

Kelowna Minor Fastball Society Rep Program Guidelines

2025/2026 Timelines

Coaching applications due	August 1st, 2025
Coaches selected by KMFS Executive	August 14th, 2025
Tryouts - 4 dates	Sept 3rd-7th, 2025
Coach submits proposed roster to KMFS Executive including assistant coaches	September 10th 2025
KMFS Executive approves all rep program rosters	September 14th, 2025

Mission

- ❖ We are committed to fostering positive self-esteem, team spirit, and personal growth for youth athletes and building community through the amazing sport of fastball.

Objectives

- ❖ To create rep programs that are fun, challenging, and competitive.
- ❖ To facilitate a fair and transparent selection process.
- ❖ To provide a quality local performance opportunity.
- ❖ To support the development of growth of rep programs within age groups and A/B levels for the Okanagan region.

Executive

- ❖ The KMFS Executive has sole authority regarding oversight of the Rep Program and interpretation and application of the guidelines outlined herein. All decisions made by the Executive are final.
- ❖ In the event of a conflict between these guidelines and any other communication, these guidelines will take precedence, subject to final interpretation by the Executive.

Coach Selection & Requirements

Coach application procedure

- (1) Request for coaching applications for the upcoming season will be posted on the Kelowna Minor Fastball Website and social media. Coaching applications will also be emailed to all existing District 9 coaches.
- (2) Applications for the upcoming season must be received by the dates listed on the posting for coach applications.
- (3) The selection process may include an interview.
- (4) Coaches will be selected by the Executive and be contacted within seven (7) days after the initial application.
- (5) The head coach must submit the names of the proposed assistant coach(es) as part of the initial application and once team selection is complete.

Coach selection criteria

- (6) The Executive will look at a variety of inputs to determine the head coach for each team. The inputs will include but not be limited to:
 - Softball coaching experience
 - Other sports coaching experience
 - Coaching philosophy
 - Team goals (including proposed A or B level)
 - Past experience with Kelowna Minor Fastball (including surveys from the past year)
 - NCCP Pathway
- (7) Assistant coaches must be approved by the Executive.
- (8) Head coaches must be qualified at the Canadian National Coaching Certification Program (NCCP) qualification level required by Softball BC.
 - It is recommended all coaches of a team be qualified to the appropriate level of that team.
 - NCCP Courses:
 - All levels - Foundations of Coaching Softball
 - Competition Introduction Clinic 1 (13-hour course)
 - ❖ U11 Rep, U13 Rep, U15 Rep, U17 Rep, U19 Rep
 - Competition Introduction Clinic 2 (13-hour course)
 - ❖ U13 Rep (Recommended), U15 Rep, U17 Rep, U19 Rep

- Hybrid Option (rep coach): 3 online modules and one in-person technical weekend
 - ❖ U11 (if planning to coach in rep), U13 Rep, U15 Rep, U17 Rep, U19 Rep
 - Certification is required for Canadian Championships (Competition Introduction 1 and 2, Evaluation and Making Ethical Decisions)
- (9) All coaches must have a current criminal record check on file to be approved for a roster. These checks must be completed annually through an approved KMFS process.

Coach requirements

- (10) For this document the title of Coach shall be inclusive of both the head and assistant coaches.
- (11) Every coach is expected to uphold the values and mission statement of the KMFS.
- (12) The coach must be a member in good standing with the KMFS and Softball BC.
- (13) KMFS recommends a team holds a minimum of one practice per week in the offseason.
- (14) KMFS recommends a team holds a minimum of one practice or game per week during the season.
- (15) KMFS recommends a team enter a minimum of four (4) tournaments during the playing season.
- (16) The coach must ensure the team is prepared to participate in the Provincial Championships.
- (17) The coach must ensure that the team contributes to KMFS activities such as park clean-up day.
If your team is unavailable, they will be assigned duties independently.
- (18) The coach is expected to adhere to the best practice of holding a pre-season parent meeting to discuss at minimum, the following:
- coaching philosophy
 - team goals and priorities
 - practice and playing schedules
 - player attendance expectations
 - playing time in both the regular season and any tournaments
 - budget and fundraising expectations
- (19) The coach is expected to submit a detailed preliminary team budget to the Executive and parent group by the end of November. The budget must be approved by all parents as well as the Executive.
- (20) The coach must ensure the team adheres to all KMFS and Softball BC policies and procedures and any provincial regulations concerning raffles and 50/50 draws.
- (21) The coach shall be a positive role model for the players and team and is expected to be a positive KMFS representative.

- (22) The coach must ensure regular communication with parents and sufficient consultation and/or approval on additional budget requests throughout the season.
- (23) Unsportsmanlike or unacceptable behavior as determined by the Executive, exhibited by a coach at practices, games, or tournaments will not be tolerated by the KMFS. The KMFS Conduct Committee will review and investigate all reports, and determine disciplinary action if warranted.
- (24) Should a team require temporary roster additions, the coach must:
- First contact the coach of the player they wish to use.
 - The coach is not to contact the player or parents to be picked up until it is granted by that player's coach.

Coach evaluations

- (25) An evaluation survey will be issued to players and parents of the team post-season outlining feedback.
- (26) Results of the survey will be compiled by the Executive and feedback will be provided to the coach. The results will be anonymous.
- (27) The results of the survey may be used to help select coaches in the following years and should be used by the coach to strengthen and improve their skills and abilities to continue to grow.

Player development

- (28) Player development and retention are major emphases of our rep program.
- (29) The coach is expected to use their acquired skills and abilities as well as other resources available to maximize player development and retention.
- (30) The coach is expected to maintain fair and honest communication regarding playing time.
- (31) Unsportsmanlike and/or unacceptable behaviour exhibited by a player at practices, games, or tournaments will not be tolerated by KMFS and may lead to repercussions up to and including removal from the team.

Tryouts and Team Selection

Evaluation of Players

- (1) Tryouts for the upcoming season will be conducted over several days in early September to provide multiple opportunities for athletes to attend.
- (2) All players must register to try out through an online system. All registration will be managed by the Executive and shared with coaches.

- (3) All players will be required to indicate on the try-out registration if they are willing to play A and/or B level (if selected) and if they are requesting to try out for multiple age groups.
- (4) Notification is to be sent out to all association players, the KMFS website, social media, and District 9 in advance of the tryout dates.
- (5) Players with exceptional reasons for being unable to attend the initial tryout must apply, in writing, to the Executive before the initial tryout. The Executive will decide on the request before the tryout in consultation with the coach, and notify the player. Additional information may be requested by the Executive.
- (6) Those players who are unable to participate in the initial tryout due to injury are, to the best of their ability, required to attend their potential team's tryout.
- (7) Assembling teams with players of the same age category is the preference of the association, however, athletes who demonstrate skill and maturity above their age category will be considered to play on teams one age group up.
- (8) Players will be grouped by age for evaluation purposes and must try out in their own age group.
- (9) Player evaluations will be conducted by neutral evaluators and the evaluations will determine player rankings.
- (10) Evaluators should be neutral, they should not be coaches within the division being evaluated or have family members trying out within that division.
- (11) The Executive will be responsible for selecting evaluators for each age group and will include 1-3 coaches plus a minimum of 2-3 independent evaluators not connected to a particular team or age group.
- (12) Evaluators are to be available to the coaches should they require further information.
- (13) Evaluators are to respect the conflict of interest guidelines.
- (14) Evaluators should have softball or related sports evaluation experience.
- (15) All selected and potential coaches must attend the tryouts to assist in the activities and be evaluators when called upon.
- (16) A standardized tryout format (e.g. drills and key metrics) and evaluation form will be utilized for all age groups.
- (17) Evaluation scores will be a combination of qualitative and quantitative data.
- (18) The evaluation scores from evaluators will be forwarded to the coach within 1-2 days of the final evaluation date.

- (19) Copies of all evaluation forms must be submitted to the Executive upon the completion of tryouts.

Team Selection

- (20) The five top-ranked players from the tryout are automatically placed on the team of their age group.
- (21) Exceptions:
- a) If a coach, with appropriate documentation, can prove a top-five returning player failed to attend 75% of the team's regularly scheduled practices and games during the previous season, the coach can apply to the Executive to strike the player in question from the roster.
 - b) If a coach, with appropriate documentation, can demonstrate a top-five player and/or parents of that player have a documented history of disruptive and/or abusive behaviour in connection with the KMFS, the coach can apply to the Executive to strike the player from the roster.
 - c) Should either exception noted above occur or a top-five player chooses not to play, the coach is to pick the next highest-ranked Kelowna Minor Fastball player not in the top five until the top five is filled.
- (22) The balance of the team is chosen by the coach and assistant coach(s) of the team.
- (23) To have two (2) teams in the same division (A/B or two 2 B teams) there should be a minimum of 24 players at the tryout whom the Executive, evaluators, and coaches deem capable of playing at the appropriate Rep level (s).
- (24) A team playing at the A level will have priority to select players from the age group within the division that the team competes in. The A team selection must be completed prior to the B team selection.
- (25) A player who is selected is under no obligation to play A level and can instead be selected by the B coach should a team exist. The player should exclude the A level from their try-out registration form.
- (26) In the event two age group teams are approved within the same level (e.g. B level), a Tier 1 and a Tier 2 team will be selected through a collaborative process between coaches, evaluators, and the Executive. If a player is offered a spot on either a Tier 1 or 2 team, they must either accept the spot or play C level for the upcoming season. The formation of the Tier 1 team must be completed before the Tier 2 team can be formed. All final roster decisions must be approved by the Executive.

(27) Preliminary rosters must be sent by the head coach to the Executive within 5-7 days of the evaluation.

(28) The Executive will provide final approval of the roster within 1-3 days of receipt from the coach.

(29) When approved by the Executive, the head coach will notify tryout attendees within 48 hours.

The board and coaching staff will notify parents and post rosters on the KMFS website when submitted.

Secondary tryout

(30) If a coach has reason to believe that a secondary tryout will benefit their team, the coach may submit a request to the Executive for a secondary tryout for their team.

(31) All secondary tryouts require approval by the board, which shall be granted only when the board determines a secondary tryout is necessary. If a secondary tryout is granted, it will be for only the specific teams for which the Executive has approved a secondary tryout, and players will not be permitted to try out for teams for which a secondary tryout has not been granted.

(32) Secondary tryout procedures will be the same as for the initial tryout. The secondary tryout should be held within a reasonable time from the initial tryout.

(33) The top five from the initial tryout will not change as a result of the secondary tryout.

(34) If, after the secondary tryout, the board and/or the coach feel there are inadequate players to form a viable team, the board, and the coach will meet to determine whether or not to keep the team for the next season.

(35) Exceptional Circumstances:

- a) Should a coach wish to add a player after the roster is finalized, the coach will provide their request and reasons in writing to the Executive. The coach cannot remove an existing player, the new player will be an addition to the roster.
- b) Should a secondary tryout be necessary for any player noted above they will be required to participate in an evaluation.
- c) The evaluation process will be followed including notification of players, if any, who did not make the roster.

Team Selection

(36) Parents or players requesting information on the team selection should initially contact the team's coach.

(37) Should further information be requested, the board should be contacted in writing.

Playing up

- (38) The association rules for playing up an age group are based on Softball BC guidelines.
- (39) The playing-up rules will take precedence over all other rules.
- (40) All playing-up requests must be included in the try-out registration form.
- (41) Approval of all playing-up requests rests solely with the Executive and will be based upon consultations with coaches, evaluators, and parents.

Team designation and look

- (42) The Executive will approve the classification of all teams as either A or B level as early as possible.
- (43) The classification decision will include input from coaches, evaluators, and the Executive.

Branding

Team name

- (44) All teams representing KMFS will use the name "Kelowna Heat."

Uniforms

- (45) Kelowna Heat teams must wear the designated Kelowna Minor Fastball colours (red, black, and white).
- (46) The Kelowna Heat logo may not be applied to clothing, hats, equipment bags, etc. that is not one of the designated Rep colours.
- (47) The official logos can be requested from the Executive.