



# SHERWOOD PARK MINOR SOFTBALL ASSOCIATION

## 2015 Coaches Handbook

[www.spmsa.com](http://www.spmsa.com)

### **SPMSA Mission**

To provide young players the opportunity to learn and enhance their skills in an environment focusing on fun, fair play and development.

### **Coaching Responsibilities**

Coaches to adhere to SPMSA priorities, which include player enjoyment and player development

Ensure proper supervision of the team before, during and after all games (confirm all players have been picked up) and practices. Accept responsibility for the conduct, safety and well being of players. Safety is paramount.

Develop a set of rules for the team, which are clearly communicated from the outset and enforced equally for all players. Keep the rules simple and age appropriate. Examples of this may include, no bats swinging without coach permission, helmets are worn on the bench at all times, no sitting in the field, always look before you throw etc.

AGAIN MOST IMPORTANT – PLEASE ENSURE THAT ALL PLAYERS ARE WITH THEIR PARENT BEFORE YOU LEAVE THE DIAMOND!

### **Coaches – Pre-Season**

#### **RCMP Clearance Letters**

Clearance letters are required each year. Please print the letter requesting this off the SPMSA website and take it with you to the detachment and the clearance letter will be provided free of charge. Please go to the Sherwood Park RCMP Detachment (911 Bison Way) and complete the clearance process and bring to your division rep.

If you are a City of Edmonton resident you will need to go to a City of Edmonton Police Detachment to get a clearance letter.

#### **Parent Volunteers**

It is strongly recommended that you approach the parent group for volunteers

- A team manager is extremely helpful to a coach in team communication and organizing.
- Identify score keepers (note: in U8 this is mainly to keep track of the batting order).
- Have a parents designated to help with the equipment including diamond set-up
- U8 and U10 House League Divisions may need parent umpires.
- U10 EYSA and U19 will sometimes need parent umpires.
- Training may be available; please notify your Division Rep

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## **Pictures**

Date and location to be announced. Please check website for updated schedule.  
Every player needs to wear their uniform (including hat) and glove  
Each player gets an individual and a team photo  
Coaches need to submit team name to the Division rep so it can be put on team photo.  
***Please be ready to assist the photographer to keep the pace of the session going.***

## **Coaches – Season Information and Administration**

### **Team Name (U8 and U10 Divisions)**

Name your team with players help, please keep it simple and age appropriate  
Email team name to Division rep ASAP – end of week 1

### **Field Playing Conditions**

Notify your Division Rep ASAP for any repairs needing to be done to the field in order for the children to participate safely or if there is lack of upkeep.  
If available, move to an unused diamond if scheduled diamond is not playable that night due to safety reasons and contact your division rep ASAP.

### **Rainout Policy and Procedures - Prior to Game Time**

The rainout page on the website is updated by 5:30 PM every game day.  
The Division Rep will then call all head coaches in their assigned division.  
The coach, assistant coach or manager will then call the members of the team with the info.  
Coaches can also check the Strathcona County Field Status online through Recreation and Parks.

*SPMSA is required to cancel games when the County closes fields. The sun may be out, but the field conditions could be deemed unplayable by the County earlier in the day.*

### **Rainout/Storm/Cold Temperatures Policy and Procedures - During a Game**

In the event of inclement weather, the decision to cancel or suspend games will be made by the Division Representative. If a Division Rep is not present, please use the following information to make a safety decision in consultation with the other coach. Notify your Division Rep ASAP with your decision.

When thunder or lightning are presented, coaches and parents are asked to adhere to the following policy:

### **SPMSA Lightning Policy**

Clear the field if you can hear thunder.  
Leave the field for shelter if you can see bolts of lightning.  
Keep the field clear until you have at least 30 minutes with no thunder or visible lightning.  
***If you hear it, clear it. If you see it, flee it.***

- a. When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.
- b. Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.

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- c. Any subsequent thunder or lightning after the beginning of the 30 minute count reset the clock and another 30 minute count should begin.

Recruit the cooperation and assistance of your coaches and parents in monitoring conditions. Parents in particular can usually pay closer attention to the weather than coaches and umpires. Get them to alert you to changing conditions. Discuss this at the pre-game with coaches and umpires.

Do not be persuaded to continue a game. Competitive people may not have the big picture in mind. They can argue for continued play, but be conservative - you have the final word. The SPMSA will fully support any decision you make that errs on the side of caution.

If you have to cancel a game, note the time, inning and score at suspension, and notify your Division Rep. within the next 24 hours.

## **SPMSA Injury Policy**

The complete policy can be found here: <http://www.spmsa.com/leagues/15789/documents/injurypolicyfinal.pdf>

Each team is supplied with a first aid that will be located in the equipment bag. Please inform your Division Rep if any supplies need to be replaced due to damage or usage.

We need to ensure these are kept with the proper supplies through out the season and get restocked for the next season. It is advisable to have ice on hand, particularly for the older divisions.

In each equipment bag, there are the forms used when a serious injury occurs during the course of a practice or game. These are also available on our website. Please ask you Division Rep if you have any questions regarding our injury policies.

**\*\*All injuries should be reported to the Division Rep who will than be in contact with the President\*\***

## **Storage Equipment Boxes - U8- U10 House League**

To accommodate the U8- U10 House league coaches, at each diamond there will be an equipment box with bases, umpires mask and chest protector, tape measure, batting tee's etc. The coaches will get a key or password to open the box and will have to ensure it is locked when you leave the diamond.

## **Scheduling Practices (U10, U12, U14, U16, U19)**

Contact the SPMSA Vice - President [vicepresident@spmsa.com](mailto:vicepresident@spmsa.com) to schedule practices.

## **Player and Parent Issues**

Contact your Division Rep regarding consistently absent players and any other significant issues. We advise that the parents be asked to use the 24 hour rule. If an issue is not an immediate safety concern, parents/players are asked to wait 24 hours before bringing the issue to the coaches attention, in a respectful manner. If the issue cannot be resolved between the coach and the parent, the Division Rep can be asked to provide assistance.

## **U8/Learn To Play Division**

Utilize the handbook as your nightly planner (modify the activities as you see fit to your team)

Create a parent-helper rotation to ensure you're not over using certain parents and they can be prepared for that night's activity.

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## **Fair Play Policies**

Fair play is equal opportunity for skill development and respect for all players. Player development is key, players need a variety of experiences to grow as players. Please keep this in mind as you prepare your game/practice plans.

All persons involved with SPMSA promote sportsmanship, fair play, skill development and fun. Scorekeeping is done by both teams during a game.

## **Incident Reports**

An umpire, coach or SPMSA Division Representative may provide Incident Reports to the Division Representative at which time a decision will be made to present to the SPMSA Executive for further action.

## **Conduct and Game Suspensions**

SPMSA has adopted a “Zero Tolerance” policy of any verbal and/or physical abuse during its leagues and tournaments. Any player, manager or coach who is ejected from a game will have a review by the Division Representative. Should the behavior continue to be detrimental to the players, spectators, or officials, the coach may be suspended by the Board.

## **General – All Divisions**

### *Equipment*

- All players must wear softball pants or athletic/sweat pants.
- All players must wear sport running shoes or molded sport cleats (no metal).
- All players (female and male) must wear a pelvic protector.
- All players will wear a batting helmet with face mask and chinstrap while batting or on offence on the field. It is highly recommended that each child purchase a personal batting helmet with face mask.
- When catching players must wear all supplied equipment (catchers helmet, chest protector and shin guards), regular batting helmets cannot be worn in place of the catchers helmet as they do not provide the required protection.
- No jewelry of any kind, including earrings (medic alerts are not considered as jewelry). No placing tape over jewelry, it must be removed.

No smoking, drugs or alcohol are allowed in the playing area.

Players and spectators must remain behind the “imaginary” line extending from the backstop and continuing parallel with the 1<sup>st</sup> and 3<sup>rd</sup> base lines for safety purposes.

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