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2023 COACHES GUIDE

An overview of what Coaches can expect this season as well as tips and tricks to help you succeed on the field.

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Code of Conduct

Tottenham-Beeton District Minor Softball Association (“TBDMSA”) has developed the following guidelines, based on the values of fair play, to promote (a moral and) ethical behaviour (code) amongst its Participants and Volunteers.

Participants and Volunteers must read and understand the following policies regarding their behaviour on and around the playing fields.

1. The safety of the Participants in the game is more important than the final score.
2. I understand that TBDMSA respects other people’s rights and that I am expected to do the same.
3. I will be supportive and will not let my expectations become a burden to the Players, Participants and Parents involved with our organization.
4. I will teach Players that doing one’s best is as important as winning, so that Players will never feel defeated by the outcome of a game/event.
5. I will make my team feel like a winner every time by offering praise for competing fairly and trying hard.
6. I will remember that children learn best by example. I will applaud good plays/performances by both my team as well as their opponents.
7. I will never ridicule or yell at any player for making a mistake or losing a competition.
8. I value the opinion of the Parents/Guardians in developing the children’s talents; even though I may not always agree with their opinion I will not interfere in a public manner. Any disagreements will be put forth in a personal and professional manner.
9. I understand that children learn from adults, and my behaviour reflects what I want children to learn.
10. I understand that Officials do not make the softball rules, they only apply them. I understand that Officials are responsible to ensure that the game is played in a safe and fair manner for all participants. The Officials who contribute their time for little reward which enables the Players in the League to play an organized sport will be treated with respect and encouragement at all times.
11. I will never ridicule or harass Officials.
12. I understand that Players, Parents and Officials are learning the game, and mistakes will be made in the learning process.
13. I understand that entering the field of play during a game to dispute a call by an Official will result in immediate ejection from the park where the game is being played.
14. I will encourage the Players to play by the rules and to resolve conflicts without resorting to hostility.
15. I may not cheer for the opposition team, but I will also not cheer against them or verbally abuse them.
16. I will support all efforts to remove verbal and physical abuse from children's sports activities, both on and off the playing field including via social media and other internet media by committing to the following:
 - a. I will not bully, intimidate, or harass any player, coach, official or member of TBDMSA either in person or via social media or other internet applications.
 - b. I will not post any photographs, videos or make comments that may be hurtful, untrue and upsetting or may be used by other people in a way I did not intend or want.

- c. I will not post content that is hateful, threatening, or pornographic, incites violence, or contains nudity or graphic or gratuitous violence.
- 17. With regards to reference of social media and/or other internet applications, I understand this includes but is not limited to personal blogs, Twitter, Facebook, My Space, Bebo, You Tube, personal websites, email, and text messaging.
- 18. I will not write any derogatory or offensive comments in relation to Tottenham Beeton District Minor Softball Association or any other affiliated minor softball league via print media, social media, and/or other internet applications.
- 19. I will not post comments criticizing or verbally abusing Players, coaches, Officials or members of TBDMSA or any other minor softball league in print media, on social media, and/or other internet applications.

I have read and understand and accept the "Code of Conduct." I understand that violation of any one of these policies will result in me being required to appear before the TBDMSA Board of Directors as per TBDMSA's Disciplinary, Grievance and Complaints Procedures and could result in the removal of me as a coach, player from a game, or the removal of me from my role as a coach, player and/or executive member for a specified period of time or as a coach, player and/or member from TBDMSA entirely.

Executive

President

Kevin Boston
admin@tbdmsa.ca

Vice-President

Michel Mann
vp@tbdmsa.ca

Treasurer

Peter Browne
treasurer@tbdmsa.ca

Secretary

Jenn Leclerc

Director

Lisa Williams
lw@tbdmsa.ca

Director

Paola Cranley
sponsorship@tbdmsa.ca

Director

Mark Shaw
mark.shaw@tbdmsa.ca

Registration Coordinator

Erin Forrester
registrar@tbdmsa.ca

Scheduler

Peter Browne

Sponsorship Coordinator

Paola Cranley
sponsorship@tbdmsa.ca

Equipment Manager

Mark Shaw
mark.shaw@tbdmsa.ca

U3 / U5 U5 Convenor

Patricia Coulas
pcoulas72@gmail.com

U7 / U10 Convenor

Michelle Shaw
Mark.shaw@tbdmsa.ca

U14 /U19 Convenor

Vacant Position

Jr Umpire Supervisor - U7 & U10

Lisa Williams
lw@tbdmsa.ca

Sr Umpire Supervisor - U14 & U19

Al McMullen
Phone: 905-729-4078
umpirenumberone@gmail.com

Introduction

Thank you for stepping up to be a Coach this season! Your role extremely important and vital to the success of our Association but mostly in the development of our young athletes!

This Guide will help support Coaches with information to get you started and support you throughout the season. Additional resources are available on the Association website at www.tbdmsa.ca.

It is important to our organization that that we do our best job possible to keep everyone informed of how the Association works and help support Coaches with answers to common questions in order to make their experience a positive one.

The Role of the TBDMSA

From registration, scheduling umpires, soliciting sponsorship, providing opportunities for player development to ball diamond bookings with the municipality, the TBDMSA is a volunteer-based organization that enable players, parents, coaches and fans to enjoy softball in our community. Read our Mission and Vision statement by clicking [here](#).

"We are not developing softball players for today; we want to develop softball players for life."

Job Descriptions

Head Coach

Overview

The Softball Head Coach is responsible for training the players on the sport's rules and regulations, advancing their batting, throwing, and running skills, ensuring they are playing to the best of their abilities, instructing in relevant skills, and encouraging. They are the main point of contact for the team and act as a liaison between the Association and team.

Required Skills

- Passion for sport and youth.
- Strong organizational, communication and time management skills.
- Moderate to strong knowledge of softball rules, regulations, policies and procedures.
- Leadership and motivational skills.
- Confidence.
- Ability to act under pressure.
- Anxiety control.
- Composure, self-awareness and self-regulation.
- Competitiveness in the spirit of the Association.
- Sense of fair play and sportsmanship.
- Focus.
- Belief in positive thinking and constructive criticism.
- Mentorship.
- Ability to operate e-mail, MS Word and MS Excel (or equivalent).
- Lifting and installation of game-day equipment including bases, bats, balls.
- Completing a game-day line-up.
- Access to travel to games and practices.

Expected Commitment Levels

- Attendance of all games and practices.
- Attendance of Association special events including Coach Orientation, Equipment Pick-up/Drop-Off days, opening weekend and year-end playoff tournament.

Assistant Coach

Overview

Reporting to the Head Coach, the Assistant Coach assists the Head Coach with instructing players in the rules, regulations, equipment, and techniques of the sport. The Assistant Coach will assess player's skills, monitor players during competition and practice, and keeps the Head Coach informed of the athletic performance of the athletes.

Required Skills

- Passion for sport and youth.
- Moderate organizational, communication and time management skills.
- Moderate knowledge of softball rules, regulations, policies and procedures.
- Leadership and motivational skills.
- Confidence.
- Ability to act under pressure.
- Anxiety control.
- Composure, self-awareness and self-regulation.
- Competitiveness in the spirit of the Association.
- Sense of fair play and sportsmanship.
- Focus.
- Belief in positive thinking and constructive criticism.
- Lifting and installation of game-day equipment including bases, bats, balls.
- Access to travel to games and practices.

Expected Commitment Levels

- Attendance of the majority of games and practices.
- Attendance of the majority of Association special events including opening weekend and year-end playoff tournament.

Team Manager

Overview

Reporting to the Head Coach, the Team Manager will act as liaison between parents and coaches. They will prepare a team list showing names/phone numbers/e-mails of players and parents. The Team Manager will collect all medical forms, if required, from parents and keep handy at each game. They may be responsible for advising parents and players the team of schedule(s) for games, practices etc.

Required Skills

- Passion for sport and youth.
- Moderate organizational, communication and time management skills.
- Moderate knowledge of softball rules, regulations, policies and procedures.
- Sense of fair play and sportsmanship.
- Ability to operate e-mail, MS Word and MS Excel (or equivalent).
- Access to travel to games and practices.

Expected Commitment Levels

- Attendance of the majority of games and practices.
- Attendance of the majority of Association special events including opening weekend and year-end playoff tournament.

TBDMSA Website

This is your number one source of information for your role this season. The Association website is:

<https://tbdmsa.ca/>

It contains:

- TBDMSA Constitution & By-Laws
- Schedules
- Diamond Locations
- Coaches resources including drills, videos, practice plans.
- Risk Management resources such as our Wet Field Policy and Procedure, Injury Reporting Forms, Scoresheets.
- Player evaluation forms
- TBDMSA Contact Information
- And much more!

Risk Management Policies for Coaches – NEW FOR 2023

More information on these programs and how to obtain your certification and VSC can be found under the Risk Management section of our website.

Respect In Sport for Activity Leaders

- a) All Head Coaches and Board of Directors aged 18 years and older within the TBDMSA must complete a Respect In Sport for Activity Leaders (RISAL) training program by June 1, 2023 in order to participate in the TBDMSA.
- b) The TBDMSA recommends all Assistant Coaches to obtain a RISAL in the event the Head Coach cannot attend a practice or game.
- c) Failure to comply may result in removal from the person’s duties within TBDMSA or not permitting the team to play.
- d) Any reasonable costs associated with obtaining a RISAL can be submitted to the TBDMSA for reimbursement.

Vulnerable Sector Check Policy

- a) All Head Coaches, Assistant Coaches and Board of Directors aged 18 years and older within the TBDMSA must provide a Vulnerable Sector Check (VSC) through the Ontario Provincial Police (OPP) to the TBDMSA by June 1, 2023 in order to participate in the TBDMSA.
- b) The TBDMSA recommends any other volunteers assisting with the team, obtain a VSC in the event the Head Coach or Assistant Coach cannot attend or needs help at a practice or game.
- c) The TBDMSA will provide volunteers with a letter that confirms they need a VSC, a job description of their duties and TBDMSA Contact Person.
- d) Failure to comply may result in removal from the person’s duties within TBDMSA or not permitting the team to play.
- e) This is a free service provided by the Ontario Provincial Police.

How Do I Know What Division I Will Coach?

As of the January 1, 2023, the TBDMSA will move towards Softball Canada’s age categorization. The “U number” refers to the age that a player turned as of December 31st of the previous season.

Previous Age Division Name	2023 Age Division Name	Birth Years
U3	U3	2020
U5	U5 U5	2018, 2019
U7	U7	2016, 2017
U10	U10	2013, 2014, 2015
Peewee	U14	2009, 2010, 2011, 2012
U19	U19	2004, 2005, 2006, 2007, 2008

When Does the Season Start and Finish?

The Town of New Tecumseth will release the use of ball diamonds based on the weather conditions and physical conditions of the diamonds typically around the second to third week in May. Our schedule will typically start around this time.

There are no weekend games with the exception of the "Opening Tournament" and Year-End Playoff weekend.

Game Nights are set to:

- U3 - Mondays
- U5 - Tuesdays
- U7 - Wednesdays
- U10 - Mondays
- U14 - Thursdays
- U19 - Thursdays

Games start promptly at 6:30 pm. We ask players to be at the diamond a minimum 15 minutes prior to game time so that they can be warmed up and ready to play at game time. U14 & U19 divisions also play under the lights at 8:00 or 8:30 pm.

During the course of the season, the TBDMSA will host an "Opening Tournament" on June 3-4 where all teams from U5 "U5" to U19 divisions will play two regular season games. There is no championship or awards handed out that weekend. The weekend is used as a great bonding experience for the players and families.

U3 "U3" participants have two six-week sessions throughout the year. The first session will start around the end of May and the second session commences after the first one concludes. Players will typically receive participant medallions after each session to congratulate them on a job well done.

The regular season wraps up at the end of August then finishes with a year-end playoff tournament-style for U7 to U19 divisions from August 25-27. Playoff positions and schedules are based on regular season standings. U5 "U5" teams will play one fun game on the Sunday as a way to cap off a great season.

Practices vs. Games and Competition Level

The TBDMSA is essentially a "House League" meaning we do not have travel teams so all games are played locally in Tottenham and Beeton. Diamond locations are found under the ABOUT US section on our website.

The level of competition varies but for the most part, games are played for fun. Due to the size of our community, it is very likely that your child will know other players from school or other sports so comradery is very common.

Teams will play once a week on a designated time slot while all teams have practice times available to them. Teams in the U7, U10, U14 and U19 divisions will have practices that may occur once a week or every other week depending on your Coach's decision.

U5 teams will have a practice followed by a two-inning game where every player will have the opportunity to bat during the regular schedule.

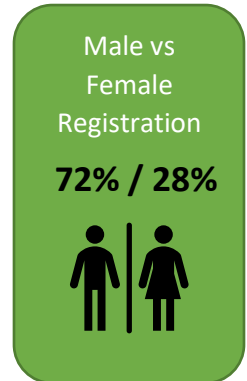
There are no championships awarded in U5 and U3 as these divisions are meant for player development and fun.

This low level of commitment provides parents the opportunity to allow their families to enjoy other activities throughout the summer.

TBDMSA Registration

The Tottenham-Beeton area has long been a “softball/baseball” community. In addition to our Association, the ties to the sport date back decades with fellow leagues such as the Tottenham Oldtimer’s Slo-Pitch League, Tottenham Ladies Lob Ball League, Beeton Mix Slo-Pitch League and several years ago there was a booming ladies fastball league.

With respect to our Association, TBDMSA Player Registration saw record numbers in 2022, as the TBDMSA grew to 347 players, a 103 player increase over our last regular season in 2019. U5 saw the biggest jump with an increase to eight teams.



Formation of Teams

Following registration, the Executive Team gathers to assign players to teams while accommodating as many reasonable requests as possible. Special requests must be submitted on Player Request Form and are not guaranteed.

Our Association has to follow Registration Policies and Procedures to accurately assign players to teams while balancing out the talent in the fairest possible manner to ensure the competition is enjoyable.

Our Coaches are responsible for completing a Player Evaluation form at the end of each season. This form assesses the talents of the players to record how they progressed throughout the season. These metrics are used in the overall planning of team rosters.

Equipment

Each Coach will receive a set of Association-owned equipment through the TBDMSA Equipment Manager. The TBDMSA Equipment Manager, is the contact for Coaches with respect to equipment. He/She will arrange a date/time for Coaches to pick-up the Team Equipment at the Association Storage Unit.

You will receive:

- Equipment bag with balls, first-aid kit, helmets, and bats.
- Bases and pegs.
- Uniforms and hats at the start of the season.

Coaches are responsible for the equipment until the end of the season when the Association will communicate a drop-off date/time.

- Players may choose to bring their own bat and helmet but they are responsible for it. Bats must be certified for use by Association Standards.
- All batters must wear a helmet and keep it on while running the bases. Helmets should only be removed once the player is off the field.
- Ensure players are running through the orange safety bag when running to first.

Uniforms

Players are expected to wear long pants and their team uniform for all games. The Association will provide each player with a jersey and cap.

Players should also wear long pants for practices. Baseball cleats or suitable running shoes are acceptable footwear.

Set-Up and Tear-Down

The Home team is responsible for hammering in and taking out the bases. It is recommended that Coaches bring a hammer to pound in the base pegs. Bases can be paced off as per our Playing Regulations found in the Manual of Operations.

If you do not have a hammer or a measuring tape, please ask the TBMDSA Equipment Manager if they are available.

Game Play

U5

- U5 is only one night per week on Tuesday from 6:30 - 8:00. The first 30 min of each game are for practice. Coaches are to share the infield and outfield during this time.
- During practice, work on baseball fundamentals such proper throwing and catching stances, batting stance, throwing, catching, fielding ground balls, hitting off the tee, running bases, stretching etc.
- As the season progresses, work on pitching to players who are ready to hit without the tee, especially those in their 2nd year.
- No score is kept, no outs are recorded. No umpire is present.
- Place bases at 45' and place Tee at home plate.
- When at bat, all players will have the opportunity to hit as you go through the entire batting order. Players should advance 1 base after each hit. When the last batter has hit, the half of the inning is over and the teams switch.
- No leading off, no stealing or sliding.
- When on defence, all players are positioned on the field in a semicircle behind the baseline with one player designated for first base. A fully dressed catcher may be placed behind home plate but is not required.
- Coaches/Helpers from the hitting team are permitted to be positioned at each base to help direct the flow of base runners.
- Coaches/Helpers on the defensive team are permitted on the diamond to help position players.

U5 Tips and Tricks

- You will likely only get through 2 full innings. To avoid tears, it's best to keep the number of at bats equal. If you don't have enough time to complete another full inning, coaches can call a stop to the game. Most parents don't mind getting their U5ers home a bit early.
- Post the line-up in the dugout so that parents can ensure their player is ready for their at bat. Clothes pins with each player's name and a bungee cord work great so you can switch the order up each week easily.
- A coach will be needed at home plate during at bats to help position players for hitting and to reset the tee. While assisting with batting stance, coaches should wear a mask as physical distance cannot be maintained.
- Players can take as many swings as needed to get a hit. If a player strikes the tee first, reset it and try again. Use your judgement here if a player is struggling after multiple swings and if the ball is hit a few feet in front of home, encourage the player to run to first.
- If, underhand pitching to a more advanced player, allow them several swings to get a hit and if not, place the ball on the tee and try again next at bat. This will help keep the pace of the game moving.
- Have base runners advance one base when the ball is hit. Encourage players to stay on the base (no leading off) and watch the ball and advance to the next base only when the ball is hit. Coaches/Helpers at each base can help keep things flowing.
- Sometimes it is fun to let the last batter of each inning hit a home run and can clear the bases.
- When on defensive, position the players in a semicircle around the diamond and keep them off the basepath to avoid collisions. Drawing the baselines can often help here.
- Use your foot to make an X in the dirt 6ft apart and assign each player to a designated spot, spread out across the diamond equally.
- Encourage players to be in a "ready stance" with their knees bent, glove out in front and watching the ball on the tee. Remind players to get in this stance for each batter by asking them to show you their ready stance. Half the battle is to keep them engaged and paying attention. Some players at this level can hit the ball well, so it's important for their safety to be paying attention.
- To help discourage ball swarming, consider dividing the infield into pie shaped sections (use your foot or a bat to draw lines) and balls hit into each section should only be fielded by players in that section. You may need to ask stronger players to share with their teammates to allow others the chance to field a ball. Remind them that they are on the same team and should work together by backing up their teammates.
- Encourage the fielding player to throw the ball to first base with each hit and the designated first basemen to touch the white bag before returning the ball to the coach or catcher. Once this action is well understood, you can introduce the concept of making plays to other bags, but remember that no outs are recorded.
- Remember that U5 is all about having fun and player development. Be patient, be encouraging, be engaging and have fun!

U7 Tips and Tricks

- a) An adult Coach will pitch to their own team for the entire season.
- b) The adult Coach is permitted to stand beside the Pitcher to coach the Pitcher, but cannot interfere in defensive plays.
- c) The adult Coach Pitchers may not intentionally walk a batter at any time.

Game Sheets

- Coaches are responsible for having both teams sign the Game Sheet at the end of the game.
- The Home Team Coach is responsible for submitting their completed Game Sheet to their Convenor.
- Coaches can download and print additional copies at:
https://tbdmsa.ca/Public/Documents/Scoresheet_.pdf

Game Day Lineup

- Coaches are responsible for completing a lineup at the start of game. Coaches may use this template or one of their own.
- It is helpful to print a copy of the GameDay Lineup and mount it to the Dugout Fence with a clipboard to allow players to see it.
- A helpful tip is to write player names on wooden clothes pegs and attach the pegs as your batting order to a bungee on the dugout fence.
- Coaches can download and print additional copies at:
https://tbdmsa.ca/Public/Documents/Fielding_Batting_order.pdf

This is what a blank Game Day Lineup would look like.

Date:

Home Team:

Away Team:

Position	1 st Inning	2 nd Inning	3rd Inning	4 th Inning	5 th Inning	6 th Inning	7 th Inning	Batting
P								1
C								2
1B								3
2B								4
3B								5
SS								6
RF								7
CF								8
LF								9
SITTING								10
SITTING								11
SITTING								12
SITTING								13

Player Evaluation Form

- At the conclusion of each season, Coaches are required to complete an assessment of the Player’s Development using the Player Evaluation Form.
- Coaches can download and print additional copies at:
https://tbdmsa.ca/Public/Documents/Evaluation_Form.pdf

This is what the Player Evaluation Form looks like:

Team Name:

Division:

Coach:

1 = Low 5 = High

NOTE: Pitching is not applicable for U7 and Below.

Player Name	Age	Pitching	Catching	Throwing	Hitting	Total Points	Comments
		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5		
		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5		
		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5		
		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5		
		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5		
		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5		
		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5		
		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5		
		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5		
		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5		
		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5		
		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5		
		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5		
		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5		
		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5		

Wet-Field Rain-Out Policy

- Please visit the Association website under Risk Management to view the Wet-Field / Rain-Out Policy and TBDMSA Procedures.
- Please consider all games a go unless you are contacted by another Coach or Association Representative at least 30 minutes in advance of the game. All players are expected to arrive ready to play.

Emergencies / Accidents / First Aid

- Print copies of the Accident Reporting Form to keep with you. You can download it here: https://tbdmsa.ca/Public/Documents/Accident_Forms.pdf
- In the event of an accident or emergency, please complete the Accident Reporting Form and send it to your Convenor.
- A defibrillator unit is located at the Tottenham Legion and Coventry Park.
- What 3 Words is a resource that helps people identify their exact location. This GPS-based resource is recognized by most Emergency Services providers. Check out their website by visiting the link under our Risk Management section on the website.

Emergency Action Plan (EAP)

An Emergency Action Plan (EAP) is designed to help Coaches and Volunteers in responding to Emergency Situations.

Every Coach should have a copy of this EAP or know where it can be located.

LOCATION OF FIRST AID KIT: **WHERE IS YOUR KIT?**

LOCATION OF MEDICAL PROFILES: **WHERE ARE YOUR RECORDS? IE. A CHILD WHO HAS A PEANUT ALLERGY**

EMERGENCY: 911 (Fire / Ambulance / Police)

DIAMOND LOCATION (choose one):

- Beeton Fairgrounds
 - 72 Prospect St, Beeton, ON L0G 1A0
- Coventry Park
 - 6830 4th Line, New Tecumseth, Ontario
- Eastern Park
 - Eastern Ave, Tottenham, ON L0G 1W0
 - (Between 36 and 37 Eastern Avenue)
- Keogh Park
 - Keogh Street, Tottenham, ON L0G 1W0
 - (Beside 41 Keogh Street)

Closet Hospital: Stevenson Memorial Hospital. 200 Fletcher Crescent, Alliston, ON L9R 1W7

Steps to Control An Emergency Situation

- 1. Control the Environment So No Further Harm Occurs**
 - a. Stop all play.
 - b. Designate someone in charge of other participants.
 - c. Designate someone in charge to contact 911 and the Convenor.
 - d. Shelter the injured participant from the elements and ensure there is distance away from a crowd.
 - e. Do not attempt to move a critically injured participant.
- 2. Do A First Assessment of the Participant**
 - a. Wear gloves if the participant is bleeding.
 - b. You may consider wearing a facemask if within close contact of the person.
 - c. Call 911 if the injured participant is:
 - i. Not breathing
 - ii. Unconscious
 - iii. Does not have a pulse
 - iv. Bleeding profusely
 - v. Injured back, neck or head
 - vi. Has visible trauma to a limb
 - vii. Cannot move his/her limbs or has no feeling in them
 - d. If the Participant does not show any signs of the above, gather the facts of the injury and ask for a witness(es).
- 3. Assess the Injury**
 - a. Have someone who is trained in First Aid / CPR assess the injury and document it.
 - b. If the person trained in First Aid / CPR cannot assess the injury, contact 911. Go to Step 4.
 - c. If the injury is minor, go to Step 5.
- 4. Activate Emergency Action Plan**
 - a. Contact 911
 - b. Stay with the injured participant
 - c. Designate someone to wait by the Diamond Entrance to flag the Emergency Services
 - d. Contact the Injured Person's Parent/Guardian
- 5. Return to Play**
 - a. Allow the Participant to return to play only if there is no:
 - i. Swelling
 - ii. Deformity
 - iii. Continued bleeding
 - iv. Reduced range of motion
 - v. Pain when using the injured part
- 6. Document the Injury**
 - a. Document the Injury using the Injury Reporting Form
 - b. Contact the Parents/Guardian (if not present).

Coaching Resources

There are plenty of Coaching Resources a Coach can find online. Here are a few great places to start to find drills, tip and tricks.

Softball Canada

Coaching Guides

<https://softball.ca/resources/coachesguides>

Softball Ontario

Return to Play guidelines

<https://softballontario.ca/return-to-play/>

Sample Coaches Welcome Email

SENT TWO WEEKS PRIOR TO THE START OF THE SEASON

Hello everyone,

My name is **COACH NAME** and on behalf of **ASSISTANT COACH NAME** Assistant Coach, we are looking forward to coaching the **TEAM NAME** team this summer! We are a **DIVISION** team, and our team colour is **TEAM COLOUR**. Our team sponsor is **SPONSOR NAME**.

Communication is the key to a successful season and I want to ensure parents have all of the necessary information that both parents and players will need to know to ensure a fun and successful softball season!

GAME / PRACTICE TIMES

All Game Times start at TIME and last 90 minutes.

All Practice Times start at TIME and last 90 minutes.

SCHEDULE

Please refer to the Association website for an up-to-date schedule.

DIAMOND LOCATIONS

Google Map links are also available on the Association website.

Beeton Fairgrounds

72 Prospect St, Beeton, ON L0G 1A0

Coventry Park

6830 4th Line, New Tecumseth, Ontario

Eastern Park

Eastern Ave, Tottenham, ON L0G 1W0

(Between 36 and 37 Eastern Avenue)

Keogh Park

Keogh Street, Tottenham, ON L0G 1W0

(Beside 41 Keogh Street)

EQUIPMENT / UNIFORMS

Players are expected to wear long pants and their team uniform for all games. The Association will provide each player with a jersey and cap. Players should also wear long pants for practices. Baseball cleats or suitable running shoes are acceptable footwear.

The only equipment a player needs to bring is a glove. Bats and helmets are provided by the Association. Players may choose to bring their own bat and helmet but they are responsible for it.

TREAT SIGN-UP LIST (Attached)

This is optional but we all know kids love snacks! Please consider signing up for at least one game to help spread out this responsibility. If you would like to sign up now, please respond with you name/players name along with what treat you plan on bringing and to what game date. Thanks!

Note: No peanuts or tree nut products are permitted.

PLAYER INJURY REPORT FORM (Attached)

This form is included so as parents/guardians you can see what will be collected on your son/daughter in the event of an accident. Also to show we will take accidents seriously and offer proper care to the injured. This form is not completed for band-aid fixes.

WET-FIELD RAIN-OUT POLICY

Parents should visit the Risk Management section on the Association website to view the Wet Field Policy and Procedure.

Please consider all games a go unless you are contacted by a Coach at least 30 minutes in advance of the game. All players are expected to arrive ready to play.

TDBSMA COACHES PACKAGE (Attached)

This is the package the organizers provided to all coaches. It is full of helpful and important program information such as rules, policies (weather/emergencies/injuries) and practice drill ideas.

COACHES CONTACT INFORMATION

COACH NAME 1

PHONE

EMAIL

COACH NAME 2

PHONE

EMAIL

I apologize for such a long email but it is so much easier to have this information in advance so everyone is on the same page. Hope you agree!

See you at our first game at DATE/TIME. Please plan to arrive shortly after 6:30pm so we can hand out jerseys and meet each other.

If you have any questions, please contact me.

COACH NAME



Contact Information

admin@tbdmsa.ca

www.tbdmsa.ca

 @TBDMSA