



# Wilmot Softball Association

## Coach Responsibilities & General Information

**Coach Liaison:** Kevin Hall is your Coach Liaison for this season. Kevin should be your first point of contact for any issues or inquiries to help you through the season. Kevin will attempt to make his rounds and meet you on the diamonds. Should you ever wish to contact him – email is best – khall@wilmotthunder.com

### **Registration**

Please make sure all of your players are registered before they start playing, including practices. If they are not on the list given to you, they are not allowed on the field. Our insurance only covers registered players.

### **Parent Meeting**

You are encouraged to have a meeting with your parents at the beginning of the season to explain what your expectations are for the kids and parents. It is also a good time to get more helpers. It is generally advantageous if you can hand out a sheet containing the teams' rules/expectations. {Code of Conduct, Review 'Fair Play' and Player Development Policies for WSA are all available online and are now part of the registration process for acknowledgement and sign off.}

**Please review the above Policies to avoid potential challenges and issues in your season.**

### **Medical Information Forms**

Please have a parent or guardian complete a Player Medical Information form **before the first practise**. Let them know **we will refuse play should a form not be completed**. This year the form is electronic and can be found online under the "forms" tab. Shortly after, the coaches will all be provided with a spreadsheet of information to be kept with the EAP in the team bag.

### **Safety**

All batters must wear helmets. Face masks are now mandatory for players in Bantam, Peewee, Squirt and Atom/Mite. They are encouraged for players at the other age groups as well. Catchers (including coaches) must wear full protection when warming pitchers up outside of the diamond. Catchers must and pitchers should wear jocks or jills. Mouth guards are suggested for all players. Effective 2018, OASA has adopted a new policy for defensive face masks for pitchers. **ALL U10 (Atom/Mite), U12 (Squirt), U14 (Peewee) and U16 (Bantam) pitchers will be required to wear a defensive face mask.**

Wilmot Softball Association will also require all U8 Tyke pitchers to wear a defensive mask. WSA will provide face masks in each of the equipment bags beginning this year up to squirt. We do recommend that all pitchers consider wearing a defensive mask for their safety.

**Defensive masks are optional for all other positions at this time. Review Emergency Action Plan found under the "Coaches" tab on the website.**

### **Accident/Incident & Reporting**

If an accident or incident occurs during a game or practice, no matter how minor, please complete an accident/incident report **ONLINE** (under the "Forms" tab on the website) as soon as you are able to do so. This is critical if there is ever the need to submit an insurance claim. Please keep us advised of any follow-up treatment pertaining to any injury or accident. Please report all incidents so that there are no surprises after the fact.



### Uniforms

Uniforms will be available in mid-May. Please see the equipment manager if you have any issues with players obtaining their uniform. All WSA teams must wear uniforms APPROVED by the WSA. If teams decide to purchase any secondary apparel, the approval **must** come from the organization first.

### Equipment

Teams will be fined the cost of equipment if any player damages equipment by misuse. Bats are to be used to hit balls and nothing else. If equipment needs replacing, contact the Equipment manager. First aid kits are provided in each team equipment bag. For additional supplies throughout the season, contact the Equipment Manager at [equipment@wilmotthunder.com](mailto:equipment@wilmotthunder.com)

The code for all equipment lockers at the diamonds is: \_\_\_\_\_

### Diamonds

We have had a good track record the past few seasons with diamond maintenance. It is the coach's responsibility to ensure the diamonds are ready for each home game and that they are returned to a good state **after** each game and practice. Keep on top of this. Bases are to be returned to their respective sheds, and plugs should be replaced and lightly raked over. Pitcher's mound and home plate should also receive a light raking. When removing the plugs, kindly pull from the rubber and not the plug indicator strap. Please try and ensure the indicator strap is evident after raking. The sheds will be stocked with a rake, hole digger, hammer, measuring tape and a first aid kit. Please let us know immediately if there are any problems with the diamonds or equipment. The Township now has the right to fine teams if they fail on their diamond maintenance duties. The cost will be passed onto the individual team.

### Batting Cage

For Monday-Friday nights, the batting cages will be booked out in one-hour time slots, typically by division level. Weekends, the batting cages will be available on a first come, first serve basis. To book a time slot for your team please do so on the website under "**Diamonds/Cages/Equipment**"

The code for the batting cage in New Hamburg is: \_\_\_\_\_

The code for the batting cage in Baden is: \_\_\_\_\_ for the cage and the door is \_\_\_\_\_

### Diamond Scheduling

Please contact the Diamond Scheduler if you want to book a diamond at other than your scheduled time. If you are not using a diamond time, it is very important you **let the scheduler know** so it can be canceled with the Township. If you are canceling a home game, please ensure you notify the Umpire in Chief to cancel the umpires. In the event of a rain out of a home game, please advise the diamond scheduler that evening, so we are not charged for diamond time we don't use. All rainouts should be reported to [scheduling@wilmotthunder.com](mailto:scheduling@wilmotthunder.com)  
Umpires are scheduled for regular season games. You must book umpires and diamond time for any home games that need to be re-scheduled, or any home playoff games your team is in whether it is for league or ORSA.  
Contact for Chair of Umpires: [gschenck@wilmotthunder.com](mailto:gschenck@wilmotthunder.com)

After May 1<sup>st</sup>, practice times are arranged through the diamond scheduler.  
[scheduling@wilmotthunder.com](mailto:scheduling@wilmotthunder.com)



### **Umpires**

The Umpire in Chief is in charge of umpire scheduling. Umpires are assigned as per your league schedule. If a game is cancelled or re-scheduled the coach must notify the Umpire in Chief. Games must be cancelled by 6 PM for early or 8 PM for late games. If it is raining at the start of the game or during the game, it is up to the Umpire to determine the game status.

The Umpire in Chief must be notified for all playoff games. If you forget to cancel a game, it costs \$80.00. The first time we will cover the cost, after that the coaches and team will need to reimburse WSA for the costs.  
[gschenck@wilmotthunder.com](mailto:gschenck@wilmotthunder.com)

### **Certification**

Police Checks for the Vulnerable Sector are required for submission prior to engaging with any activity with the children. Police Checks must be valid within three years and should be scanned and submitted to: [khall@wilmotthunder.com](mailto:khall@wilmotthunder.com)

Anyone failing to do so, will be respectfully asked to remove themselves from the activity.

Coaches are encouraged to take their NCCP levels. Please see the Softball Ontario website at (<http://www.softballontario.ca/index.php>) for Clinics. WSA will typically reimburse coaches for a portion of the registration fee of attending clinics. **All bench staff must have a completed application and a current (in past 3 years) police check on file with WSA. It is up to the Head Coach to ensure that this policy is followed.**

### **Coaching Material and Seasonal Plans**

It is our intent to assist you with plans and coaching assistance for your season with documentation on the website. This is a work in progress. If you have an immediate need, please contact Kevin Hall ([khall@wilmotthunder.com](mailto:khall@wilmotthunder.com))

### **Leagues**

WSA has teams in several different leagues, including our own House League, North Waterloo, South Perth, Huron Perth, and South Oxford. It is up to the head coach to ensure that all rules / regulations for the league are complied with.

### **Coach Evaluations**

**The Coach Evaluation portal is online and active throughout the entire season.** (Under the 'forms' tab on the website) Please make your parent group aware of this resource. It is an excellent source of confidential and anonymous reporting on the performance of the volunteers we have in place. Last season, we received hundreds of evaluations and are pleased to report the overwhelming amounts of positive feedback. **Encourage the parents to use this**, to acknowledge all of the good things you do **throughout the season** –it should not only be seen as a “complaints portal”, albeit it is again, an effective communication tool to ensure we can properly address and have the basis for dialogue with our coaches.



### **Coach Ejections **\*\*NEW\*\*****

Any Coach ejected from a game will leave the playing area (field and bench) immediately. Coach may remain at the diamond but at a distance not to interfere with the play or to be heard by those in attendance. Coach is responsible to report his/her ejection (as will the umpire). Ejections can be reported on the website under the "Forms" tab – 'Incident/Accident Report Form'. The Umpire's decision to eject the Coach will remain final with no appeal. A second offence in the season will result in a meeting and a two game suspension. Further incidents will be reviewed by the WSA executive, whereas coaching status may be revoked.

### **Fighting**

Any player involved in a fight will be suspended for 2 games in addition to any suspensions imposed by the umpires. On the second offence, the player will be removed from the team. Any coach involved in a fight will be removed from the team immediately.

### **Smoking/Vaping**

Coaches and players are not allowed to smoke or vape on the field or on the benches during a game. Coaches may be ejected and players may be removed from the game. Coaches are asked not to smoke or vape during practices. As well on Waterloo region, regional Bylaw Section 3 (16) of Bylaw 96-055 which Regulates Smoking in Public Places in the Region of Waterloo, indicates that No person shall smoke or vape in any of the following designates public places: outdoor bleacher areas to which the general public has access to or is invited. If you see someone smoking or vaping in this area, please ask them to move or extinguish the object. If they refuse, contact Tobacco Information and Infraction 519-883-2279 or through Regional Bylaw at 519-575-4591.

### **Fundraising / Sponsorship**

Any team / player fundraising initiatives must be submitted to the WSA executive in writing (email is fine) prior to the fundraising starting. This will provide details as to the potential money raised, what the proceeds will be used for etc. The fundraising application will be reviewed and the team (or applicant) will receive approval or refusal in writing within 2 weeks by the WSA Executive/board. Teams are not permitted to contact businesses (including their team sponsor) for additional sponsorship money unless prior approval is given by WSA executive following the above stated procedure.

### **New Hamburg Independent**

Please give game reports to the Independent. The publishing deadline is 10:00 AM on Monday for the Tuesday paper and they prefer reports by email at '[sports@newhamburgindependent.ca](mailto:sports@newhamburgindependent.ca)'. Please include the name of you team and sponsor in all reports. Reports more than two weeks old will not be published.

### **Team Photos**

We will update you early in the season with regards to if and when we will orchestrate team/individual photo sessions. Stay tuned!

### **Awards**

TBD – We will update you throughout the season.