

CMAA

CORUNNA MINOR BASEBALL



COACHES GUIDEBOOK



Welcome to Corunna Minor Baseball!

Thank you for stepping into this very important volunteer role. By choosing to coach, you are dedicating your time, energy, and heart to our young baseball community throughout the summer months. Your leadership provides much more than skill development—you are an influential mentor whose guidance helps shape confidence, teamwork, and personal growth in our youngest community members.

This Coaches' Handbook has been created to support you throughout the season. Inside, you'll find answers to frequently asked questions, information about required training, and the policies all coaches must follow. You'll also be introduced to a few training sessions and best practices that will help you feel prepared, confident, and supported as the season unfolds.

We appreciate your commitment to fostering a positive, inclusive, and fun environment for our players. Your role makes an enormous difference—thank you for choosing to be part of their journey.

*Welcome to the Corunna Minor Baseball coaching team!
We're glad you're here.*



Welcome to Corunna Minor Baseball and the Role of the Coach

Coaching Beyond Fundamentals

Coaching focuses on creating a safe, inclusive environment where athletes build confidence and teamwork skills.

Commitment to Respect and Fair Play

CMAA upholds respectful behavior, fair play, and athlete-centered coaching aligned with national sports principles.

Safety and Communication Standards

The handbook emphasizes safety expectations, clear procedures, and communication standards for consistent coaching.

Mentorship and Positive Experience

Coaches act as mentors, promoting effort, supporting all players, and ensuring a fun, rewarding baseball experience.

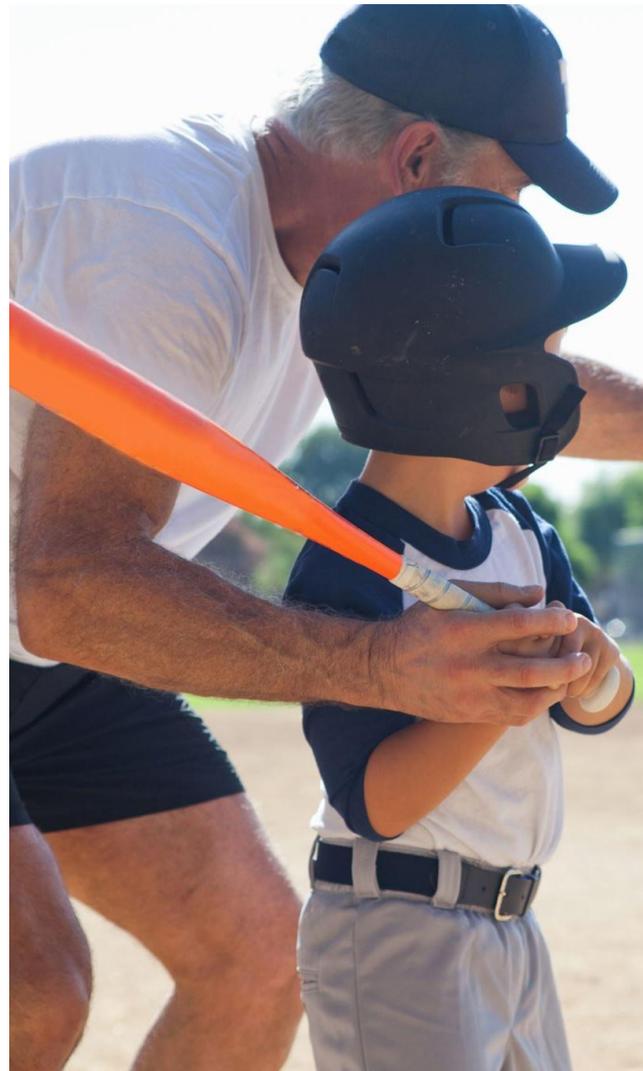




Table of Contents

Topic	Page
2026 Executive Contact List & Important phone #s	4
Let's Get Started- Necessary Sign offs & Training, Vulnerable Sector Check	5
Volunteering- Sign Up Genius Links for coaches	6
Frequently Asked questions	7-11
Website How? Website Tasks-	
How do I enter scores?	11
How do I schedule/delete games/practices?	12-14
How do I register players on my team website?	14-15
Quick Links Emergency Action Plans	16
Quick Links Codes of Conduct	16
Quick Links Medical Information Forms	16
Quick Links Injury Report Forms	16
Coaches Tools and Resources - Helpful	17
Mental Health Resources	18



CMAA Executive Contact List

Important #'s if you need field assistance when at diamonds St Clair Township Staff Numbers are 1: 519-328-9678 S.F. 2: 519-328-6401

	2026 CMAA Board		
President	Paula McKinlay	president@corunnaminorbaseball.com	519 331 1218
Communications/Webmaster	Heather Demers	webmaster@corunnaminorbaseball.com	
VP - Lady Giants Fastball	Andy Woodward	vpfastball@corunnaminorbaseball.com	519-331-8051
VP Giants Hardball	Chris VanGrimberghe	vphardball@corunnaminorbaseball.com	519-402-1500
Registrar	Tabetha Core	registrar@corunnaminorbaseball.com	
Treasurer	Tracy Woodward	treasurer@corunnaminorbaseball.com	
Secretary	VACANT	secretary@corunnaminorbaseball.com	
Volunteer Admin	Robin Donahue	volunteer@corunnaminorbaseball.com	
Player Development	Greg Kemble	playerdevelopment@corunnaminorbaseball.com	
Player Engagement Facilitator	Nicole Krohn	playerengagement@corunnaminorbaseball.com	
Sponsorship & Fundraising	Andie Mitchell	sponsorship@corunnaminorbaseball.com	
<u>Giants</u>			
VP Giants- Hardball	Chris VanGrimberghe	vphardball@corunnaminorbaseball.com	519-402-1500
OBA & Sr Giants Director	Chris VanGrimberghe	vphardball@corunnaminorbaseball.com	519-402-1500
OBA Support	Greg Kemble	repoba15u21u@corunnaminorbaseball.com	
River League Director	Randy Pauling	houseleague@corunnaminorbaseball.com	519 580 3173
Giants Hardball Resources	Ed Powell	giantsresources@corunnaminorbaseball.com	519-481-0209
Giants Scheduler	Chris VanGrimberghe	giantsscheduler@corunnaminorbaseball.com	519-402-1500
<u>Lady Giants</u>			
VP Lady Giants Fastball	Andy Woodward	vpfastball@corunnaminorbaseball.com	519-331-8051
Lady Giants PWSA Director	Paul Salisbury	ladygiantspwsa@corunnaminorbaseball.com	519-464-2008
Lady Giants Local League Director	Craig Stewart	ladygiantslocalleague@corunnaminorbaseball.com	519-466-2360
Lady Giants Softball Resources Director	Andy Woodward	ladygiantsresources@corunnaminorbaseball.com	519-331-8051
Lady Giants Umpire Scheduler	Jen Chalcraft	umpires@corunnaminorbaseball.com	519-312-0826
<u>In-house Baseball (mixed)</u>			
Tball Director	Emily Hinds	tball@corunnaminorbaseball.com	519-784-2699
In House Rookie Directors	Julia Colella	houseleague9u@corunnaminorbaseball.com	519-819-8900



Let's start with the To Do's

All CMAA coaches & coaching staff are asked to complete the pieces below

1. Coaches Code of Conduct – [AVAILABLE HERE](#)
2. Safe Sport Training-[AVAILABLE HERE](#)
3. Bystander Empowerment Training- [AVAILABLE HERE](#)
4. Concussion Education (select your team age)
[UNDER 10](#)
[11-14 YEARS](#)
[15+ YEARS](#)
5. Provision of a Vulnerable Sector Check-Details below
6. Volunteer Sign Up via Sign Up Genius- Links below
7. Confirmation link once training is completed
<https://forms.gle/Z5xkkEjpiJaRrrJD8>

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 corunnaminorbaseball@gmail.com by June 1, 2026

If you have one completed already and is dated 2025, 2024, 2023 please email a copy directly to corunnaminorbaseball@gmail.com All other dated years will require a new check.

If you require a Vulnerable Sector check please fill out your personal contact information in the form your CMAA director has provided you with that has the presidents signature on it.

Once you have your letter from the association and you have filled out the necessary details. Here is the link to the online OPP Vulnerable Sector application form. You must use the letter from the association and the link below to have a complete Record Check. Select the Volunteer-Vulnerable Sector option.

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



6. Volunteer Hours for coaching Sign Up Genius

In order for us to confirm you volunteer hours and have it on record for this years Volunteer Commitment please find your division on the table below, click on link and fill out the details it's asking. Each team may have up to 4 volunteer coaches/staff. 1 head coach and 3 supporting coaches. 9U & U9 teams will have 5. Coaches must fill this out in order to be confirmed along with the Criminal record check and all mandatory training. Helpers not on this list are not coaches and will need to do their hours elsewhere. Coaches have until July 1, 2026 to sign up NOT the end of the season.

Links will be shared with the coaches on the list

2026 Coaches Volunteer Sign Up Genius Links	
League	Sign up Genius Links for Volunteer Hours -Coaches
Tball	https://www.signupgenius.com/go/10C0B4FAAA72CA2FAC43-61899918-2026
In House Rookie	https://www.signupgenius.com/go/10C0B4FAAA72CA2FAC43-61899864-2026
OBA 9U	https://www.signupgenius.com/go/10C0B4FAAA72CA2FAC43-61899838-2026
OBA 11U	https://www.signupgenius.com/go/10C0B4FAAA72CA2FAC43-61899867-2026
OBA 13U	https://www.signupgenius.com/go/10C0B4FAAA72CA2FAC43-61899869-2026
OBA 15U	https://www.signupgenius.com/go/10C0B4FAAA72CA2FAC43-61956790-2026
Giants Select 9U	https://www.signupgenius.com/go/10C0B4FAAA72CA2FAC43-61957158-2026
Giants Select 11U	https://www.signupgenius.com/go/10C0B4FAAA72CA2FAC43-61957019-2026
Giants Select 13U	https://www.signupgenius.com/go/10C0B4FAAA72CA2FAC43-61899876-2026
Giants Select 15U	https://www.signupgenius.com/go/10C0B4FAAA72CA2FAC43-61957200-2026
RL 9U	https://www.signupgenius.com/go/10C0B4FAAA72CA2FAC43-61899935-2026
RL 11U	https://www.signupgenius.com/go/10C0B4FAAA72CA2FAC43-61899927-2026
RL 13U	https://www.signupgenius.com/go/10C0B4FAAA72CA2FAC43-61899921-2026
RL 15U/18U	https://www.signupgenius.com/go/10C0B4FAAA72CA2FAC43-61899920-2026
CLG PWSA Rep U11	https://www.signupgenius.com/go/10C0B4FAAA72CA2FAC43-61899929-2026
CLG PWSA Rep U13	https://www.signupgenius.com/go/10C0B4FAAA72CA2FAC43-61899917-2026
LL U9	https://www.signupgenius.com/go/10C0B4FAAA72CA2FAC43-61899919-2026
LL U11	https://www.signupgenius.com/go/10C0B4FAAA72CA2FAC43-61899868-2026
LL U13	https://www.signupgenius.com/go/10C0B4FAAA72CA2FAC43-61899870-2026
LL U15	https://www.signupgenius.com/go/10C0B4FAAA72CA2FAC43-61899865-2026
LL U17	https://www.signupgenius.com/go/10C0B4FAAA72CA2FAC43-61899932-2026



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. We will not contact you any sooner. If they are not playable, 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.

Corunnaminorbaseball.com

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

Here is the Safety Guidelines for Weather to help support you Severe weather policy

Baseball Ontario follows Environment Canada guidelines with respect to lightning safety:
[When thunder roars, GO INDOORS!](#)

If you can hear thunder, you can get hit by lightning. Take shelter immediately. If you cannot find a sturdy, fully enclosed building with wiring and plumbing, get into a metal-roofed vehicle. Stay inside for 30 minutes after the last rumble of thunder. Direct strikes are responsible for only 5% of lightning-related deaths and injuries. Two other types of hazardous phenomena are caused by lightning. Ground current and side flash account for 60 to 80% of lightning-related injuries and deaths. A ground current is set up when lightning hits the ground, spreads out and sends a current through a victim. Side splash occurs when lightning hits a tall object, travels partly down the object and then jumps to a nearby victim.

[Lightning Safety and Preparedness Fact Sheet](#)

[Video: Lightning Safety on the Field](#)

[Environment Canada: Lightning Resources](#)

Please utilize all resources available from Environment Canada's Lightning Safety Program, including the 'Lightning Safety on the Field' video which discusses the use of the Canadian lightning danger map.



As per the video, two volunteers, one from each team, can be assigned to check the Canadian Lightning Danger Map online and let the umpire know if lightning is approaching the field.

[CANADIAN LIGHTNING DANGER MAP](#)

[Video: How to use the Lightning Danger Map](#)

Heat-related illnesses guidelines

The human body normally cools itself by sweating, but in extreme heat and humidity that's not enough. Perspiration doesn't evaporate easily on hot, humid days, and that means the body must work harder to maintain a normal temperature.

[Heat exhaustion and heat stroke: Symptoms and treatment](#)
[Government of Canada Extreme Heat Overview](#)

Air quality index and sport safety

Sport safety can be affected by air pollution. Air pollution levels in Canada are generally low, but there are times when air pollution levels rise.

[Air Pollution & Sport Safety](#)

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 or the weather follows the Weather Safety Guidelines above . 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 equipment Director, see list above 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. (medical information forms and injury report below)

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.

Send the injury report to your director in less than 24 hours as this must be submitted to the league for insurance purposes.



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. 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 or e-transfer 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.

Work with your CMAA OBA Rep- Chris

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.

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



<https://forms.gle/mGWPYsQiSsr4EQ7o9>

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

tracy.woodward@hotmail.com

NOTE Expenses will be reimbursed twice a month.

10. Scenario when I get to the diamonds and they are not set up properly, a base is missing or something is wrong with the diamond you can call the St Clair Township Parks staff at **519-328-9678** or **519-328-6401 DO NOT call the arena.**



Now for the Website and what to do

WEBSITE TASKS (OBA/Select/RiverLeague, LocalLeague/PWSA Rep)

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.

Where to go? <https://corunnaminorbaseball.com/> Log in tab on top left- use your provided username & password

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

- B.** 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 Practices/ Games on My Team Website?

FYI- Your team will be provided a minimum diamond time- one game and one practice time per week (home) after the schedule has been populated extra time will be seen and available on the website booking site you will learn about below.

All leagues have team schedules pre-loaded so you do not need to put in your schedule except if you are adding a practice or cancelling. (excluding PWSA Rep) All bookings for games need to go through Chris- scheduled or make ups



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.

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.

The screenshot displays the MBSportsWeb Control Panel interface. At the top, it shows the user's name 'Rick Leonard' and navigation links for 'Contacts', 'My Settings', 'Support Central', 'Exit', and 'Logout'. The main area is divided into three panes. The left pane, titled 'Scheduling Module', shows a dropdown menu for 'Site: Mosquito Riverleague #1' and a 'Team Schedule' section. The middle pane is a calendar for April 2016, with a 'Practice' event scheduled for May 01 and 02. The right pane, titled 'Team Schedule Health Report', shows 'Conflicts & Overbooks' as 'None', 'Open Field Bookings' as 'None', and a 'Legend' with color-coded categories: Team Conflict (red), Venue Conflict (orange), No Field Booking (yellow), Utilized Field Booking (light blue), and Unavailable Events (dark blue). A 'Show all downloads' link is visible at the bottom right of the interface.

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...



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

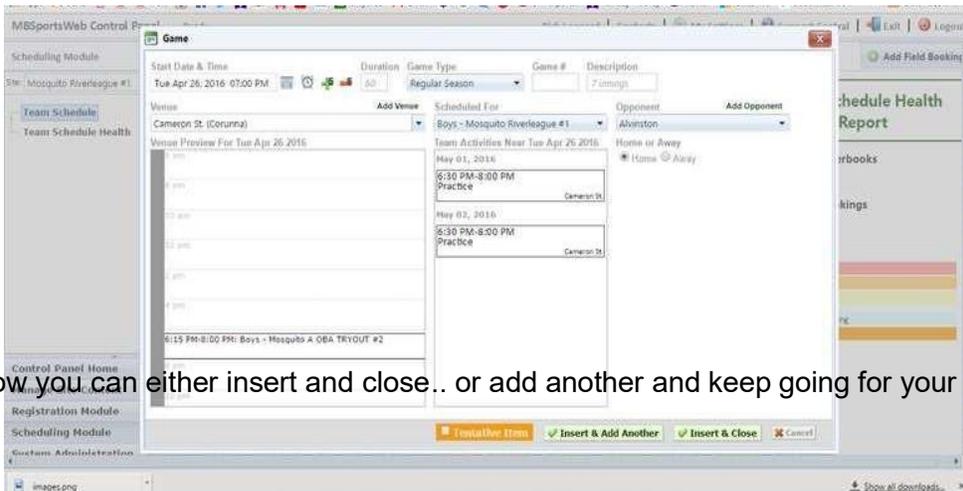
Pick your date...you can use the little calendar icon

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

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

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.

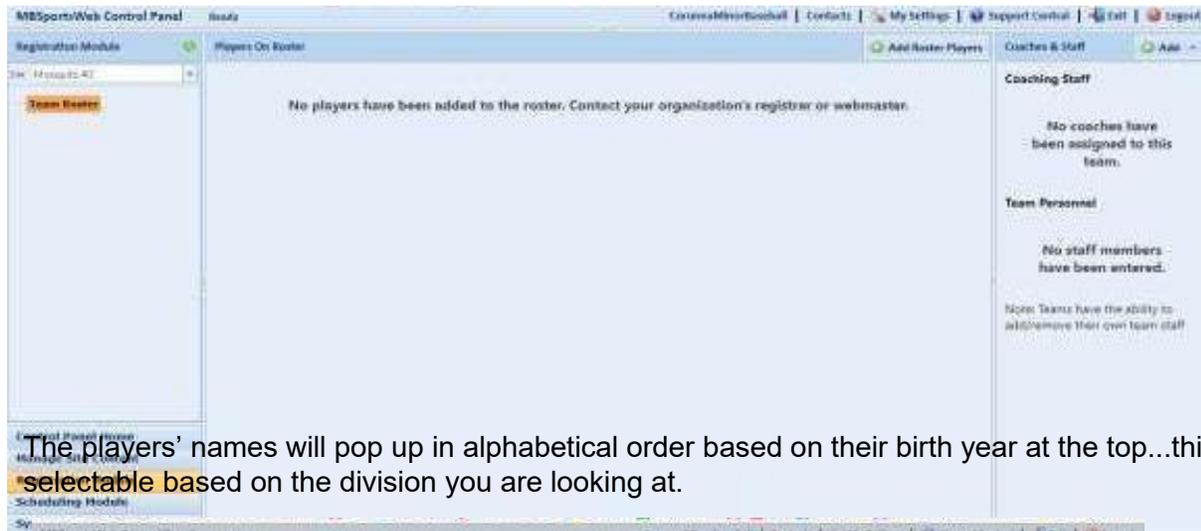


After you have booked your practices, make sure you complete the corresponding field bookings. Pay attention to conflicts and overbooks. You don't want two teams scheduled on the same diamond at the same time. This is avoidable if each coach makes sure he or she only books games and practices during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

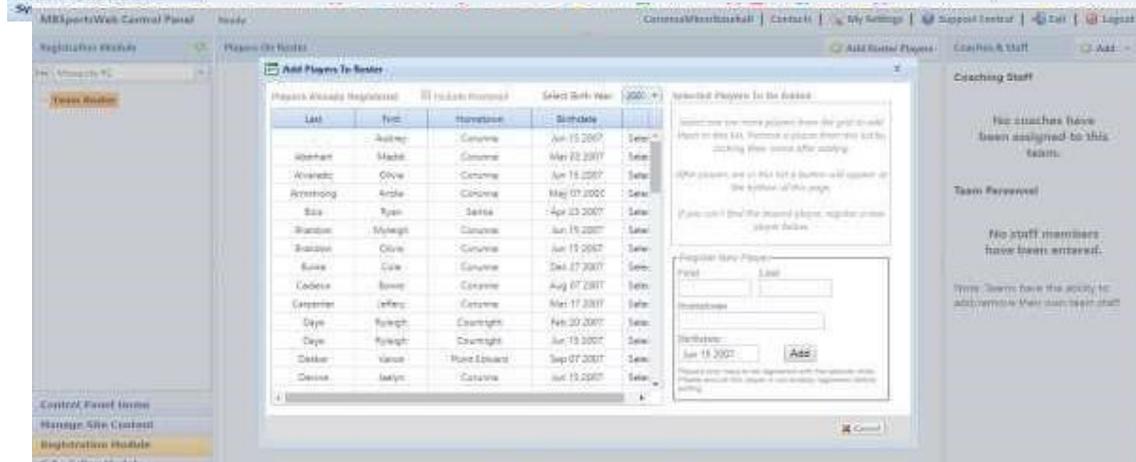
3. Q. How do I Register Players and Team Officials on my Team Website?

A. <https://support.sportsheadz.com/article/168-adding-players> 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
DO NOT ADD EMAIL ADDRESSES OR PHONE NUMBERS FOR PLAYERS OR COACHES



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

DO NOT ADD PHONE NUMBERS AND EMAILS

Or we have Admin Volunteers who can do it for you. Just ask



Some quick links to document that can help

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 & Harassment Policy-

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](#).



Helpful Tools & Resources

TOPICS		Completed
Ontario Baseball Website		
Responsible Coaching Movement		
Coaching Association of Canada	Many courses are free, just set up an account	
Accessibility	Review	
H & A, Workplace Violence & Harassment	Review	
Equity, Diversity & Inclusion Policy	Review	
Supervision Rule 2 & Training	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	
Teams First Aid Representative	Provide to name & contact info CMAA Director	
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	



Mental Health Resources

- Student Mental Health Helpline: Good2Talk: call 1-866-925-5454 OR text GOOD2TALKON to 686868 (available 24/7; free)
- Virtual Medical Health Clinic: www.medcareconnect.ca
- Find local social services and community resources here: <https://211ontario.ca/search/>
- CMHA Crisis Line: 519-336-3445 OR 1-800-307-4319: you will speak with a mental health crisis responder (free, 24/7)
- 9-8-8: call or text for immediate support if you are at risk for suicide (free, 6am-midnight)
- Canada Suicide Prevention Service: 1-833-456-4566 (available 24/7)
- Nicki Krohn MSW(q) RSW at heartandhustlewellness.ca (counselling/psychotherapy)



Thank
you!

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 October!

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!!!