



# Southfour Fastpitch Association 2025 Coaches Manual

**Dear Coaches,**

Welcome to the **2025 Southfour Fastpitch season!** We sincerely appreciate your commitment to coaching and helping develop our young athletes. Your dedication plays a vital role in fostering teamwork, sportsmanship, and skill development within our program.

This manual serves as a comprehensive guide to ensure a successful season. Please review the information carefully and refer to it throughout the season. If you have any questions, reach out to the **Southfour Admin Team** at any time.

Let's make this an unforgettable season!

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## **1.Coaching Requirements - Calgary Minor Softball Association (CMSA)**

To be eligible to coach this season, you must complete the following requirements by April 1, 2025. Some requirements may carry over from previous seasons, so check your records before proceeding. Southfour will reimburse coaches for any required courses—send receipts to [southfourtreasurer@gmail.com](mailto:southfourtreasurer@gmail.com).

### **Mandatory Coaching Requirements:**

**NCCP Number:** [Register or find your existing number here.](#)

**Foundations of Coaching Softball:** [Complete online course](#) (approx. 2 hours).

**Safe Sport Course:** [Complete online course](#) (approx. 1-1.5 hours).

**Respect in Sport (RIS) - Activity Leaders:** [Complete online course](#) (approx. 3 hours, valid for 3 years).



**Making Ethical Decisions (MED):** [Click here to access](#). Recommended but not mandatory.

**Police Check:**

- Complete the [Calgary Minor Softball Police Check](#) procedure.
- If you've coached previously, [CLICK THIS LINK](#) to see if your Police Check expires this season.
- As soon as you receive your roster, please request your voucher from CMSA and inform them of your role on the team. You must apply online within 2 weeks of receiving your voucher. Once your application has been completed, please share this information directly with the Calgary Minor Softball Association.
- Completed police checks are to be sent directly to [policechecks@calgaryminorsoftball.com](mailto:policechecks@calgaryminorsoftball.com)

**You cannot coach until these requirements are met.**



## 2. Southfour Coach Expectations

As a coach I will:

- Remember that all the players are playing for their enjoyment, not for mine.
- Place the emotional and physical well being of my players ahead of a personal desire or external pressure to win.
- Remember that athletes play to have fun and must be encouraged to have confidence in themselves.
- Teach athletes to play fairly and to respect the rules, officials, opponents, other coaches, and volunteers.
- Provide a safe playing environment for the athlete.
- Ensure that all athletes get equitable instruction, support and playing time.
- Remember that athletes need a coach they can respect. I will be generous with praise and set a good example.
- Work in cooperation with officials.
- Not ridicule or yell at my athletes, coaches or officials for making mistakes.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Obtain proper training and continue to upgrade my coaching skills.
- Role model the appropriate behaviors. Yelling at athletes, coach and umpires is prohibited.
- Give equal access to infield/outfield, not in the same position all the time, batting order will also be rotated.

### 3. CMSA Coach Category Meetings

The Head Coach &/or Assistant Coach for each team must be in attendance.



## 2025 COACH CATEGORY MEETINGS

**For all teams, the Head Coach and/or Assistant Coach IS REQUIRED to attend their Mandatory Category Meeting held each season.**

**Crossroad Community Association  
1803 – 14 Avenue NE**

**U9 Coaches**

**Monday, April 14  
6:00 - 8:30 pm**

**U11 Coaches**

**Tuesday, April 15  
6:00 pm – 7:30 pm**

**U13 Coaches**

**Tuesday, April 15  
7:45 pm – 9:00 pm**

**U15 & HS Division 2 & 3 Coaches**

**Wednesday, April 16  
6:00 pm – 7:30 pm**

**U15 & HS Division 1**

**Wednesday, April 16  
7:45 pm – 8:30 pm**

#### 4. 2025 Season Information

**Pre-Season Indoor Practices & Parent Meeting:** April 5, 10, 12, 17 at **Diamondawgs Training Centre**. Each team (U9-U19) receives **two one-hour** sessions. More details to follow regarding your team's practice time slots.

- Diamondawgs Training Centre - Unit K, 7008 5th Street SE, Calgary
- Parent Meetings - will also be held at Diamondawgs during one of your indoor sessions and game jerseys will be handed out to your players.
- This will be your opportunity to meet parents and players and express your expectations for the upcoming season.

**Outdoor Practices Begin:** Week of April 21 (weather permitting).

**Season Start: Friday, April 25** (CMSA Opening Tournament, April 25-27).

**Regular Season Games:** Start **week of April 28** (2 games per week).

- U9 Monday & Wednesday
- U11 Tuesday & Thursday
- U13 Monday & Wednesday
- U15 Tuesday & Thursday
- HS Monday & Wednesday

**Make-up Games:** Please email Calgary Minor Softball and request the coach contact list for your age group and division as you will need this to coordinate make-up games and other logistics with opposing coaches.

**City Championships:** U9-U11 & Division 3 (U13-U17) end June 29; Division 2 ends July 6; Division 1 ends July 20.



**Provincials:** Registration due by June 1. Multiple Southfour teams may combined to make a single Provincial Team. [More info here.](#)

**Additional Tournaments:** Teams are strongly encouraged to participate in at least one additional tournament for player development and team bonding.

- [Click here to view the Softball Alberta Tournament List.](#)
  - Register early, as spots fill very quickly. Tournament costs are not covered by Southfour; teams may consider fundraising or parent cash calls to cover tournament entry fees.
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## 5. Practices

**Team Practices:** Coaches are responsible for setting your practice schedule but must hold a minimum of 1 practice per week.

- Contact our diamond coordinator at [southfourdiamonds@gmail.com](mailto:southfourdiamonds@gmail.com) when setting your practice schedule to make sure we have a diamond available for your needs.
- Weather permitting, teams are expected to start practicing the week of April 21st.

## Practice Planning Resources

- Learn To Play (U7) & U9 Resources: <https://softball.ca/resources/ltpmanual>
- Softball Canada Practice Planning Resources (U11, U13, U15, HS): <https://softball.ca/resources/coachesguides>
- *We recommend U11 coaches follow the U13 resources linked above.*
- Other Coaching Resources: <https://calgaryminorsoftball.com/content/resource-videos-amp-material>

- Instagram Accounts with Awesome Softball Drills & Content
  - <https://www.instagram.com/megremsoftball/>
  - <https://www.instagram.com/grindtimesoftball/>
  - <https://www.instagram.com/highlevelthrowinght/>
  - <https://www.instagram.com/mikelcandrea/>
  - <https://www.instagram.com/reagainz1/>

**Pitching Practice:** Southfour is committed to **developing pitchers** across all age groups. Our goal is to establish **consistent pitching mechanics** from U9 to U17, ensuring steady improvement and minimizing confusion as players progress. A standardized approach benefits both pitchers and coaches, promoting **skill development and team success**.

- To support these goals, we encourage teams to incorporate the following **four pitching exercises** into their weekly practice routine. These exercises are led by **Victoria Kehler (Assistant Coach, U of C Dinos)**.
- [Click here to access the Pitching Training Video Series](#)

**Batting Practice:** Many Southfour Diamonds are equipped with catapult-style pitching machines stored in the green equipment bins for team use.

- If you need assistance operating the machine or if your practice diamond does not have a pitching machine and you require one, contact Al the **Diamond & Equipment Coordinator** at [southfourdiamonds@gmail.com](mailto:southfourdiamonds@gmail.com) to arrange access.
- For additional batting practice, several facilities in and around Calgary offer **batting cages and pitching machines:**
  - [The Cage - Shouldice Athletic Park](#)
  - [Hitz Sports Centre - Okotoks](#)
  - [Absolute Sports - Calgary \(McMahon Stadium\)](#)

Note: Southfour does not cover the cost of using these facilities.



## 6. Diamonds & Field Preparation

**Home Diamond & Practice Fields:** Each team is assigned a home diamond for games and a practice diamond (often the same field). Your designated home diamond will be provided along with your team roster.

**Field Preparation:** Teams are responsible for preparing the diamond before games. Assigning a parent volunteer is strongly recommended (see Volunteer Bond section).

Field prep includes:

- Raking the **infield shale**
- Setting up **home plate, pitchers' rubber, and bases**
- Chalking **baselines** (avoid chalking foul lines on outfield grass)
- Maintaining the **batter's box and pitcher's mound**
- Ensuring overall **field cleanliness**

**Equipment Storage Bins:** Each diamond has a **green storage bin** containing field maintenance equipment. Coaches will receive a key to access the bin and are responsible for keeping it **organized and locked** when not in use.

**Porta-Potties:** Southfour coordinates **porta-potty delivery** for each diamond. If any issues arise, contact [southfourdiamonds@gmail.com](mailto:southfourdiamonds@gmail.com) for assistance. Please ensure porta-potties are **locked** after use.

**Diamond Issues & Scheduling Conflicts:** For scheduling conflicts, field concerns, or to book a make-up game, contact the Diamond & Equipment Coordinator at [southfourdiamonds@gmail.com](mailto:southfourdiamonds@gmail.com) .

## 7. Umpires

**Umpires:** The home team is responsible for providing an umpire.

- Due to a city-wide umpire shortage, Calgary Minor Softball cannot provide all age groups and divisions with an umpire. In previous years, only Division One and some Division Two teams were assigned umpires during regular season with priority given to older teams (U15, U17, U19).

Plan to always have a parent ump available for every home game. Especially U13 and under.

How to schedule an umpire: [umpirerequest@calgaryminorsoftball.com](mailto:umpirerequest@calgaryminorsoftball.com). The earlier you schedule, the better your chances of getting an ump.

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## 8. Equipment & Uniforms

**Equipment Bags:** Include catcher's gear, bats, balls, helmets, and first aid kits.

- Al, our Diamond and Equipment Coordinator will contact all coaches in early April to arrange equipment bag pick up at our storage facility in Woodbine.

**Face Masks:** Mandatory for **all infielders**.

**Helmets:** Required with **cage and chin strap** for all batters and base runners.

**Bats:** Must meet CMSA regulations ([approved bat list](#)).

**Jerseys:** Provided by Southfour to all U9-U19 players. Learn To Play/ Timbits players will receive a Learn To Play t-shirt which they can keep after the season.

- Jerseys will be handed out during the parent meetings which take place following the Diamondogs indoor practices in April.



- At the end of the season, the team manager will coordinate the collection of all jerseys from parents. A \$75 fee will be charged to families who do not return their jersey or if the jersey is returned in poor condition, or not properly cleaned. Parents must pay this fee before they can register for the 2026 season. **All Jerseys must be returned to the Team Manager by July 19th.**

**Other Gear:** All players will be required to provide their own glove, ball pants, socks, footwear, mask, sliding shorts and jill.

**Umpire Equipment:** An **umpire mask, chest protector, brush, and umpire counter** will be provided in each team's **Green Bin** for parent volunteer umpires to use.

**Discounts on Sports Gear:** Southfour families receive discounts on sports gear at the following locations:

- [Play it Again Sports](#) (Shawnessy or Signal Hill)
- [Tuxedo Source for Sports](#)
- [Adrenaline Source for Sports](#)

**Southfour Merch:** [Southfour Team Shop](#)

- All head coaches and assistant coaches will receive a \$60 gift certificate to be used at the [Southfour Team Shop](#). We encourage all coaches to wear some form of Southfour gear (ball cap, hoodie or t-shirt) during games.

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## 9. Team Communications

**Clear and timely communication** with parents and players is essential for a smooth season. Please follow these guidelines:

**Welcome Email:** Send a welcome email to your team as soon as you receive your roster to introduce yourself and outline season expectations.



**Ongoing Communication:** Keep parents informed throughout the season using clear and consistent messaging.

**RAMP Team App:** All teams will use the [RAMP Team App](#) which has a team chat feature that you can use to communicate with parents and players.

- If you prefer, you may communicate with your team by creating a team WhatsApp group (and, of course, email)

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## 10. RAMP Team App

**RAMP Team App:** For the 2025 season, Southfour is moving to the [RAMP Team App](#) at the request of the Calgary Minor Softball Association (CMSA).

This app is linked directly to the CMSA's RAMP system, ensuring real-time updates to your team's schedule and reducing confusion about game changes.

- The Southfour Board will assist your team in connecting your RAMP App to Calgary Minor Softball.
- Even if you are used to using Team Snap, we ask that you use RAMP for this season.

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## 11. Parent Volunteer Roles

Each team requires **parent volunteers** to ensure smooth operations. At the start of the season, please have your **Team Manager** (see below) assign parents to the following roles:

### **Team Manager (Full-Credit Volunteer Position)**

Key Responsibilities:

- Serve as the primary point of contact between the **Southfour Board, Head Coach**, and **team parents**.

- Manage all team administrative tasks, including maintaining the official **team roster** on the bench.
- Work with the **Team Treasurer** to handle cash calls and **team fundraisers**.
- Book **tournaments** and coordinate logistics (registration, accommodations, scheduling).
- Organize **off-field activities** such as team-building events and end-of-season celebrations.
- Lead **parent meetings** and communicate regularly via email and/or text.
- Enforce the "**24-Hour Rule**", ensuring concerns directed at coaches are addressed only after a 24-hour cooling-off period.
- Represent the team as a **Southfour Ambassador**, fostering a positive community presence.
- Ensure parent volunteers fulfill roles such as **umpiring, scorekeeping** and **field preparation**.
- Set up and manage a communication platform (e.g., **RAMP Team App**) for scheduling and updates.
- Make sure there is an umpire available for each home game. This will either mean emailing [umpirerequest@calgaryminorsoftball.com](mailto:umpirerequest@calgaryminorsoftball.com) to schedule an umpire, or recruiting a parent volunteer to umpire your game.

### **Team Treasurer (Full-Credit Volunteer Position)**

The Team Treasurer is responsible for managing the team's finances in coordination with the Southfour Board and Team Manager. They ensure financial transparency and compliance with league policies.

#### Key Responsibilities:

- Develop, maintain, and distribute the team budget, ensuring approval from at least 75% of families.
- Submit financial records to the Southfour Treasurer @ [southfourtreasurer@gmail.com](mailto:southfourtreasurer@gmail.com) upon request.

- Collect, track, and manage team funds, ensuring accurate financial reporting.
- Send monthly budget updates to the team, even if no changes occur.
- Oversee AGLC-regulated fundraising activities, ensuring all required submissions and deadlines are met. The Team Manager may assist with events such as pub nights or raffles.
- Maintain all non-AGLC-related invoices and receipts for six months after the season ends. AGLC-related records must be kept as per AGLC regulations.

### **Other Key Roles:**

**Scorekeeper:** Record game scores and email them to Calgary Minor Softball within 1 hour of the completion of the game and keep track of score sheets.

**Bench Coordinator:** Assist younger players with lineup management during games.

- Ensure players are **ready for their turn at bat** and maintain order on the bench.
- Help keep players **focused and engaged** during the game.
- A **female adult** (coach, Bench Coordinator, or Scorekeeper) **must be on the bench** at all times per league rules.

**Parent Umpires:** Umpire home games as required.

**Field Prep Crew:** Maintain field conditions prior to games and practices (raking shale, setting bases, chalking lines, maintaining home plate area).

**Social Media Coordinator:** Capture and submit photos/videos to the Southfour Social Media Team at [southfoursocialmedia@gmail.com](mailto:southfoursocialmedia@gmail.com). Help showcase the team's spirit and accomplishments on social media.



**Volunteer Organizer:** Track and report parent volunteer hours to the Volunteer Bond Coordinator, Simon Slater @ [southfourvolunteers@gmail.com](mailto:southfourvolunteers@gmail.com).

- Ensure each game and event has the necessary volunteers in place (Especially diamond preparation, score keeper and umpire)

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## 12. Volunteer Bond Requirements

Each family must complete **4 volunteer credits per player**. Failure to meet this requirement results in a **\$200 bond charge**.

### **Volunteer Credit System:**

*(to be tracked by your team Volunteer Organizer)*

- Head Coach, Assistant Coach, Team Manager, Treasurer, Social Media Coordinator, Volunteer Organizer: 4 credits.
- Umpire: 1.5 credits per game.
- Field Prep: 1 credit per game (includes set up and take down).
- Scorekeeping, Bench Coordinator: 0.5 credits per game.
- Parent Help with Practices (if needed): 1 credit per practice
- Team Fundraisers - 1 credit per hour spent helping out
- If you come up with any additional volunteer roles for your team, please contact Simon at [southfourvolunteers@gmail.com](mailto:southfourvolunteers@gmail.com) to discuss the number of Volunteer Credits to be awarded for this position.

### 13. Fundraising & Team Finances

#### Southfour 2025 Club Bottle Drive Fundraiser:

##### o **Event Details:**

- Date: Saturday, April 19th, 2025
- Time: 11:00 AM - 2:00 PM
- Location 1: Nellie McClung School - 2315 Palliser Dr SW, Calgary, AB
- Location 2: Holy Child School - 31 Silverado Terrace SW, Calgary, AB
- A Free Welcome BBQ will be hosted at Nellie McClung School after the bottle drive for all players, parents and coaches who participated.

**Fundraising for Your Team:** Southfour encourages you to host fundraisers for your individual team to help cover the cost of:

- Any team swag your team wants (eg. Hoodies, water bottles, etc.)
  - Tournament entry fees and travel expenses
  - Trips to the batting cage or other baseball/softball facilities
  - Year-end team BBQ or other fun teambuilding events.
- o It is not mandatory for your team to host additional fundraising events.
- o Team Fundraising Ideas:
- Team Bottle Drive
  - Coco Brooks Pizza Sales
  - Cookie Dough Sales
  - Spolumbos Sausage Sales
  - Wine Basket Raffle
  - 50/50 Raffle
  - Reach out to the Softball Fundraising Coordinator for ideas or assistance:  
[southfourfundraising@gmail.com](mailto:southfourfundraising@gmail.com)



o We ask that you do not schedule a bottle drive fundraiser for your individual team until after the date of the Southfour club-wide bottle drive event.

**Team Cash Calls:** You may wish to consider a team cash call from parents to help with individual team costs mentioned above. It is not mandatory for your team to have a cash call.

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## 14. Team Photos

- **Date:** May. 03, 2025
  - **Time:** 11:00 AM to 03:00 PM
  - **Location:** Woodcreek Community Center (1991 Woodview Dr SW)
  - The Southfour Board will let you know in advance what time your team is scheduled to show up for photos so that you or your team manager can communicate with parents.
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## 15. Weather: Rain/Snow, Smoke & Heat Policy

- Please Review CMSA's [Weather Policy](#)
  - Please Review CMSA's [Air Quality Policy](#)
  - Please Review CMSA's [Heat Policy](#)
  - Use and encourage common sense when it comes to proper hydration, sun exposure, sunscreen, and cold exposure.
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## 16. Important Contacts

- **President:** [southfourpresident@gmail.com](mailto:southfourpresident@gmail.com)
- **Vice President:** [southfourvicepresident@gmail.com](mailto:southfourvicepresident@gmail.com)
- **Registrar:** [southfoursoftballassoc@gmail.com](mailto:southfoursoftballassoc@gmail.com)
- **Equipment & Diamond Coordinator:** [southfourdiamonds@gmail.com](mailto:southfourdiamonds@gmail.com)



- **Volunteer Bond Coordinator:** [southfourvolunteers@gmail.com](mailto:southfourvolunteers@gmail.com)
- **Fundraising:** [southfourfundraising@gmail.com](mailto:southfourfundraising@gmail.com)
- **Calgary Minor Softball Association:** [fastpitch@calgaryminorsoftball.com](mailto:fastpitch@calgaryminorsoftball.com)
- **Umpire Requests:** [umpirerequest@calgaryminorsoftball.com](mailto:umpirerequest@calgaryminorsoftball.com)
- **Softball Alberta Tournaments:** [Tournament Listings](#)