



## **Manager's Handbook**



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Welcome to the Beaumont Blitz Fastball Association and thank you so much for volunteering for the position of Manager. Here is some helpful information for a successful season:

### **Manager's Role**

The team Manager is responsible for ensuring the team is organized for the season. This does not mean that the Manager has to do it all; he or she needs to make sure it gets done either themselves or via delegation. See below for all the Manager's responsibilities.

### **Contact Info**

All contact information for each player and family is found on TeamSnap. You will be made an administrator on your team's TeamSnap page with editing capabilities by the Registrar. It is very important as the Manager to make sure all of your team's contact information is correct and everyone is receiving messages. TeamSnap has an app that is helpful for each parent/player to download as it sends real time messages, schedules and changes. Encourage families to subscribe to the app and sync its schedule with their electronic schedule!

### **Head Coach- Manager Relations**

You are the head coach's right hand man/woman. It is very important that you have a good working relationship with each other. Make sure you are always communicating. Any decisions the coach makes about scheduling, games, tournaments, etc., you will be the first to know. Which you will then communicate to the team (via TeamSnap). Also make sure to CC your coach in any emails that pertain to the team.

### **Parent - Coach Liaison**

The Manager acts as a liaison between the coach and parents, facilitating communications with parents by TeamSnap private messages, phone or email (encouraged). You may wish to set up an email address specific to the team Manager.

### **Teams & Leagues**

BBFA offers both house (C/D level) teams and Selects/Competitive (A/B level) teams. Selects/Competitive (A/B level) require tryouts and a higher level of commitment from players. House (C/D) plays in one league for the season and has the option to do tournaments and provincials if they choose. Selects/Competitive (A/B) play in 2 leagues throughout the season as well as tournaments and Provincials. U15 and above can also qualify for Western Championships.

Greater Edmonton Minor Softball Association (GEMSA) is the league BBFA participates in. **Selects teams A/B (only)** also participate in GPLS: Prairie League Softball.

Websites can be found at:

<http://gemsa.ca/>

Here is the GEMSA Handbook with all rules and regulations:

[\(GEMSA\) Handbook 2022](#)

<http://gpls.ca/>

Here is the GPLS Game rules:

📎 Rules 2022.docx.pdf

The BBFA pays for each team to participate in the GEMSA league and will register the teams. It is the responsibility of the **SELECTS A/B** teams **ONLY** to pay back the BBFA for the GPLS league.

\* Selects Teams are not obligated to play in both leagues

## **Important Contacts**

Throughout the season you will talk to many people from BBFA. The following is a list of those you will be in contact with the most.

**BBFA Division Directors** - main contact for Coaches and Managers at their respective level, will bring comments and concerns to the Board.

**U7/U9** - Jennifer Donnan ([kyle.jen2013@gmail.com](mailto:kyle.jen2013@gmail.com))

**U11/U13** - Trevor Hart ([kthart@telus.net](mailto:kthart@telus.net))

**U15/U17** - Krista Maine ([krista.maine@gmail.com](mailto:krista.maine@gmail.com))

**Rep Director (Selects teams)** - Rhonda Walker ([coachrhondaw@gmail.com](mailto:coachrhondaw@gmail.com))

**BBFA Registrar** - can help with TeamSnap, registration inquiries

[registrar.bbfa@gmail.com](mailto:registrar.bbfa@gmail.com)

**BBFA Treasurer** - can help with team financials (Selects teams), facilities/diamond allocation

[treasurer.bbfa@gmail.com](mailto:treasurer.bbfa@gmail.com)

**BBFA Equipment Coordinator**- can help with all equipment enquiries/concerns for the team

**BBFA Uniform Coordinator** - can help with all uniform inquiries/concerns for the team

[uniforms.bbfa@gmail.com](mailto:uniforms.bbfa@gmail.com)

**GEMSA** - any questions regarding league play (BBFA is given limited authority in communication between teams and the league).

President: [president@gemsa.ca](mailto:president@gemsa.ca)

Scheduler: Shelby Spencer [shelby.spencer@hotmail.com](mailto:shelby.spencer@hotmail.com)

**GPLS** - any questions regarding league play

General : [info@gpls.ca](mailto:info@gpls.ca)

President: Brett Harvie [b.harvie@gpls.ca](mailto:b.harvie@gpls.ca)

**UMPIRES** - to schedule any exhibition or regional play games

Umpire-in-Chief – GEMSA Zone 5 and designated areas: Gerald Tomko (Battle River Umpire Association <https://www.battleriverumpires.ca/>)

[bruapresident@gmail.com](mailto:bruapresident@gmail.com)

## **Rainout Links**

Throughout the season it is the Manager's responsibility to check websites/call hotlines to check diamond availability should it rain the day of a game. If diamonds are open by the city, teams are obligated to show up at diamonds ready to play. *Umpires* will make the call at the time of game start if the rain continues. City websites are updated around 4pm each day during the season.

Rainout Links can be found on the City website and GEMSA website here:

<http://gemsa.ca/>

<https://www.beaumont.ab.ca/752/Outdoor-Sport-Field-Ball-Diamond-Conditi>

## **Items to Do**

### **Forms**

It is the Manager's responsibility to have each player/parent on the roster fill out and sign the following forms and return them to the Manager for keeping. All forms are to be kept confidential at all times. Medical forms must be kept accessible during all BBFA practices, games and tournaments in case of an emergency (this can be done with paper copies kept in a confidential binder or online filing). Be aware of any medical conditions on your team. These forms can also be found on the Beaumont Blitz website under the Manager's Corner [Managers' Corner – Beaumont Blitz Fastball](#).

The Manager must make the Board aware of any player/parent who does not consent to having photos published online or in advertising. Please email the Registrar this information. [registrar.bbfa@gmail.com](mailto:registrar.bbfa@gmail.com)

1. Anti Bullying Form  
<https://www.beaumontblitz.ca/wp-content/uploads/sites/1001/2018/04/Beaumont-Blitz-Fastball-Anti-Bullying-Policy.pdf>
2. Medical Information Form  
[Medical Information Form](#)
3. Photo Release Form

<https://www.beaumontblitz.ca/wp-content/uploads/sites/1001/2018/04/Photo-Release-Form.pdf>

## TeamSnap Scheduling

In order to set up or edit any scheduling in the TeamSnap app please make sure you are signed in as the Manager and not under your parent profile for the child. The Registrar will set you up as the Manager once it has been agreed upon with the Head Coach.

Once a practice and game schedule is set, you will be given/sent the schedule to enter into your TeamSnap account for your team. Each league sets their own schedule, Selects teams make sure to enter both leagues into the TeamSnap schedule.

To add games and practices on TeamSnap, go into the schedule and click on the + sign at the top.

Practices should be entered as an Event with the name of PRACTICE. Please make sure to include time, duration and place. TeamSnap allows you to enter an address for the place which will generate on the map for parents to follow. See the example below:

The screenshot shows the TeamSnap event creation interface. At the top, there are three buttons: "Cancel", "Edit Event", and "Save". Below these are several input fields and toggle switches:

- Name:** Practice
- Time Zone:** (GMT-07:00) Mountain Time (... >)
- Date/Time:** 07/11/22 6:00 PM >
- Time TBD:** A toggle switch that is currently turned off.
- Location:** West Rec Park >
- Location Details (ex. Field #5):** Diamond #2
- Duration:** 2 Hours >
- Arrive Early:** 10 Minutes >
- Extra Label:** (empty field)
- Flag Color:** Default (Blueberry) >
- Track Avail.:** A toggle switch that is currently turned on (green).
- Canceled:** A toggle switch that is currently turned off.

Games can be entered the same way but as a Game instead of Event. Please make sure to include time, duration, home/away status, opposition team, jersey color (Selects teams only). TeamSnap allows you to enter an address for the place which will generate on the map for parents to follow. See the example below:

Cancel Edit Game Save

Notify Team

Time Zone (GMT-07:00) Mountain Time (... >

Date/Time 07/22/22 8:00 PM >

Time TBD

Opponent Lloydminster Liners >

Location McCaskill Park >

Location Details (ex. Field #5)  
Diamond # 2

Home/Away Home >

Uniform  
WHITE jersey

Duration 1 Hour 45 Minutes >

Arrive Early 50 Minutes >

Extra Label

Make sure the “Notify Team” is enabled so that all players and family members signed up for TeamSnap will get a message.

To cancel a practice/game there is a “Canceled” option at the bottom when in edit mode. This will also mark the event/game as canceled for all players.

To delete a practice/game there is a “Delete” button at the bottom when in edit mode.

Encourage players/parents to mark availability for all games and practices so coaches can plan accordingly.

Throughout the season the registrar may enter events put on by the association, such as Photo Day. You will not be able to edit any events you did not add.

**\*\*Check the GEMSA and GPLS game schedule on their websites frequently before games as changes can be made without team notification. Click on the appropriate age division to find a schedule.**

<http://gemsa.ca/>

<http://gpls.ca/>

### **Team Meeting**

Before the start of the season and after teams have been finalized, schedule a team meeting for parents either in person before/after a practice or online (Zoom, Google Meets etc) to go over the following items:

- 1) TeamSnap use
- 2) Team Goals Expectations (Coach's responsibility)
- 3) Team Schedule (make parents aware of arrival times for warm ups in games and practices, players must be marked available on TeamSnap for every event)
- 4) Playing Time (Coach's responsibility)
- 5) Parent Volunteer Expectations
- 6) Team Rules
- 7) Tournaments
- 8) Fundraising for Association and Team
- 9) Player Equipment (let parents know what is given to the player by the Association and what parents are expected to purchase \*see below)

### **Game Volunteers**

Help from parents is always a must in ball. Some Managers wish to assign jobs; others like to have an honor system. This should be discussed at the first team meeting as to which method you are going to use.

Scorekeepers - Each team needs to have a scorekeeper at every game. Scorekeepers can be delegated to one person or change each game. An official score book will be given to each team from the association. The Manager is responsible for the book to be at each game for the designated scorekeeper.

Umpires - House league often uses parent volunteers as umpires if one is not available for games. Umpires need to have good knowledge of the game and rules which can be found on Softball Canada's website:

<https://softball.ca/resources/2022rulebook>

If an umpire is supplied for your game it is the manager's job to pay for umpires before the game starts. Payment must be made in cash (\$25/ team for 1 umpire or \$45/team for 2 umpires) and a receipt will be given to the manager. You may not know ahead of

time if you have 1 or 2 umpires so please be prepared for 2. Please keep the receipt for reimbursement from the BBFA Association at the end of the season.

Other Volunteer positions you may consider delegating are but are **not** necessary:

- Equipment Manager - responsible for set up and take down of diamonds, carries all equipment to and from games and practices.
- Media Relations- responsible to let the BBFA Board Media Coordinator and BBFA registrar ([registrar.bbfa@gmail.com](mailto:registrar.bbfa@gmail.com)) know of all your team's significant achievements for placement on social media and in local newspapers.
- Social Coordinator - responsible for organizing a team-building function early in the year as well as a team wind up activity at the end of the season. Could also organize team meals while traveling. These costs can be the responsibility of the team OR each family.
- Team Photographer - agrees to attend games and team events to capture pictures and add them to the TeamSnap account

### **Tournament Search**

As a manager it is your job to work with the coach(es) to search for tournaments. The Softball Alberta website <https://www.softballalberta.ca/tournaments/listings/> will give you a list of tournaments. Know that tournaments only get posted after the Association has received a sanction number so not all tournaments are posted until closer to their date. At the first team meeting, the team can decide how many away tournaments they wish to attend and the specifics (overnighters or just within driving distance). It is important that the team is in agreement. Managers must register the team and be one of the main contacts (Head Coach should also be listed as a main contact) before the deadline and coordinate payment for it. In House League each family is responsible for an equally-divided portion of the tournament cost if they are not fundraising. Selects Team will use fundraised team funds.

### **Fundraising**

All players are responsible for fundraising for the Association each season. Upon registration, players are given a set amount (usually \$200) to raise in raffle tickets online. If players do not sell out by the deadline they will be charged the \$200 to their TeamSnap account by the Registrar.

House League teams have the option of fundraising for tournament fees, team apparel,, etc., but it is not mandatory.

Each Selects team is responsible for their own funding and must raise money for their team (\*see Selects Budget below). This can be done through a variety of ways, including cash calls, bottle drives, sponsorship (please ask the BBFA Treasurer for a

sponsorship letter), product sale, etc. It is the responsibility of the Manager to organize all fundraisers for the team.

Selects teams are also required to have a budget (available to players' families and the Association) for the season, a financial statement at the beginning, middle and end of season, and a bank account set up for the team in which all funds are deposited and withdrawn from.

Any sponsorship received by the team needs to be recognized. Contact the Registrar for logo placement on our social media sites.

[registrar.bbfa@gmail.com](mailto:registrar.bbfa@gmail.com)

### **Selects (A/B) Budget**

Things to cover in your budget are: tournament fees, GPLS fees, any equipment/apparel that BBFA does not provide (extra socks, belts), team apparel, other incidentals. In the instance where a coach does not have a child playing on the team it must also be decided if coach expenses (travel, accommodation, clothing, etc) will be covered by the coach or the team.

\*In the event of excess funds, monies will be split evenly and returned amongst the players.

### **Selects (A/B) Banking**

The Manager should be the only one responsible for receiving/dispersing all funds related to the team fundraising. A team bank account needs to be set up with signing authority for cheques, with 2 people having to sign (2nd signer at Manager's discretion). Banks will require a letter from the Association giving permission for an account. Letters can be obtained through the Association Treasurer ([treasurer.bbfa@gmail.com](mailto:treasurer.bbfa@gmail.com)). Teams should decide as a group how to best use funds raised from fundraising. Managers can create polls for their team with suggestions on best use.

### **Player Equipment/ Jersey Handout**

With their registration fees to the Association, each player receives:

one jersey

one hat

one pair of powder blue socks

Players are responsible for purchasing the following:

Black  $\frac{3}{4}$  length ball pants

Powder Blue belt

Helmet - matte black is preferred

Ball Glove

Bat (see coach for sizing)

Infield mask - this is mandatory for players up to U13; U15+ they are required for pitcher and 1st base

Other items players may consider purchasing but are not mandatory are:

Batting gloves

Extra socks

Rain coat

BBFA Hoodie/Sweater

All items can be purchased in Leduc at Evolution Sports Excellence

(<https://evolutionsportsexcellence.com/>) or Edmonton at United Sport & Cycle

(<https://unitedsport.ca/>) or any place where softball equipment and apparel is sold.

*House League (C/D) Managers* will be given jerseys to hand out to players before the first game. Each player receives one jersey to be kept in good repair and handed back at the end of the season. It is the Manager's responsibility to collect all the jerseys at the end of the season to return to the Uniform Coordinator.

*Selects Managers (A/B)* will be responsible for sizing their team for jerseys. Each player receives 2 jerseys with name bars to be handed out at the beginning of the season. The 2nd jersey is paid for with team funds. Players keep one jersey after the season ends.

Uniform Coordinator Contact - TBD at the AGM

[uniforms.bbfa@gmail.com](mailto:uniforms.bbfa@gmail.com)

### **Team Apparel Ordering**

Teams must adhere to the BBFA Branding and Apparel policy found here [Branding and Apparel Policy](#). Ordering should be done through a recognized vendor which can be advised by the Uniform Coordinator.

[uniforms.bbfa@gmail.com](mailto:uniforms.bbfa@gmail.com)

### **Accommodation Arrangement**

It is the Manager's responsibility to facilitate suitable hotel/mote/camping accommodation listings or bookings for any out-of-town play. Blocks of rooms or campsites can be booked off in advance at a reduced rate for the team.

### **League Score Entering (RAMP)**

It is the responsibility of the Manager to enter the team roster (one time) and score (winning team only after each game: in the event of a tie, home team enters) via the RAMP website for both GEMSA and GPLS. Both leagues use RAMP but passwords (given by the league) will be different. This is how the leagues keep track of standings.

**The manager has 30 minutes after the game finishes to enter the score.** If scores are not entered in a timely manner teams can be faced with a fine. For detailed instructions on how to enter scores please go see:

<https://cloud.rampinteractive.com/eyesaca/files/Result%20Entry%20Instructions%20GEMSA.pdf>

### **Tournament Score Entering**

Tournaments use a variety of different ways to keep track of standings. Managers should receive emails/attend coaches' meetings at the tournament to find out which method is used for entering scores. This could be handing in score sheets or entering scores electronically through an app or website.

### **Exhibition Games**

Often rural teams around Alberta do not have a home league to play in and will be looking for exhibition games. These games are great for extra playing time, practice and fun! These games do not count for standings. It is up to the coach and team to decide whether they are interested in playing any extra exhibition games. If you are interested in hosting an exhibition game, please contact BBFA Facilities Coordinator at [treasurer.bbfa@gmail.com](mailto:treasurer.bbfa@gmail.com) to book diamond time.

### **Affiliate/Pick-Up Players**

BBFA affiliates players to teams of higher levels in order to ensure that teams have adequate numbers of players for games, and to help players have the opportunity to experience playing fastball at a higher level. Remember you can only call up an affiliate when someone from your team is unable to make a game (i.e. sick, injured, and away). In accordance with BBFA Policies and Procedures rules a player can only be affiliated to one team per season.

In accordance with GEMSA rules teams can only affiliate players from the same age or a lower division or category. In most instances, teams can only play an affiliated player if they have a player missing.

### **Playoffs and Provincial Play Playoffs**

Playoffs begin once regular season play is over. GEMSA and GPLS both have playoffs at the end of the season. You will be sent a schedule closer to the date. Playoffs are included in the cost of the regular season fees. City playoff information can be found on page 32 of the GEMSA Handbook.

[\(GEMSA\) Handbook 2022](#)

Interested teams must register for Provincials (which the association pays for) and designate their category (ex. U13B) by May 15. BBFA is a part of Zone 5 in Softball Alberta. Some age divisions may require regional play as a qualifier for provincials. It is

up to the Managers and coaches of all teams involved to coordinate these games. If you are interested in hosting regionals, please contact the BBFA Facilities Coordinator at [treasurer.bbfa@gmail.com](mailto:treasurer.bbfa@gmail.com) for diamond time.

For more information on Provincials, please read the rules for the appropriate age category here:

[PROVINCIALS - Softball Alberta](#)

Managers are responsible for filing roster forms (obtained from Softball Alberta website <https://www.softballalberta.ca/forms/provincial/>) prior to June 1 and submitting them to the Registrar. Managers are responsible for relaying all information to players and families (such as location, games schedule, provincial apparel ordering etc.) for Provincial play.

### **Western Championships (U15+ divisions only)**

These Championships are for qualifying teams only. Teams need to declare their intent to go to Nationals or Westerns early in the season by filling out Softball Alberta's form and posting a bond of approx. \$2000. The cheque is only cashed if the team qualifies, but it's a way of guaranteeing a team will not back out. The top-2 provincial winners go to Nationals and 3/4 teams go to Westerns.

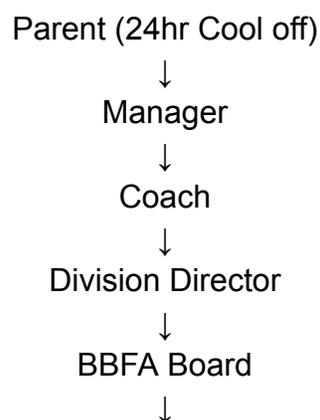
Each team also pays Softball Alberta a fee for a "travel fund". This fund is then divided between the 4 teams that will play post-provincials.

Please read through the Western Championship Handbook for more information:

<https://www.softballalberta.ca/wp-content/uploads/2022/03/2022-WCSA-Handbook.pdf>

### **Code of Conduct**

Always remind your players and parents that they are not only representing their team but they are also representing BBFA and also their city. Make everyone proud!! Remind parents to follow the Code of Conduct. If it is not followed in the appropriate manner, disciplinary action may follow.



Softball Alberta  
↓  
Softball Canada

**Don't Be Afraid to Ask Questions**

It is the Manager's responsibility to help keep the team and parents positive for a successful season! The Board is available to answer any team, coach or Manager questions/concerns directed through an email to the Secretary ([secretary.bbfa@gmail.com](mailto:secretary.bbfa@gmail.com)) or your Division Director (see above).