



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 upcoming season.

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CMAA Executive Contact List

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Lady Giants Umpire Scheduler	Jen Chalcraft	umpires@corunnaminorbaseball.com	5193120826
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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
Jen Chalcraft	Lady Giants Scheduler	5193120826

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.

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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 and get reimbursed for expenses?
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.

NEW: 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.

In order to have an invoice paid or yourself being reimbursed for these expenses please fill out this form completely

<https://forms.gle/63xr3kLdm21ctoaT9>

and email copy of invoice/receipt to our Treasurer Tracy Woodward

tracy.woodward@hotmail.com

NOTE Expenses will be reimbursed twice a month.



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 on the website. If you have a game to reschedule or a practice to reschedule you must contact Chris at he is the only one at this time that can change those games and make additions. The games are linked to a 3rd party website and has to be entered a specific way with additional accesses.

Chris VanGrimberghe	Giants Scheduler	519-402-1500
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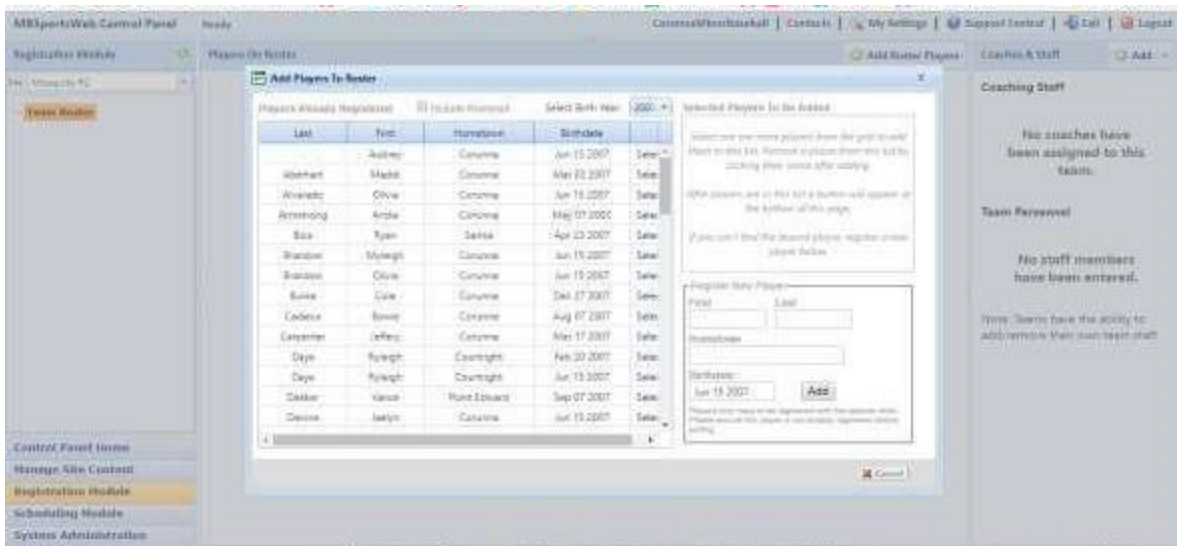


3. Q. How do I Register Players and Team Officials on my Team Website?

A. <https://support.sportsheadz.com/article/168-adding-players> Click here to review how to 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



Vulnerable Sector Checks

All volunteer coaches and coaching staff will be required to have an updated Vulnerable Sector check. All completed reports returned to you by the OPP must be emailed to president@corunnaminorbaseball.com by June 1, 2024

If you have one completed already and is dated 2024, 2023 2022 2021, 2020, 2019 please email a copy directly to president@corunnaminorbaseball.com. All other dated years will require a new check.

If you require one please fill out personal contact information in this form, send to president@corunnaminorbaseball.com and copy your local director for the President to sign and return to you to add to your request.

Once you have your letter from the association. Here is the link to the online application form. Select the Volunteer-Vulnerable Sector option.

<https://ontario.tritoncanada.ca/v/public/landing/ontarioprovincialpolice/home>

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](#).



COACHING RESOURCES:

This year we are providing extra coaches training resources through Ontario Baseball Association. Baseball Ontario is developing the Provincial Coach Certification Program in order to help coaches make baseball more enjoyable and to facilitate the initiation of young players to baseball. The modules are based on the fundamentals of our sport: Baserunning, Catching, Hitting, Infielding, Outfielding, and Throwing. Each module includes "look-fors" and drills to help coaches teach the mechanics appropriate for the age group. These modules are delivered through independent, self-directed online learning courses. Every River League, Local League, Tball & In house Rookie coach will have access to 9 modules that help our coaches learn the basics of coaching. More details and access codes will be provided to each coach directly.

Tools & Resources to help you in your Role

TOPICS		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!!!