



2023 CMAA COACHES HANDBOOK

A guide to
answer
frequently
asked
questions and
CMAA training
programs



Welcome to Corunna Minor Baseball.

This is your Coaches' Handbook to assist you in answering frequently asked that come up during the baseball season as well as a few training sessions and what to do's as a coach for the 2023 season.

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CMAA Executive Contact List

2023 CMAA Board		
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Paula McKinlay	Communications/Webmaster	519 331 1218
Paul Salisbury	Vp - Lady Giants Softball	519-464-2008
Chris VanGrimberghe	VPGiants Hardball	519-402-1500
Tabetha Core	Registrar	519 330 6752
Tracy Woodward	Treasurer	519-466-1331
Tabetha Core	Secretary	519 330 6752
Rick Leonard	Board Support	519-328-8794
Giants		
Greg Kemble	OBA Rep Director	
Chris VanGrimberghe	OBA & Sr Giants Director	519-402-1500
Vince Grover	River League Director	519 312 3083
Ed Powell	Giants Hardball Resources	519-481-0209
Chris VanGrimberghe	Giants Scheduler	519-402-1500
Lady Giants		
Craig Stewart	Lady Giants Local League Director	519-466-2360
Andy Woodward	Lady Giants Softball Resources	
Jen Chalcraft	Lady Giants Scheduler	5193120826
In-house Baseball (mixed)		
Randy Pauling	Tball & In House Rookie Director	519 580 3173



Frequently Asked Questions

1. Q. What do I do if it rains?

A. For a home game, the scheduling Director will contact you when diamonds are not playable due to rain. If it's been raining prior to game time, St Clair Township decides by 4pm if the diamonds are not playable including fields.

If they are playable, you are good to go. Technically you can play in the rain if there is no thunder or lightning.

If they are not, you need to follow the protocol your scheduling director will cancel umpires you must contact the opposing team's coach and contact your own players. Your scheduler will cancel the game on the website. Encourage all parents to sign up for notifications on our website thru the subscriptions tab on the website, for your team specifically, this way when there is a change to the game, they will be notified.

2. Q. How do I cancel umpires?

A. If the game begins in less than one hour, the umpires will be paid regardless, but you should still contact your Scheduling Director.

If the game is the same day but there is more than an hour's notice, you should contact your Scheduling Director by phone or text.

If the game is in the future, contact your Scheduling Director. Make sure you communicate with the opposing coach and your team.

Chris VanGrimberghe	Giants Scheduler	519-402-1500
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Jen Chalcraft	Lady Giants Scheduler	5193120826
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3. Q. When should I NOT cancel a game?

A. Games are not cancelled for heat. Baseball is a summer sport. Make sure you keep your team hydrated.

Games are not cancelled for potential rain. Unless the diamonds are already closed, or in consultation with your Director you determine the pending storm will be certain flooding of the field, you must expect to play.



The only reason to cancel a game is not having enough players to field a team. Even this situation should be avoidable through strong communication with your team parents.

Chris VanGrimberghe	Giants Scheduler	519-402-1500
Jen Chalcraft	Lady Giants Scheduler	5193120826

4. Q. I need to replace something in my equipment bag. What do I do?

A. Contact your Director, see list above page 2 for your directors contact information.

5. Q. One of my players has suffered an injury at practice or a game. What should I do?

A. If the injury requires an ambulance, call 911.

Provide the information on the medical information sheet to first responders.
Contact the parent immediately.

If the injury does not require 911, you may use the resources in your first aid kit and turn the player over to the care of the player's parent.

6. Q. The opposing team did not show up for our game. What happens now?

A. The umpire must give ten (10) minutes after game time before declaring a forfeit.

7. Q. I have a home game, and no umpires showed up! What do I do?

A. Call your Scheduling Director immediately. No umpire no official record of the game!...period!! You can continue as an exhibition game with mutually agreed upon terms with the other coach, but the game cannot count for official purposes



8. Q. I am going to be short on players. Can I bring up players from other teams to fill in?

A. Teams can bring up a player from a lower division providing the player is rostered on both teams. A team cannot play players who are not on their roster, so it is wise to include a few players on the roster from the next lower age group who can be called up if needed.

**9. Q. How do I pay for tournaments?
How do I deal with the team budget for my OBA or Select team?**

A. CMAA will not write you a cheque until you have submitted a team budget and it is approved (Select & OBA). So, if you need a cheque to secure your spot in a tournament, you will have to go through the budget process first. A deadline will be imposed by the organization for when these funds need to be repaid from your collected team fees.

A team budget doesn't have to be a complex document. It should show a breakdown of the costs you anticipate for your season, the total you intend to collect, and how much you will charge each player to reach that total. You will want to include tournament entry fees along with any equipment purchases you would like to make beyond what CMAA provides. (ie. an extra bat, an extra bucket of balls, etc.) Additionally, many teams will include a cost for a year-end gift to purchase for each player, and perhaps the costs for providing food/drink for a team meeting or two.

In general terms, you should keep the cost reasonable and understand that many families have multiple kids in ball. If you would like to go over and above this team fee to purchase a team set of matching jackets or helmets or bags, you really should discuss this with parents beforehand.



WEBSITE TASKS

Ensure you have provided your email to your director to gain access to the website, once you have logged in, look around to see what you can and cannot do. The most important pieces are below.

1. Q. Do I need to report scores? How?

- A. Yes. Reporting scores on our website is quite straightforward from your phone or computer. Just login and choose "Control Panel". Then choose the pencil icon. Choose "Manage Scores". Find your game and enter the score. This MUST be done within 24 hours of the game being complete. All leagues are linked to the master league home system and from there the standings are being recorded.
<https://support.sportsheadz.com/article/184-entering-scores>

2. Q. How Do I Schedule Games on My Team Website?

All leagues have team schedules pre-loaded so you do not need to put in your schedule except if you are adding a game, practice or cancelling.

Note when scheduling practices ensure the diamond is not already booked and if you are looking to use Stewart Park Batting Cage you MUST book it as well.

Login at the top of the screen using the login and password provided for you via email. To receive access please ensure your Director has provided your email address and what team you coach to the webmaster team. If you do not have access yet and if you need your Logins reset from last year than please let Paula McKinlay know at president@corunnaminorbaseball.com

Select "Control Panel" (BESIDE Login)

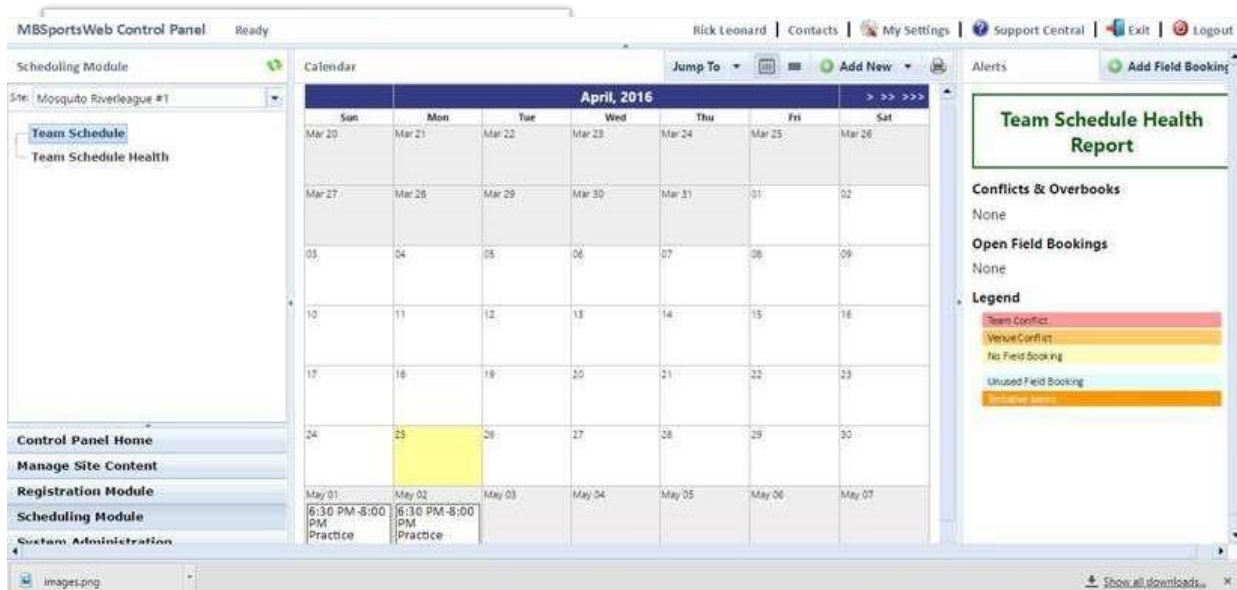
Your Control Panel will be broken into three (3) panes.

From here you will have three modules you can access:

- Manage Site Content
- Scheduling Module
- Registration Module

Select "Scheduling Module"

****NOTE**** Be sure to check that it is YOUR TEAM in the left pane...if not you will be scheduling for another coach/team.



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From here you will see the Calendar...above it is the Add New drop down menu...select that... there you will be able to choose what you are doing...

*Note IF you are scheduling a game against another Corunna Team...use the "Local Game" Feature(The Home Team should schedule)



The next screen is pretty much where the scheduling happens...follow left to right beginning with date and time

Pick your date...you can use the little calendar icon

Pick your time...use the little clock icon ... the green + and red - changes the time by 5 minute intervals if pressed once

Include the duration of the game .. normally 90 minutes

Game type

Game Number (if have one)

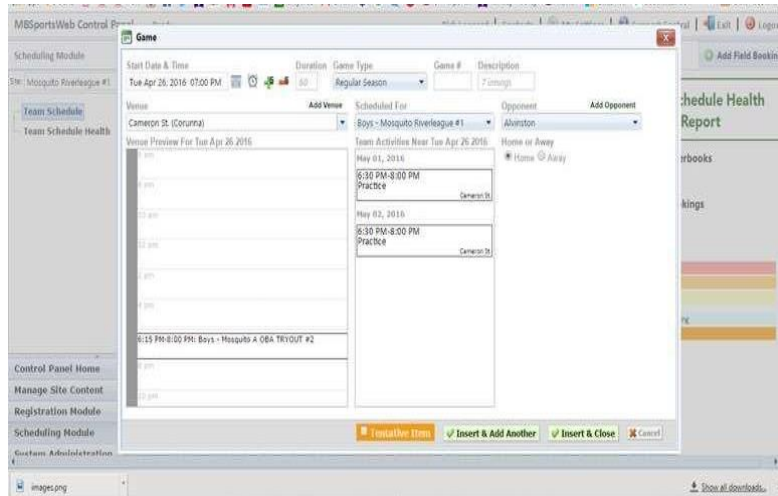
Be sure to select the correct venue from the drop down menu. you may have to add if it is not there ..select Add venue

Ensure it is your team you are scheduling for



Choose your opponent.. choose Add Opponent if they are not listed

The event should populate in the preview pane



Now you can either insert and close.. or add another and keep going for your entire season.

After you have booked your games and practices, make sure you complete the corresponding field bookings. Pay attention to conflicts and overbooks. You don't want two teams scheduled on the same diamond at the same time. This is avoidable if each coach makes sure he or she only books games and practices during the time slots that has been assigned for each team.



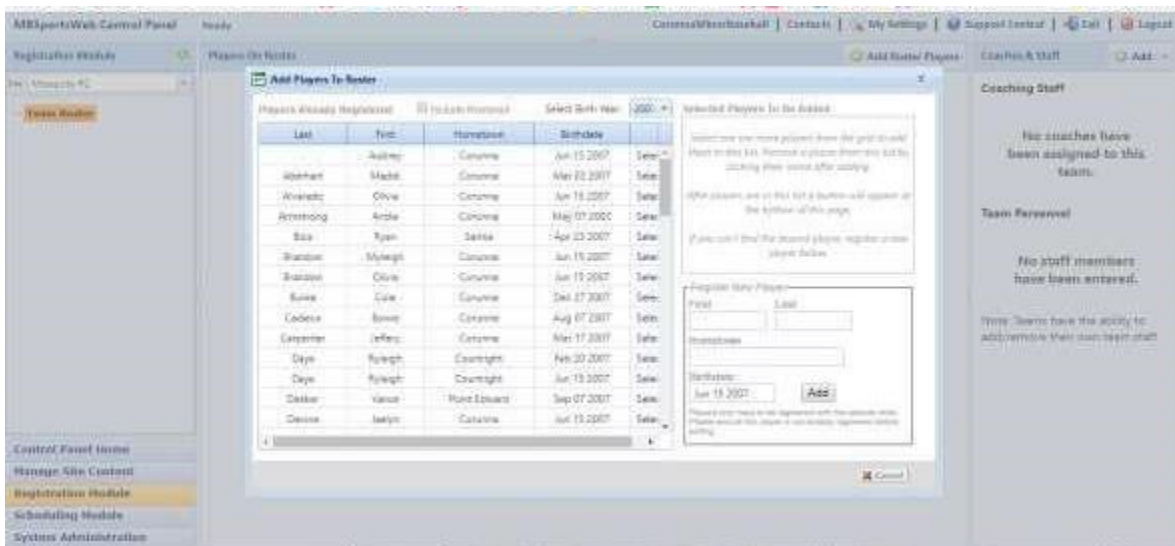
3. Q. How do I Register Players and Team Officials on my Team Website?

A. <https://support.sportsheadz.com/article/168-adding-players>

Do all the same steps from the beginning as Scheduling to get to the three modules. Select Registration Module. Another 3 pane window will display. Again, Make sure it is YOUR TEAM selected in the left hand pane...scroll until you find it. In the Centre Pane you can select to ⊕Add Roster Player



The players' names will pop up in alphabetical order based on their birth year at the top...this is selectable based on the division you are looking at.





If you do not see your player in the list, check another year...if you still cannot find the player, you will have to Register New Player located beside the list of names...there you will create the player by filling in the information and selecting Add.

In some cases, a previous coach that entered the player information without knowing their birth year may have inadvertently created a duplicate registrant if the player was actually there and just missed when looking. So the player may be in the system more than once. If no year is changed, the birthdate for the player will default to June 15th so don't be surprised if half the players have the same birthday!

From here you can insert and close or insert and add another...keep going until you have populated your team.

To add a Coach or Team Staff locate the "Add" Drop down in the 3rd pane and select
Add Coach or Add Staff
Coach -- Exact same set-up as Adding New Player
Staff -- Simply input the desired information and hit Insert



Emergency Action Plans (EAPs)

Below is an example of an EAP. These are available [HERE](#). Ensure you have a printed copy of a blank EAP for your specific diamond(s) you use (CAP, Stewart, Duggan, O'Dell-Cameron, Courtright) , and have it on hand in your baseball equipment. In the event of an emergency, every second counts, and you want to make sure first responders have no down time in finding the person in distress and providing care.

Codes of Conduct

We have a Code of Conduct in place for players, coaches, and parents. It is suggested that you print or email and have each player and parent sign a copy at your first meeting of the year (when emailed they can electronically sign in PDF) . These are available on the organization website under “CMAA Risk Management” in the “Online Libraries” section. (links below)

Medical Information Forms

At the beginning of the season, distribute a medical form for each player. Keep them in a file on hand along with your EAP. The Medical forms are available [“CMAA Risk Management”](#)

Injury Reports

If a player suffers an injury at practice or a game, fill out an Injury Report form. These are also available in the Risk Management section [Injury Report](#).



Tools & Resources to help you in your Role

TOPICS	What you need to do	Completed
Accessibility	Review	
H & A, Workplace Violence & Harassment	Review	
Equity, Diversity & Inclusion Policy	Review	
Supervision Rule 2	Review	
Concussion- Management & Return to Play	Review	
Concussion- Designated Person Policy	Review & Assign Designate	
Concussion- Removal From Sport Protocol	Review	
Emergency Action Plans (EAPs) For each CMAA Field	Review CMAA Diamonds Emergency Plans & Printed plan	
Injury Report	Review & print copy of report	
Player Medical Care Permission Form	Review and provide to each player & have returned to you	
Volunteer- Vulnerable Sector Police Check	Provide to CMAA Director	
Teams First Aid Representative	Provide to name & contact info CMAA Director	
Code of Conduct: Coach	Review & Sign provide to you director/electronic	
Code of Conduct: Parent	Provide to parents and have them return signed/electronic	



Code of Conduct: Player	Provided to parents/player and had them return signed/electronic	
Website Access	Provided your email to your director	
Adding Roster & Team Staff - or see above	Updated Teams Roster on Website	
Team Scores - or see above	Learn & ensure scores are updated on site	



On behalf of Corunna Minor Baseball thank you for spending your precious time with us this summer and volunteering to coach, you help make magic for our kids!

Volunteers like yourself is why our kids have a place to play ball this and every summer!! You are the secret to our success.

We look forward to seeing you on the diamonds this year and supporting your coaching journey. Please watch the website for announcements on summertime fundraising, local tournaments, events and activities and if we don't see you at a coaches meeting we will see you at the wrap up Coaches Appreciation Event in September!

If you have any questions or concerns feel free to contact your director or myself- Paula McKinlay, President of CMAA president@corunnaminorbaseball.com

Let's Play Ball!!!