

Moose Jaw Ice Manual



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Other Ice Documents available on the League website: www.mjminorgirlsfastball.com

Ice Coach/Manager Checklist
Ice Coach Application Form
Ice Coach Agreement
Ice Coach Interview Questions - Examples
Letter for Request for Criminal Record Check
Ice Team Sample Budget Sheet
Ice Code of Conduct Acknowledgment Form

For further information or clarification:

- Visit the league website: www.mjminorgirlsfastball.com
- Visit the Softball Saskatchewan website: www.softball.sk.ca
- Contact the Ice Coordinator: MooseJaw_Ice@outlook.com



1 Introduction

The select travel teams of the Moose Jaw and District Minor Girls Fastball league (the league) are called “Moose Jaw Ice”. The Ice program strives for excellence, promotes player development and emphasises teamwork, sportsmanship and integrity. The goal of the Moose Jaw Ice program is to field the most competitive teams possible.

Ice team participation requires a high level of commitment. Families should be prepared for greater time, travel, and financial investments compared to house league.

The Ice Coordinator is a member of the league’s Board of Directors and acts as the liaison between Ice teams and the Board of Directors. The Ice Coordinator assists with coach selection and team formation and provides support to the Ice teams throughout the season.

Definition: Conflict of Interest – When an individual is involved in any situation or discussion directly related to a family member or business interest or has any other personal interest or relationship which may cause bias. When a conflict of interest arises, a suitable replacement will be named by the league board.

2 Team Formation

2.1 ‘A’ Coach Selection

In late summer, a request for coach applications will be emailed to all current league members and posted on the league website and social media. Applications will be accepted for ‘A’ team coaches starting September 1 and ending September 30. The Ice coaching application form is available on the league website.

Applications for ‘B’ team coaches will not be accepted at this time. See Section 2.5 for details regarding ‘B’ team coach selection.

The Ice Coordinator will assemble a Coach Selection Committee of three board members to screen applicants and select coaches. Board members are not eligible to serve on a coach selection committee if they have a conflict of interest with an applicant, or if they have a daughter playing in that division, regardless of whether she tries out for an Ice team.

The selection process will include reviewing applications and conducting interviews. Interviews will be arranged for all applicants, even if only one applicant has applied for a division. The interviews will include a standard set of questions asked of all applicants in the same division. Questions may vary between divisions due to relevancy. A list of sample interview questions is available on the league website.

To be eligible for selection, applicants must be members in good standing of the league and sign the Ice Coaching Agreement available on the website. Any formal complaints filed against an applicant in previous seasons may be considered in the selection process.

The Coach Selection Committee will present their coach selection recommendations to the league board for final approval.



Selected coaches will be notified by phone call. Other applicants will be notified of the selection results by email. Once all applicants have been notified, the names of the selected coaches will be shared on social media.

Assistant coaches will not be picked until after team selection has been finalized (see section 3.2).

2.2 'A' Coach Meeting

After 'A' team coach selection, the Ice Coordinator will schedule a meeting with the coaches to discuss the items listed below. If needed, these items may be addressed via email.

Player Tryout Dates and Plans

The league reserves turf times at Yara Centre for tryouts. Coaches will select their preferred sessions from these reserved times. The group will also discuss specific tryout plans (see Section 2.3 for details).

Plans for Ice Season Schedules

Prior to tryouts, coaches should develop a rough season schedule to share with the Ice Coordinator. This tentative schedule will be provided at tryouts to help families understand what to expect for the upcoming season.

Coaching Certification

Coaches must be aware of the required coaching certifications and provide the Ice Coordinator with proof of certification. If a coach does not have the required coaching certifications, they must demonstrate that they are on track to achieve these certifications by the required date. See Section 3.2 for additional details about coach certifications.

Determining Competition Level (U17 and U19 only)

Softball Saskatchewan does not require the top Moose Jaw teams to play 'A' at Provincials in the U17 and U19 divisions. Once coach selections are finalized, the Ice Coordinator will meet with the U17 and U19 coaches to determine registration level for the top teams in those age divisions. Softball Saskatchewan mandates that the top Moose Jaw teams in all other age divisions enter 'A' at Provincials.

2.3 Player Tryouts

The league conducts one set of tryouts for each age division. All players in each age group will attend the same tryout sessions whether they are trying for the 'A', 'B' or 'C' team.

When tryout dates and times have been confirmed with coaches, a "save the date" announcement will be emailed to league members and advertised on the league website and social media.

Tryout Date Timeframes

Division	Tryout Date Range
U11	End Feb – Mid Mar
U13	Early – Mid Jan
U15	Early – Mid Jan
U17	Early – Mid Jan
U19	Jan or Feb



Ice tryout registration will be linked with league registration. Players will register for a specific tryout date. There will be a deadline for tryout registration. No walk-ups will be accepted. All players must register to try out for the age group corresponding to their birthyear. Tryout fees will be used to help cover the cost of turf time rental and may vary each year. Any player planning to decline an 'A' team roster spot must indicate this during tryout registration.

To be eligible to register for Ice tryouts, players must be registered in the league and members in good standing. Players who do not play in the Moose Jaw league after Ice tryouts may receive a refund of league registration fees, minus an administration fee. Tryout fees are non-refundable.

Each player must attend only one tryout. Any player who cannot attend one of the set tryout dates must make arrangements with the coach to complete a suitable tryout process, at the player's expense.

'A' coaches will arrange independent evaluators to help conduct their tryouts. Evaluators must have sufficient knowledge of the sport. Evaluators must not have personal ties in the age group they are evaluating. Coaches will submit evaluator names to the Ice Coordinator for league approval prior to tryouts. To ensure consistency, every effort should be made to use the same evaluators for all try out dates for a single division.

Evaluations will cover all areas of the game including in-fielding, out-fielding, hitting, pitching, and catching. The drills used to evaluate players must be the same for all try out dates in a division. Standard league evaluation sheets will be supplied by the Ice Coordinator. Evaluators are encouraged to add notes to the evaluation sheets to help with player selection.

Coaches can weigh skill areas according to their priorities for team selection. Weighting criteria will be disclosed to Ice Coordinator via email prior to the first tryout date.

Evaluation scores, player rankings and information related to evaluations is considered confidential. This information is shared with coaches for the purpose of selecting teams and must be kept confidential by coaches and board members. Player evaluation scores and rankings will not be shared with parents.

2.4 'A' Player Selection

The Ice Coordinator and/or other board members will help coaches select players. Conflict of interest guidelines apply. At the end of each tryout date, a board member will collect the original evaluation record sheets. Scanned copies of the sheets can be sent to the coach. A board member will enter the results into the evaluation calculator and provide the rankings to the coach.

The coach will have 96 hours (4 days) to select their team. Players will be selected with the objective of forming the most competitive 'A' team possible.

For U13 and below, if the coach wishes to make the following deviations from choosing the highest ranked players, the rationale must be discussed with the Ice Coordinator:

- player not picked who ranks 7th or higher
- player picked who ranks 16th or lower

For U15 and above, these ranking rules do not apply. Coaches can select players based on skills, positional needs and team fit.



Any formal warnings issued or complaints registered against a player or family in the previous season may be considered when selecting players for Ice teams.

After the roster has been approved by the board, the coach will notify families via phone call that their daughter has been selected for the 'A' team. To be eligible to play on the team, all players must confirm they are available to attend the Provincial Championships. Once all players have been notified, the head coach should send a welcome email to the team containing the final roster.

Next, the league will notify tryout participants via email that all 'A' roster spots have been filled. Remaining players are now eligible for a 'B' roster spot. The 'A' roster will then be posted on social media.

Following tryouts, the U17 and U19 coaches may decide they wish to change divisions for Provincials. If the change is approved by the Ice Coordinator, all tryout participants will be notified of the change. Players may choose to withdraw from the Ice team due to the change. If no longer playing in Moose Jaw, they would be eligible to receive a refund of league registration fees, minus an administration fee. Tryout fees are non-refundable.

2.5 'B' Teams and 'C' Teams

A request for 'B' team coach applications will be included in the email regarding completion of the 'A' team. Interested candidates for the 'B' team coaching position must submit their applications to the Ice Coordinator within 48 hours. The same coach selection process described for 'A' coaches, including interviews, will take place as soon as possible to select the 'B' coach.

When selected, the 'B' team coach will be given the evaluation data. Once they receive the evaluation package, the coach will have 96 hours (4 days) to select their team. The same player selection requirements applied to the 'A' team will also apply when selecting the 'B' team.

If needed, a 'C' coach and 'C' team would be selected in the same process described above for 'B' coaches and teams.

Once all teams in an age group are completed, the league will send a final email with notification that all roster spots have been filled. Players who no longer wish to be registered with the league are eligible for a refund of league fees, minus an administration fee. Tryout fees are non-refundable.

2.6 U11 Teams

Selection of the U11 'A' coaches and team will follow the same process described above. However, the second team may enter either 'A' or 'B' at Provincials, at the discretion of the Ice Coordinator and the selected coach. Any teams formed after the second team may participate in the 'B' Provincial bracket or may choose to not enter Provincials. There is currently no 'C' division for U11 Provincials.

If there are two teams in one division of U11, the coaches will work together to select two evenly competitive teams.



3 Team Planning

3.1 General Team Planning

Coaches are responsible for setting their tournament and game schedule leading up to Provincials. Ice teams have a much higher commitment level, with more practices and games than house teams. Provincial Championships take place in July, with possible Western and National Championships running into mid-August.

To ensure a successful season, each team will require additional volunteer support. Manager and treasurer are essential positions. Specific volunteers may also be assigned to manage apparel, game refreshments, fundraising, Gamechanger, social media, etc.

3.2 Coach Certification

After teams have been selected, the head coach can select assistant coaches. Head coaches must be aware of the required coaching qualifications and ensure their team has properly certified coaches.

Moose Jaw coaches are eligible for reimbursement from the league for Softball Sask coaching courses and certification. Proof of completion or pass from NCCP Locker must be provided. Meals, mileage, accommodations are not eligible for reimbursement. Submit your receipts and proof of completion/pass to: mjminorfastballtreasurer@gmail.com

CRC and VSC

All coaches, assistant coaches and managers **must have** a current (within the last 3 years) Canadian Criminal record Check (CRC) and Vulnerable Sector Verification (VSV). Upload these in RAMP under your profile.

- My Account Members > find your profile > select Edit > find VSS and CRC and upload the documents
- if CRC and VSC are the same document, upload it in both places

A Softball Sask letter to qualify as a volunteer for CRC and VSC is available on the league website. The league will reimburse if there is a charge for the CRC and VCS. Submit receipts to: mjminorfastballtreasurer@gmail.com

3.3 Parent Meeting

All Ice teams must conduct a parent meeting shortly after team selection. During this meeting the following items should be discussed. Please see the sections below for additional details.

- Introductions
- Coaching philosophy
- Detailed schedule plans for upcoming season
- Assign volunteer roles
- Team budget estimates and team fees
- Fundraising plans
- House league expectations
- Review of League Code of Conduct and sign Acknowledgement form (on website)



3.4 Team Finances

Each Ice team is required to open a bank account with two authorized signers from separate families. A letter of authorization to open the bank account should be requested from the Ice Coordinator. A sample budget sheet is available on the league website.

Team expenses may include tournament entry fees, exhibition game expenses, team apparel, winter practice facility costs, refreshments for the team during tournaments, year-end wind-up party, coach gifts, etc.

If there are any non-parent coaches, the team must define and agree upon non-parent coach expense coverage before the season begins. Expenses that the team may consider covering for non-parent coaches include travel, hotels and meals. Expenses for non-parent coaches will need to be considered in the team budget and should be discussed at the team meeting.

All travel, hotel and meal costs for players and families are the responsibility of the player's family unless the team has explicitly indicated otherwise.

To cover expenses, Ice teams generally charge a team fee to all players. Sponsorships and fundraising can also help cover costs. When a team helps with any fundraising events run by the league, profits will be split as appropriate.

Ice teams can provide receipts to sponsors. However, these are not official tax receipts and do not qualify as charitable donations under Canada Revenue Agency (CRA) guidelines. These receipts serve as documentation for marketing or promotional expenses.

Any team advancing to a Western or National Championships can request funding from the league.

Teams must submit a final financial report, including the final bank statement, to the Ice Coordinator within four weeks of their last game, following the dispersal of all team funds.

3.5 Ice Players and House League

Ice players from U11 – U15 are required to play in the Moose Jaw “house” league. It is optional for Ice players in U17 and up to play in the house league. Ice players are expected to attend scheduled house games and cannot skip house games for Ice activities. Ice teams should plan their activities with this in mind.

Ice players from other communities can play house league in Moose Jaw or play in their local league. Players must be registered with a league to be eligible to attend Provincials.

The league designates certain nights of the week as ‘Ice Nights’. Each age division will have a designated Ice night and there will be no league games scheduled for that division on that night. Ice teams can use their Ice night for practices or games. Teams can reserve diamonds for Ice games through the league Scheduler starting mid-April.



House League Game Nights and Ice Nights

Division	House Team Games	Ice Nights
U11	Tuesdays/Thursdays*	Monday
U13	Mondays/Wednesdays	Tuesday
U15	Tuesdays/Thursdays*	Wednesday
U17	Mondays/Wednesdays	Thursday
U19	Mondays/Wednesdays	Thursday

*Teams must notify the Scheduler by April 15th of any Thursdays where Ice players may be unable to play house games due to travel for tournaments.

3.6 Other League Obligations for Ice Teams

Ice teams are expected to take a leading role for “Clean Up the Park Day”, and each team will be assigned a diamond for the clean-up.

Each Ice team is required to work a league tournament during the season. Working the tournaments can be an important fundraiser for Ice teams. The board will assign tournaments to teams. The tournament work and profit may be shared with another Ice team depending on availability.

3.7 Code of Conduct

All players, parents and coaches must review the league Code of Conduct and Expected Behaviours located here:

<https://cloud.rampinteractive.com/moosejawminorgirlsfastball/files/MJMGFA%20Code%20of%20Conduct%20Rev%20A%202025.pdf>

Ice team members must uphold the highest standards of conduct, representing the Moose Jaw & District Girls Fastball Association and our community with pride and integrity.

Once the Code of Conduct is reviewed, all team staff (coaches, managers, treasurers), each player and at least one parent per player must sign the Acknowledgement Form available on the league website. The signed copy must be forwarded to the Ice Coordinator before the team’s first game.

3.8 Provincial Entries

The team manager or coach is responsible for registering their team for Provincial Championships by the Softball Saskatchewan registration deadline.

The league will reimburse Provincial entry fees for all Ice teams. Submit your receipt to: mjminorfastballtreasurer@gmail.com

The Ice Coordinator must be carbon copied when submitting the Provincial Championship Roster Form to Softball Saskatchewan. All coaches and managers must be affiliated (registered through the leagues’ RAMP) before the roster is submitted.



3.9 Ice Logo, Jerseys and Player Numbers

The Ice logo and jersey designs are mandated by the league and teams can not alter or replace them. Jerseys 'for a cause' will be allowed with the Ice Coordinator's permission. Ice jerseys are ordered through the Ice Coordinator shortly after teams are formed.

Pants, socks, belts, hat style, and helmet color are at the discretion of the team.

Warmup clothes and off-field gear can be designed by the team but must be tasteful and align with the branding and values of the Ice program.

Player numbers are assigned by the Ice Coordinator and kept for the duration of a player's Ice career. No player will have the same number as another player in the same, preceding or following birth years. For new number assignments, selection priority is given first by team level ('A' before 'B'), and then by age (oldest to youngest). Number requests will be accommodated where possible within these guidelines.

Teams advancing to Western or Canadian Championships who pick up players (see Section 3.11) and require extra jerseys can contact the Ice Coordinator. The league has extra Ice jerseys available for team use. A refundable deposit is required, and all jerseys must be returned at the end of the season.

3.10 Equipment

The league has minimal equipment to offer Ice teams. Priority will be given to the younger teams that may require catching equipment. Ice coaches are encouraged to purchase their own set of gear as required to operate practices. The league will supply one box of balls per Ice team.

3.11 Rosters

Rosters must not be adjusted after the tryout selection has been completed. The Ice Coordinator must be carbon copied when submitting the Provincial Championship Roster Form to Softball Saskatchewan.

When a player needs to be permanently replaced on a roster due to an injury or other circumstance, the Ice Coordinator and the coach will determine the appropriate course of action.

Affiliated Players

An Ice team may utilize an affiliated player (AP) to cover unexpected short term roster shortages provided the team has 10 or fewer players available. APs can be taken from a lower division or age group.

Ice players require approval from their Ice coach to play as an AP. Approval from house coaches is not required for players to AP on an Ice team. A player cannot miss their own Ice or house league game(s) to AP.

Pick Up Players

Softball Saskatchewan allows teams advancing to Western or National Championships to add up to three (3) pick-up players to their roster. This is optional and left to the coach's discretion. Coaches are encouraged to outline their pick-up intentions during the initial parent meeting.