



Dear Coaches,

We extend our heartfelt gratitude to each of you for your dedication and commitment to coaching within the Abbotsford Minor Fastball Association (AMFA). Your passion and effort are instrumental in fostering a love for softball in our community and in developing the skills and character of our athletes.

To support you in this vital role, we have developed this Coach Resource Guide. It is designed to provide you with the necessary tools, information, and resources to help you and your teams succeed. We hope this guide serves as a valuable asset in your coaching journey, reinforcing our shared commitment to excellence and the joy of sport.

Thank you for being an integral part of our AMFA family.

Sincerely,

Daniel Goertz  
Manager, Coach Development

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## AMFA Core Values: <https://amfa.ca/core-values/>

At the Abbotsford Minor Fastball Association (AMFA), our mission is to strengthen our community by connecting citizens under a common interest and giving every child the opportunity to explore the joy of sport. Central to this mission are our five core values, which guide our actions and decisions both on and off the field:

**Effort:** We emphasize the importance of a vigorous and determined attempt in all endeavors, encouraging athletes to strive for successful outcomes through dedication and hard work.

**Passion:** We foster an intense desire, drive, and enthusiasm for achievement, inspiring our community to engage deeply with the sport and pursue excellence.

**Commitment:** We demonstrate dedication to actions and strategies that lead to success, ensuring that all members remain steadfast in their pursuit of personal and collective goals.

**Integrity:** We uphold honesty and strong morals, both on and off the field, promoting a culture of trustworthiness and ethical behavior within our community.

**Equality:** We are committed to treating all players fairly and providing equal opportunities for growth and development, recognizing that diversity strengthens our community.

These core values are the foundation of AMFA's culture, shaping our programs and initiatives to ensure that every participant can experience the joy of sport in a supportive and inclusive environment.



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## Key Contacts: <https://amfa.ca/executive-team/>

As a coach within the Abbotsford Minor Fastball Association (AMFA), it's essential to know the key contacts who can support you in various aspects of your role. Below is a summary of some key executive team members and their respective responsibilities:

Sarah Masson – Manager of Rep Program: Oversees the Outlaws Rep teams

Steve Halliday – Manager of House Program: Manages the House program, focusing on community-level play and development for our C players.

Nathan Reist – Manager of U7/U9 Program: Coordinates programs for the U7 and U9 age groups.

Daniel Goertz – Manager of Coaching Development: Provides resources and training opportunities for coaching staff.

Stacey Richmond – Coordinator of Team Managers: Supports team managers in their administrative duties.

Carmel Klassen – Manager of Equipment: Ensures teams have the necessary equipment. Will connect with coaches to coordinate gear pick-up and drop-off at the start and end of each season.

Caila Reid – Manager of Uniforms: Manages uniform distribution and maintenance.

Josh Morrison – Manager of Fields: Oversees fields, ensures diamonds are properly stocked with the tools we need to properly set up fields.

James Chassie – Umpire Allocator: Assigns umpires to games and manages related logistics. James is your contact if you have a game rained out and you need to cancel your umpire - 778-878-6663

Corine Lovegrove – Manager of Social Media and Schedules: Handles social media presence and scheduling.



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For a comprehensive list of executive team members and their contact information, please visit the AMFA Executive Team page: <https://amfa.ca/executive-team/>

Familiarizing yourself with these key contacts will help you navigate your coaching responsibilities effectively and ensure you have the support needed for a successful season.



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## External Resources:

- AMFA Resources and Policies: <https://amfa.ca/resources/>
- Field and Game Prep: <https://amfa.ca/wp-content/uploads/2024-Game-Prep.docx.pdf>
- Softball BC: Tournament Listing: <https://www.softball.bc.ca/content/minor-girls>
- The Locker (NCCP Training): <https://thelocker.coach.ca/>
  - We highly recommend head coaches take Foundations of Coaching Softball 1 and 2, and will reimburse coaches once complete:
  - <https://www.softball.bc.ca/content/foundations-of-coaching-softball>
- Softball BC Handbook: <https://www.softball.bc.ca/content/softball-bc-handbook>
- Softball BC coach Training and Requirements:
  - <https://www.softball.bc.ca/content/coach-training>
  - <https://www.softball.bc.ca/content/coaching-requirements-by-category>
- Softball Canada: <https://softball.ca/>
- Softball Canada Coach Guides and Plans: <https://softball.ca/resources/coachesguides>
- FOCS Resources (letters, practice plans, etc): <https://softball.ca/elearning/foundations>
- SC Rulebook: <https://softball.ca/resources/2024rulebook>
  - Any additional rule sets for our local interlocks will be sent your way prior to gameplay
- Long Term Player Development model: <https://softball.ca/ltpd>
- Practice Plan Template:  
<https://cloud.rampinteractive.com/softballbccca/files/Coaches/Resources%20and%20Materials/Practice-Plan-Template.pdf>





# Skills, Drills, and Practice Planning Resources

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

Softball BC: <https://www.softball.bc.ca/content/resources-and-materials>

Youtube Accounts:

1. Megrem: <https://www.youtube.com/@MegRemSoftball>
2. NFCA: <https://www.youtube.com/@NFCAorg>
3. High Level Throwing: <https://www.youtube.com/@highlevelthrowing524>
4. Morgan Stuart: <https://www.youtube.com/@GroundupDefenseLessons>
5. Dominate the Diamond: <https://www.youtube.com/@DominateTheDiamond/shorts>
6. Zoned Sports Academy: <https://www.youtube.com/@ZONEDSportsAcademy>
7. Antonelli Softball: <https://www.youtube.com/@antonellisoftball>
8. Championship Productions: <https://www.youtube.com/@ChampionshipProductions>
9. Dan Blewett: <https://www.youtube.com/@SnapSoftball>

Instagram Accounts:

1. @coachballgame: <https://www.instagram.com/coachballgame/>
2. @megrem: <https://www.instagram.com/megremsoftball/>
3. @dukebaxter: <https://www.instagram.com/dukebaxter>
4. @f8outies (outfield): <https://www.instagram.com/f8outies>
5. @dominatethediamond: <https://www.instagram.com/dominatethediamond>
6. @pitchingangel (pitching): <https://www.instagram.com/pitchingangel>
7. @highlevelthrowinghlt (throwing): <https://www.instagram.com/highlevelthrowinghlt>
8. @defenselessons (defense): <https://www.instagram.com/defenselessons>
9. @coachloucolon24 (defense): <https://www.instagram.com/coachloucolon24>
10. @heyitscoachjp: <https://www.instagram.com/heyitscoachjp/>
11. @completegamne(hitting): <https://www.instagram.com/completegame/>
12. @summersmethod(hitting): <https://www.instagram.com/summersmethod/>
13. @thehitterslab (hitting): <https://www.instagram.com/thehitterslab/>
14. @reagainz1 (catching): <https://www.instagram.com/reagainz1/>
15. @coachrayallday (defense): <https://www.instagram.com/coachrayallday/>
16. @fastpitchpower (pitching): <https://www.instagram.com/fastpitchpower/>
17. @jenschrocatching (catching): <https://www.instagram.com/fastpitchpower/>
18. @paisleyspitching (pitching): <https://www.instagram.com/paisleyspitching/>





## Frequently Asked Questions:

### Scheduling & Logistics

- When will the game schedules be finalized?
  - Rep schedules are finalized in early-mid March, C schedules in late March/early April
- How do I book a practice field?
  - Teams will be assigned practice times in advance by the AMFA scheduler. Extra times may be available. The AMFA Manager of Schedules will inform teams on the process to book additional fields/barn time
- How far in advance can I schedule practices?
  - You will be assigned a regular practice time, and generally will have an option to add additional times each month
- How do I reschedule a game if needed?
  - If there is available field time, see umpire booking policy below
- Where can I find a list of all field locations and addresses?
  - AMFA fields: <https://amfa.ca/fields/>
  - Lower Mainland Softball: <https://lmsoftball.com/parks/>
- What is the inclement weather policy, and how are cancellations communicated?
  - Umpires must be notified of cancellations 3 hours in advance of the game start time.
  - It is the coach's discretion to cancel games if they deem the fields are too wet/unsafe.
  - Severe Weather:
    - <https://cloud.rampinteractive.com/softballbccca/files/Softball%20BC%20Severe%20Weather%20Policy%20-%20July%2012%2C%202024.pdf>
  - Wildfire Smoke:
    - <https://cloud.rampinteractive.com/softballbccca/files/Policies/Policies%202021/Softball-BC-Air-Quality-Guidelines%281%29.pdf>

### Team & Player Management

- What is the league's policy on equal playing time?
  - For U11 and U13C, see your interlock rules and/or softball BC handbook here: [https://cloud.rampinteractive.com/softballbccca/files/SBBC6441\\_2024DigitalHandbook-Revision\\_v2b.pdf](https://cloud.rampinteractive.com/softballbccca/files/SBBC6441_2024DigitalHandbook-Revision_v2b.pdf)





- C coaches are strongly encouraged to distribute playing time as equitably as possible.
- How do I submit game scores and reports?
  - Rep coaches and U15, 17, and 20C coaches will be given a login to report scores on the Lower Mainland Softball site: <https://lmsoftball.com/>
  - U11 and U13C teams are not required to report scores or game results
- What process should I follow if there is a conflict with parents or players?
  - We strongly encourage open communication with your team parents. This should include a team meeting at the start of each season, where expectations are set. Remind your parents that after the game at the diamond or in the parking lot is not the appropriate time or place to engage if they have any issues.
  - If you have a conflict with a parent or player that you are unable to resolve, please seek AMFA guidance. Contact [info@amfa.ca](mailto:info@amfa.ca) and your concern will be sent to the appropriate executive team member
  - See the external resources section of this guide. Softball Canada has excellent resources on communicating with parents and families.
- How do I request call-up players if we are short for a game?
  - Your first step is to connect with the coach of the player you are interested in picking up. If approved, they may put you in touch with the player's family.
  - For information on what level player you are able to pick up, see Annex E in Softball BC's handbook here:
    - [https://cloud.rampinteractive.com/softballbccca/files/Handbook%20by%20Section/SBBC5582\\_HandbookUpdates-Jun2023\\_183-annexE.pdf](https://cloud.rampinteractive.com/softballbccca/files/Handbook%20by%20Section/SBBC5582_HandbookUpdates-Jun2023_183-annexE.pdf)
- What is the protocol for player injuries during games or practices?
  - You should have an emergency action plan in place (see Softball Canada resources in the External Resources section of this manual). Ensure you are prepared to deal with injuries. All teams should have a well-stocked first aid kit and we also recommend purchasing additional ice packs for team use out of your team budget.
  - In the event that there is a severe injury, follow your EAP. Have your call person call 911, and your charge person take control of the situation, encouraging the injured player to remain still and parents and players to provide appropriate space around the injured player.
- Are there concussion protocols in place?
  - Softball Canada Concussion Protocol:
    - <https://softball.ca/policies/concussion#:~:text=If%20an%20athlete%20is%20suspected%20of%20sustaining%20a%20concussion%20and,from%20the%20field%20of%20play.>







## Volunteer & Coaching Requirements

- Do I need any certifications or background checks?
  - Different divisions have different requirements. For current Softball BC requirements, see here:
    - <https://www.softball.bc.ca/content/coaching-requirements-by-category>
  - The AMFA will provide directions on obtaining your criminal record check. For more information, contact:
    - CRC's: [sarah.mohle@amfa.ca](mailto:sarah.mohle@amfa.ca)
    - Coach Requirements: [daniel.goertz@amfa.ca](mailto:daniel.goertz@amfa.ca)
- How do I register for coaching clinics or development sessions?
  - See Coach training and reimbursement policy below. AMFA will host NCCP clinics as required, and if necessary, pay for coaches to attend required clinics elsewhere.
- Are there coaching resources available for practice plans and drills?
  - See Skills and Drills section and External Resources section of this guide. If you need any support here, please contact Daniel any time: [daniel.goertz@amfa.ca](mailto:daniel.goertz@amfa.ca)
- What are the expectations for team parent volunteers (scorekeeping, field prep, etc.)?
  - We strongly encourage you to set an expectation among your parent group that they are responsible for field prep and scorekeeping. Your primary responsibility is coaching their athletes.
- Who is responsible for umpire scheduling, and how do I report issues?
  - AMFA UIC/Allocator: [james.chassie@amfa.ca](mailto:james.chassie@amfa.ca)
  - Refer to Umpire policy in this manual

## Key Dates & Events

- When are the season start and end dates?
  - Rep season typically begins the first week of April, C seasons generally start after Easter
- What are the playoff or year-end tournament dates?
  - See SBBC championships here:
    - <https://www.softball.bc.ca/content/softball-bc-provincial-and-regional-championships>
- When is picture day, and what do I need to prepare?
  - Sherri will reach out with details - C picture day for 2025 will be on **May 2**
- Are there any league-wide events, jamborees, or special game days?
  - See here: <https://amfa.ca/events/>
    - Opening Day - April 5
    - Year End Banquet - June 26





### **Fundraising & Financials**

- Is fundraising required for my team?
  - No! But you are strongly recommended to build a team budget and use the funds to enter tournaments, create team t-shirts, etc.
- What are the available fundraising opportunities?
  - Most teams will collect a small amount of seed money from each family. Some will do additional fundraisers (bottle drives, raffles, etc. to meet their budget)
- Where can I find sponsorship resources and policies?
  - <https://amfa.ca/resources/>

### **Equipment & Uniforms**

- When and how do I receive my uniforms and equipment?
  - AMFA's equipment manager will reach out to you in advance of practices starting and let you know when and where to pick up your gear.
  - Uniforms will be provided before Opening Day. Teams will be able to try on different uniforms and submit a list of sizes to the AMFA's Manager of Uniforms
- What equipment is provided by the league, and what do players need to bring?
  - C players are encouraged to provide their own gloves, black ball pants, cleats, helmets, bats, and fielding masks
  - The AMFA will provide C teams with cones, tees, balls, catcher gear, throwdown bases, and bow nets. There are also some team bats available for distribution.
- How do I get extra gear if needed?
  - Connect with the AMFA's Manager of Equipment if you have any questions or require additional gear

### **Communication & Support**

- What is the best way to communicate with the league and other coaches?
  - You will be put on a Teamsnap "team" with other C coaches. This is a great way to connect with others, including coaches in your division. You will also be provided a contact list for coaches of all teams in your league/interlock
- What is the best way to keep parents informed throughout the season?
  - Each team will have their own Teamsnap. We encourage you to communicate early and often with your team, and use Teamsnap to schedule practices and games and track your attendance





## Game cancellation policy

It is the responsibility of home teams to assess field conditions and notify umpires if the field is unplayable. However, if umpires deem the field unsafe, they have the authority to cancel the game.

To cancel a game, text James Chassie at 778-878-6663 no later than 3 hours on the game day with the following information:

- Your name
- Head Coach's name
- Team name (as it appears on the schedule) and division
- Field, date, and time

For instance, "Hi James, this is Wendy with U15C-Tom's Team. Please cancel the umpires for our 6:30 game today, April 22 at Elwood 1."

If you have not received a response, the cancellation is not confirmed. Voicemail messages will not be heard in time to cancel the game.

Please note it is important not to switch fields with other teams as umpires are assigned to specific fields and may not be aware of team changes.

## Umpire booking policy (for make-up games)

In case your game is cancelled and you need to arrange an umpire for a rescheduled match, kindly send an email to [james.chassie@amfa.ca](mailto:james.chassie@amfa.ca) at least 72 hours prior to the planned game. However, please note that there is no assurance that umpires will be accessible for makeup games, but we will do our utmost to locate available umpires.

It is important to keep in mind that there are numerous tournaments held in the Lower Mainland almost every weekend, and as a result, most of our umpires might be either playing or officiating in a tournament, making it difficult to find available umpires.



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# Coach Training and Reimbursement Policy

## PURPOSE:

The purpose of this policy is to outline the conditions under which the Abbotsford Minor Fastball Association (AMFA) will train/reimburse coaches for obtaining the training required to meet the coaching standards outlined by Softball BC and Softball Canada. Our goal is to ensure that all AMFA coaches are equipped with the skills and knowledge to provide a safe, effective, and positive experience for all players.

## POLICY:

### *1. Eligibility for Reimbursement:*

- a. AMFA will reimburse costs for coach training and certification as outlined by the Softball BC Coach Training Pathway for the level of play the coach is assigned to. Reimbursement is limited to the training required for the specific level at which the coach is volunteering, unless otherwise stated.

### *2. Approved Training and Certification Programs:*

Reimbursement is available for AMFA coaches for the following the following courses:

Course	Level	Coach
Making Ethical Decisions	U9 and up	Head Coach, Assistant Coach



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Foundations of Coaching Softball 1	U9 and up	Head Coach, Assistant Coach
Foundations of Coaching Softball 2	U13B and up	Head Coach
Community Sport (Ongoing Participation)	U11C and up	Head Coach, Assistant Coach
Competition Introduction Weekend 1	U13B and up	Head Coach
Competition Introduction Weekend 2	U13B and up	Head Coach
Competition Introduction Certification (Portfolio and on-field evaluation)	U13B and up	Head Coach

The AMFA will also fund professional development courses necessary for maintaining certification, where required.

### 3. *A-Program Canadian Championships*

- a. For teams competing in A-ball wishing to attend a Canadian Championship, the AMFA will cover the costs of becoming Competition Introduction Certified for the registered head coach. AMFA will also reimburse 2 assistant coaches for the training required to become Competition Introduction Trained.

### 4. *Reimbursement Criteria:*

- a. Coaches must submit proof of successful completion of the training or certification, including receipts for all eligible expenses.



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- b. Eligible expenses include course fees and required materials. Travel, meals, or accommodation costs are not reimbursable.
- c. Reimbursement requests must be submitted within 30 days of course completion.

*5. Pre-Approval Requirement:*

- a. Coaches must seek pre-approval for reimbursement by submitting their intended course details to the AMFA's designated representative.  
Pre-approval ensures alignment with Softball BC requirements and AMFA budget constraints.

*Budget Considerations:*

- a. AMFA reserves the right to limit reimbursements based on budgetary constraints. Coaches will be informed of any limitations at the time of pre-approval.

