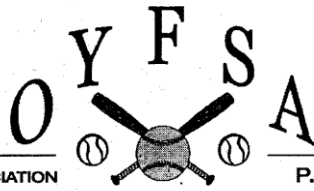


Summer Coaches Procedures and Checklist

Prior to the Start of Season:

- 1. Equipment:** The OYFSA Equipment Committee will contact all Head Coaches to notify them of the time and place to pick up the equipment.
 - Bats, balls, helmets, catchers equipment, First Aid kits, and carrying bags will be supplied by the OYFSA.
 - Any additional equipment you feel you need to purchase will come out of your team budget.
 - Pitching machines – They are available on a first come, first serve basis. There are two at Manthey Pavilion and two at Morehouse Park. You can get the keys from the Owatonna Park and Rec.
 - You will receive a rulebook from the League Director along with you schedules
 - You can pick up scorebooks at Court Sports.
 - First Aid supplies will be supplied to you at the start of the season with your equipment. Get additional supplies during the year from the Equipment Committee by calling Ron Blakstad at 451-7200.
- 2. Practice Schedules:** We are supplying a practice schedule for you to use. This schedule has already been worked out with Park & Rec. Please call Ron Skala if any questions on the schedule, not Park & Rec. If you want additional times, you will need to contact Park & Rec. at 444-4321 and reserve another field other than Manthey or Morehouse.
 - You can practice as often as you deem necessary.
 - You can call anyone on the Coaches Committee, the OYFSA Board or any of the other summer coaches to assist you with your practices or to ask questions.
 - After three or four practices, we suggest you line up a scrimmage with another team.
- 3. Parent Reps.** It will be to your benefit to select a parent rep to perform certain duties (see attached), so you can focus your attention on coaching.
- 4. Parents and Players.** Share with your parents and players your coaching philosophy. It is very important to lay the groundwork for a successful season.
- 5. Uniforms:** This year uniforms will be ordered for you. If you have questions about your order, please contact John Heydon at 455-1281.
 - It is important to stay with a similar color scheme to previous teams, so shorts and sliding pads can be handed in and used the next year. We suggest you use royal blue, gray or silver, and white. The uniform will consist of:
 - 1 pair of shorts
 - 1 or 2 sleeveless shirts with sponsors logo, number and player's name on the back
 - 1 pair of sliding pads
 - 1 visor
 - Shorts and sliding pads get turned in at the end of the year. Players can keep shirts and visors.
- 6. Tournaments:** You should enter invitational tournaments as soon as possible, as they fill up fast. You can find a listing of tournaments at <http://www.fastsports.com/tournaments/mn/>.
 - The U12, U14 and U16 teams are all registered to play in the Waseca Fastpitch Tournament on May 31st.
 - Reserve the weekend of **June 28th and 29th** for the **Husky Fastpitch Tournament** in Owatonna. All Owatonna teams will play in this tournament.
 - It will be up to each head coach to sign up for at least one more tournament.
 - Whether or not your team qualifies for a state tournament birth and will depend on your league results. You can monitor your teams results at <http://www.quickscores.com/austinmn/>. You will also be able to see whether your team has qualified for a state tournament birth on this site.
- 7. Team Pictures:** We suggest you or your parent rep coordinate a team picture for the players and the sponsor. Please contact Kelly Johnson at 444-8300 or 390-4307 and she can do that for you.
- 8. Birth Certificates:** You will need a copy of each of the players birth certificates along with a recent picture of them or a photo ID for tournament play. **Collect these as soon as possible.**



- 9. Team Roster:** A team roster must be turned into the Southern Minny League office well in advance of the start of the season. See your packet from the league for the deadline. Please contact Ron Skala at 612-756-1324 if any questions on this. You should receive your packet by May 15th.

During the Season:

- 1. Playing time:** We do not demand equal playing time. We strongly encourage you to play all of the players on your team as much as possible.
- 2. Game Results: Teams will be able to report games scores on line. You should have more information on this in your packet from the league.** As often as possible, send a short game summary to the People's Press. These can also be submitted on the Sports page the People's Press web site at www.owatonna.com. This is very important. The girls really look forward to seeing there name in the paper.
- 3. Insurance:** OYFSA has purchased liability insurance for all teams. This can be used for any player on the team. Forms are available by contacting Sandy Jirele.
- 4. Umpires:** John Kuisle will schedule all umpires for your games. If a game is cancelled or rescheduled, you will need to notify John at 451-8174 (H) or 456-3489 (W). Umpires will be paid by the OYFSA.
- 5. Budget and Expenses:** Each team will have a budget they will need to manage. This budget will cover your team's league entry fee, umpires, insurance, uniforms, all tournaments (including state) and any other items you need for your team.
 - All receipts and invoices need to be sent to Sandy Jirele for approval and reimbursement. **This is a must!! Any receipts not approved by Sandy will be the head coaches responsibility.**
 - **Please contact a member of the coaches committee if you have any questions.**

At the End of the Season:

- 1. Equipment:** Collect all equipment, shorts and sliding pads from the players and put them in the bags or Rubbermaid containers provided by OYFSA. These should be returned the night of the Coaches Appreciation gathering, soon after the end of the season. **This is very important, so we can keep our costs down for purchasing new uniforms and equipment for upcoming seasons.**
- 2. Coaches Appreciation Gathering:** Attend the Coaches Appreciation gathering sponsored by the OYFSA and share your thoughts and ideas on the past season and for future seasons. **We respect and appreciate your thoughts and ideas.**

On behalf of the OYFSA, we would like to thank you for your time and dedication in assisting us and the athletes in developing a strong and respected Fastpitch Softball program. We hope you and your team have a fun and rewarding season. Feel free to contact anyone on the OYFSA Coaches Committee or board, if you have any questions or need any assistance.

The OYFSA Coaches Committee

John Kuisle – 451-8174 (H) or 456-3489 (C)
John Heydon – 451-1281 (H) or 455-5639 (W)
Don Schroht - 451-0311 (H)
Ron Skala – 451-2355 (H) or 612-756-1324 (C)