorship. Where fundraising has occurred, refunds can not exceed team fees paid. In these situations, the excess is contributed to FSA's benevolent fund.

Volunteer positions - these are the standards for B/C teams, Performance Program teams will find hours are much more substantial than mentioned.

Coach - Duties include coaching, player development, attending league meetings on behalf of the team, and setting game lineups and practice plans. This volunteer position logs approximately 100 hours over the course of the 2 month season. This includes on and off field time. Coaches are required to undergo an Enhanced (Vulnerable Sector) Criminal Record Check - letters to obtain this are available on the FSA web site under Coach Resources.

Assistant Coach(es) - Duties include assisting the Coach with practices and games. This volunteer position logs approximately 60 hours of on field time over the season. Two to three Assistant Coaches are needed (including a minimum of 1 female coach or assistant coach). Assistant Coaches are required to undergo an Enhanced (Vulnerable Sector) Criminal Record Check.

Team Manager - Duties include establishing a budget with the Coach and Treasurer. Ordering and distributing the uniforms and apparel. Registering for tournaments. Arranging for any out of town accommodation for out of town tournaments. Entering final scores on the GEMSA website. Communicating cancellations and re-schedules to parents via RAMP App, Team Snap or Team Pages. Any other admin-type jobs. This volunteer position logs approximately 30 hours of off field time over the course of the 2 month season plus time before and after.

Treasurer - Duties include working with the Team Manager to establish a budget, collecting team fees, maintaining an accounting of money collected and money distributed, opening the team bank account with the Team Manager, writing any required cheques and arranging signing with the Team Manager. This volunteer position logs approximately 10 hours of off field time over the course of the season.

Parent Liaison – this is a position you hope to not need but is very important. Duties include being an intermediary between parents and coaches. FSA recommends parents and coaches follow the 24-hour rule when it comes to voicing concerns/complaints. All communication of differences or problems directed towards the Coach(es) from a parent should be made through the Parent Liaison who will discuss the situation with the Coach(es). If warranted, they will set up a meeting to discuss with the parent and Coach(es) or discuss with the Board of Directors. The Parent Liaison is also responsible for keeping the fans in line during games and ensuring a respectful environment is maintained. Any breaches to the FSA code of conduct should be reported to a board member.



Bench Manager - Required for all games. Duties include ensuring that the team is in batting order on the bench and ready to play with helmets on. This position logs approximately 30 hours of on field time over the course of the season.

Scorekeeper - Required for all games. At the U11 level it is sufficient to record balls, strikes, runs and outs. Each team records the score for both teams and compares to ensure they match at the end of the game. Final scores are given to the Team Manager to enter onto the GEMSA website. This position logs approximately 30 hours of on field time over the course of the season. Teams participating in GPLS and Performance Program teams may request for Game Changer volunteers - for streaming and game scoring although scoring is often done by a coach.

Base Setter for Games - Duties include setting the bases and pitcher's plate for home games and practices. This position logs approximately 6 hours of on field time over the course of the season.

End of Year Party Planner - Duties include planning the year end wrap up party and getting the food and drinks for the party. For example, in the past some teams have met at Lions' Park, roasted marshmallows and had pizza. This position logs approximately 6 hours of off field time over the course of the season.

FSA Tournament helpers (all families must volunteer as the registration fee is waived for FSA teams other than those who have paid the opt out fee for FSA to hire volunteers to work their shifts) - This tournament is normally the second weekend in June. Duties can include raking and re-chalking diamonds, assistance with set-up or take down, selling 50/50 tickets, taking gate fees, etc. Shifts are typically two to four hours. Each team will need a volunteer to be part of the tournament committee to assist with the planning and executing of the tournament.

Teams participating in GPLS will also need a volunteer to be part of the GPLS hosting committee for planning and executing the weekend (normally Mother's day weekend). Families will need to volunteer for shifts for this tournament as well and there is no opt out fee option. Teams will however get to share in the profits of this tournament so long as their team shifts were filled.

Volunteer umpire(s) - Duties include umpiring home games where an official Umpire is not available. This position logs between 0 and 12 hours of on field time over the course of the season.

Player medical forms

Player medical forms must be completed and collected for each player. The team manager is normally responsible for the completion of this task. The [form](#) is found on FSA's website under Coach Resources.

Communications with parents

- Parents should always be welcome to contact the Head Coach with any questions or concerns related to play via phone, text or email however any differences or problems should go through your team's Parent Liaison. Parents should be reminded of the "24 hour rule". Questions regarding administration-type matters should be directed to the Team Manager.
- Communications regarding practices, games, cancellations, etc. should happen via the Team app. Parents are responsible for checking the team app prior to each practice or game to



ensure that no changes to location, time etc have been made. The team should be made aware of cancellations due to weather as soon as possible via the team app. The coach and team manager should have a process for checking the city diamond status for games that may be impacted by weather.

Apparel

- The team jerseys* are provided by FSA. These must be returned in good condition at the end of the season.
*Performance Program teams do not use FSA jerseys and instead purchase customized jerseys at their own expense
- Ball pants, ball socks and belts are the minimum requirement. It is recommended that these items be purchased and distributed by the Team Manager. St. Albert Source for Sports carries softball equipment and basic apparel for FSA. Your team will decide and advise the color of pants/socks/belts that should be purchased for the season.
- FSA has an online store for customized gear that is ordered online and shipped directly to you: fsaangels.entripyshops.com
- Matching hoodies, jackets, undershirts, bags, helmets*, water bottles and so on are optional.
*Helmets are mandatory to play however matching helmets are optional. The current recommended helmet for FSA Angels is Solid Matte Navy Blue (Rip-It and Easton Ghost are standard brands).
- FSA has a Facebook page called "FSA Angels Swap" where members can post used apparel and equipment.

Uniform deposit

A refundable deposit of \$100 is required for the uniform. A post dated (September 1) cheque payable to Fastball St. Albert will be required before a uniform is distributed. The team Manager or Treasurer will collect these cheques and keep them until the jerseys are returned in good condition at the end of the season. If the jerseys are not returned, the cheque will be provided to FSA and cashed.

Arriving at games

Players must arrive at least 30 minutes prior to the start of the game, some teams will require more warm up time, if Coaches want players there earlier than 30 minutes before the game, it is important this is communicated to parents early on in the season. Players arriving late may miss warm-up, which is a very important step to prevent injury.

Players must arrive ready to play - uniform on, with water bottle, glove, fielder's mask and any other equipment they are using.

Arriving at practices

Players arriving late may miss warm-up, which is a very important step to prevent injury.

Diamond dimensions

U11 (measured from the back of home plate)

- Home plate should be 25-30 ft from the backstop
- Basepath (i.e from home to first base or first base to second base etc) is 45 feet • Home plate



diagonally to 2nd base is 63 feet and 8 inches

- Home plate to the pitching rubber is 35 feet

U13 (measured from the back of home plate)

- Home plate should be 25-30 ft from the backstop
- Basepath (i.e from home to first base or first base to second base etc) is 55 feet • Home plate diagonally to 2nd base is 63 feet and 8 inches
- Home plate to the pitching rubber is 38 feet

U15 (measured from the back of home plate)

- Home plate should be 25-30 ft from the backstop
- Basepath (i.e from home to first base or first base to second base etc) is 60 feet
- Home plate diagonally to 2nd base is 63 feet and 8 inches
- Home plate to the pitching rubber is 40 feet

U17/U19 (measured from the back of home plate)

- Home plate should be 25-30 ft from the backstop
- Basepath (i.e from home to first base or first base to second base etc) is 60 feet
- Home plate diagonally to 2nd base is 63 feet and 8 inches
- Home plate to the pitching rubber is 43 feet

Tournament dates

- Tournament dates for many tournaments are listed on the Softball Alberta website: <https://www.softballalberta.ca/tournaments/listings/>
- It is best to select the tournaments that the team will play in fairly early in the season, so that registration fees can be included in the team budget and parents can plan for them.
- Each tournament has its own rules regarding number of required players, substitution rules, approved bats and helmets, etc. and are provided at the time of registration.
- FSA hosts our Invitational tournament in June each year (normally the second weekend). This tournament is the association's largest fundraiser, and it allows teams to play in a tournament without the cost of registering, travelling, etc. Each family is required to contribute volunteer hours in lieu of registration fees for Angels teams (with the exception of those who have chosen to pay the opt out fee so volunteers can be hired to fill their shifts). Each team will also need to have a volunteer sit on the tournament committee to assist with the planning and executing of the weekend. Funds from this tournament go to the entire association and help with the many costs associated with running including equipment purchases, uniform costs, field rentals, etc.
- FSA also hosts a GPLS weekend each year, this has typically been the opening weekend on Mother's Day weekend in May. Teams participating in GPLS will be required to fulfill volunteer roles and a member of the team will need to sit on the Hosting committee to assist with the planning and executing of the weekend. There is no opt out fee for this tournament and all families must participate or find someone to work their shifts. Funds from this tournament are distributed between the teams that are participating based on the extent their volunteer commitment is fulfilled, and a portion is retained by FSA to go towards development programs.

City Playoffs

All teams have the opportunity to participate in City Playoffs. Dates are listed on the GEMSA website: <http://gemsa.ca/>



Jamboree and Provincials

Participation in the U11 Jamboree and Provincials at all divisions is optional. Dates are listed on the GEMSA website (Jamboree) and Softball Alberta website (Provincials).

Coach development

- FSA will host and communicate regarding coach training opportunities and generally holds a certification clinic.
- All FSA coaches are encouraged to attend Community Softball Clinics. There are usually 1 or 2 clinics hosted in the Edmonton area between March and May. Dates are posted on the Softball Alberta website. Fastball St. Albert will usually reimburse coaches for taking this training if a receipt is submitted but always check prior to taking the course.
- Youtube is a great resource for brushing up on the fundamentals of hitting, throwing, fielding, pitching etc. Any videos featuring coaches Mike Candrea or Sue Enquist are usually very high quality. In addition, Softball Alberta has some coaching resources for purchase such as CanPitch DVDs (learning to pitch), and the U12 coaches guide complete with drills and practice plans that could be adapted to U11. In addition, Coach Becky Wittenburg at www.softball-spot.com has some free, as well as, cheaply priced resources that are very high quality and sure to improve your practices.
- St. Albert has some very experienced coaches. Use the coaches at a higher age group level as a resource as they have probably been in your shoes and are usually more than willing to offer advice or answer questions. If you have never designed a practice plan or run a practice before, ask a higher level coach if you can observe a few of their practices.

For more information and/or support regarding Coach and Player Development please contact:

Director of Coach and Player Development, Performance Program -

coachdevelopment@fastballstalbert.ca

Director of Coach and Player Development, B/C Programming -

playerdevelopment@fastballstalbert.ca

Director, Assists with Coach and Player Development, All programming -

director1@fastballstalbert.ca