

INNISFAIL MINOR BALL ASSOCIATION

SOFTBALL HANDBOOK

This manual was put together by Innisfail Minor Ball Association as a guideline to assist all IMBA Softball teams with their duties and familiarize them with the proper procedures for running their teams. This will help avoid confusion and make your jobs a lot easier. Included in this package is a wide variety of information that will be needed throughout the season.

TABLE OF CONTENTS

Important Dates
Important Contact Information
Registration & Forms
Player Equipment
Softball Alberta Official Handbook and Resources
Coach's Manual
Team Manager's Manual

IMPORTANT DATES - 2023

Central Alberta League Scheduling Meeting - Dates and times TBD, Holiday Inn Gasoline Alley
Player Transfer Forms - submitted by May 15th
Provincial Entry Form (Softball AB) - submitted by May 15th
Provincial Rosters (Softball AB) - submitted by June 1st
Innisfail Hawks Softball Tournament - Father's Day Weekend

[Softball Alberta PROVINCIALS](#)

IMPORTANT CONTACT INFORMATION:

President - Curtis Flewelling
Vice President - Jay Steeves
Treasurer - Tara Halford
Secretary - Twila Reberger
Registrar - Holly Arts registrar@innisfailminorball.com / innisfailminorballassociation@gmail.com
Town Liason - Murray Reay

SOFTBALL

U11 Softball Director - Wade Duncalfe
U13 Softball Director - Crystal Steeves
U15 Softball Director - Brandy Mydland
U17 Softball Director - Brandy Mydland
U19 Softball Director - N/A
Softball Liason - Jay Steeves

Equipment Manager - Cory Tibble
Diamond/Umpire Coordinator - Jeff Mydland
Apparel and Uniform Coordinator - Tannis Duncalfe
Innisfail Softball Tournament Coordinator - Crystal Steeves
Website / Social Media Manager - Crystal Steeves
*Zone 4 Softball Rep - Sharon Falk Camrose 780 679-0581
*Zone 4 Umpire Director - Lisa LeMasurier Cell 403 877-4708 assignor@casua.ca

GENERAL INFORMATION

REGISTRATION & FORMS

- Players must have registered and paid their fees to Innisfail Minor Ball Association prior to participating in any practices or games. Without registration, players are not covered by our insurance.
- Teams must designate their Provincial Category (i.e. U13C, U15D) by May 15th when they complete the [Provincial Entry Form](#).
- Teams must complete the [Provincial Roster Form](#) prior to June 1st and submit them to the Registrar.

PLAYER EQUIPMENT

- Innisfail Minor Ball Association provides jerseys.
 - Innisfail Minor Ball provides each team with one or two team bats, a set of catcher's equipment as well as practice and game balls
 - Players must provide the following;
 - Ball Glove
 - Charcoal Grey ball pants
 - Red belt and red socks
 - Red undershirts (if desired)
 - Hawks hat or visor (to be purchased through IMBA)
 - Softball cleats (NO METAL CLEATS)
 - Players must have their own batting helmet equipped with a face guard.
 - Fielding mask is optional, but recommended
 - Water bottle
 - Personal equipment bag
 - Optional equipment to consider; batting gloves, sliding shorts
- * NOTE: in the older age groups and / or competitive teams, most players also have their own bats and catcher's have their own catching equipment

SOFTBALL ALBERTA OFFICIAL HANDBOOK AND RESOURCES

- Please refer to the Softball Alberta website or click on the link:
<https://www.softballalberta.ca/resources>

COACH'S MANUAL

COACH DEVELOPMENT AND CLINICS 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. **All coaches wanting to coach at a Provincial Championship are required to be at least Level 1 Certified or have the Community Sport - On Going certification.**

- For the latest information related to Softball Coaching and certification courses please follow the link: <https://www.softballalberta.ca/coaches/>
- Coaches will be reimbursed the costs associated with taking their coaching certification.

DESIGNATE TEAM MANAGER

The moment your team is selected, it's the coach's responsibility to designate a Team Manager. The Manager acts as a liaison between the coach and parents, facilitating communication with parents. Their role is to:

- facilitate other parent positions as needed, i.e., treasurer, scorekeeper, etc.
- work with the director to help prepare a schedule for the upcoming season
- assist coaches with determining available tournaments and tournament registration
- facilitate accommodation listings or bookings for out-of-town tournaments
- prepare a parent contact list – coaches, parents, and players' names, phone numbers, cell numbers, and email to distribute to each player (often through apps such as Team Snap).

PARENT MEETING

An effective parent meeting is the best start to a successful season.

Goals and Expectations

- Clearly define your expectations of your players and your parents as well as what they can expect of you. (i.e. expectations in arriving before games and practices for warmup)

Playing Time

- Clearly state your position on playing time; how it will be determined and if it will be the same for league play as well as tournament and provincial play.
- Will all players play all positions?

Team Parent Positions

- All team positions and responsibilities should be designated at this meeting. Please do not underestimate the importance of delegating responsibilities to your parents!
- Please refer to the Team Parent Positions information below

Team Rules

- Ensure your parents and players are aware of all team rules you may have for your players.

Commitment from Players

- Ensure that your parents are aware of dates and locations for provincial play as well as the possibility of playdowns prior to provincials.

EQUIPMENT

- Basic practice equipment is distributed to each team, including balls – for practice and games.
- Each team will be given a code for the equipment shed (located at the pool diamonds for Softball and the Arena diamonds for Baseball)
- The sheds contain bases, pitching rubbers, chalk and liners as well as all of the equipment needed to set up diamonds properly (i.e.: rakes, measuring tape, hammer, etc.). There are also instructions posted on field dimensions for each age category.
Keeping the shed clean and organized is a shared responsibility!!
- You are responsible to return all equipment to the Equipment Coordinator at the end of your season.

SAFETY

- a first aid kit is provided to each team and is located in the Team Equipment bag
- examine all equipment and fields on a regular basis. If you see any broken or worn equipment and/or issues with the diamonds, please reach out to the Equipment Manager
- be aware of changing weather conditions and use the [30/30 Rule](#). Take appropriate shelter (not in the dugout) when you count 30 seconds or fewer between lightning and thunder. Remain sheltered for 30 minutes after the last thunder.
- parents/guardians and other family members are not permitted on the field during games or practices unless they are signed up as a required volunteer

ONLINE RESOURCES FOR COACHES

- 1.) Links to drills, training techniques, coaching assistance, etc, can be found on our website under [Coaching Resources](#)

TEAM MANAGER'S MANUAL

UNIFORMS

- Your team will be supplied with team jerseys in April. The jerseys are to be assigned to each player and kept track of for collection at the end of the season. A Uniform Bond of \$100 (cheque) needs to be collected before handing out uniforms. It is recommended that you create a list of which players were issued which uniform number. It has been common practice to not hand out team pictures until the uniform is returned, uniform bonds (\$100 cheque) will be cashed if not returned.

**At the end of your season, please collect all uniforms ASAP ie. Wind-up party or last game.

- Please wash & fold all uniforms. When all are in your possession, please call the Uniform Coordinator and make arrangements to return them.

TEAM SCHEDULE

- Your practice schedule (time and diamond) will be provided to you by the Diamond/Umpire Coordinator prior to May 1
- You will work with your division Director to determine league games at the League Scheduling Meeting in April
 - The Team Manager will work with the Diamond/Umpire Coordinator to fill in the schedule with home games so that umpires can be booked.

DIAMOND TIME

- Each team will be allotted specific diamond time for practice and to play their league games. If you must cancel any league games (i.e. rainout games etc), please make sure you contact the Zone 4 Umpire Director ASAP (Lisa LeMasurier cell: 403-877-4708). It is extremely important to cancel your umpires, if they show up and were not notified of the cancellation, IMBA still has to pay them!!
- If extra practices, exhibition games, or weekend bookings are required, outside of the times allotted at the beginning of the season, and you see an open slot on the diamond schedule, please email the Diamond/Umpire Coordinator so the diamond schedule can be updated, to avoid overlap.
- Contact the Equipment Manager for access to the batting cages

GAME CANCELLATIONS

- Based on our unreliable weather, Innisfail Minor Ball Association recommends that games NOT be canceled before game time unless opposing teams are traveling from significant distances.
- If games are canceled prior to game time, please ensure that all parties are notified, including umpires.
- To cancel an umpire, text or call Lisa LeMasurier (cell) 403-877-4708

TEAM FINANCES

Each team is responsible for its own funding for additional tournaments, coach gifts, etc..

- It is suggested that each team have a treasurer who does a financial statement at the beginning, middle, and end of each season.
- We recommend that parents agree upon a dollar amount for seed money beyond their registration fees (Minimum of \$100). This can be reimbursed once all expenses are paid at the end of the season.

TOURNAMENTS

- The annual Innisfail Softball Tournament is held near the end of June (typically Father's Day Weekend although this can change depending on Provincial Regional Qualifiers). Each age category will play in the tournament and does not pay a tournament entry fee. This is a large undertaking and each team is expected to contribute to running a smooth event. Team Managers will be contacted by a member of the Softball Tournament Committee to coordinate required assistance. Team Managers will organize parents from their team to ensure all jobs are covered.
- Your team may also choose to enter tournaments in other towns. IMBA does not pay out-of-town tournament entry fees. Any cost will need to come from your team funds/collections from parents (see Team Finances).

Out-of-town tournaments: <https://www.softballalberta.ca/tournaments/listings/>

Saskatchewan: <https://www.softball.sk.ca/content/tournaments>

British Columbia: <https://www.softball.bc.ca/content/minor-girls>

TEAM PICTURES

IMBA typically arranges for a photographer to take team pictures. The photographer(s) will be given a master list of all teams that they need to contact and will arrange a date & time.

TEAM PARENT POSITIONS

Engaging parents in helping out allows our coaches to focus on coaching. Spreading the work amongst a group ensures that everyone feels a part of the team and no one feels overburdened. The following are parent roles with suggestions for role descriptions. These roles can be modified based on a team's needs, however, the roles marked with an asterisk * are required for all teams.

Treasurer*

- responsible for receiving/dispersing all funds. Coaches should NOT be handling funds.
- collect Jersey deposits

Diamond Set-up

- set up a schedule for parents to line diamonds and set up bases at each HOME game

Scorekeeper

- set up a schedule for parents to keep score at each game.

Equipment Manager

- responsible for setting up equipment at each home game/practice and take down at the end
- carry equipment to and from all events throughout the season which allows coaches more time to coach the kids

Media Relations

- notify local media of your team's significant achievements, usually an email to local paper
- Send Photos to the Social Media Manager to post on Facebook
- organize a function early in the season to solidify team spirit and a team windup

Team Photographer

- agrees to attend games and other team events to capture pictures and distribute to each player at the end of the season
- notify players and parents of the date for team photos