



WELCOME TO



Team Managers Meeting

April 13, 2025

Presented By:

Sandy Blair & Marnie Doig

Agenda



- Team Manager Responsibilities
 - TeamSnap Overview
 - Information Related to Manager Role:
 - ✓ Equipment & Field Management
 - ✓ Umpire Strategies
 - ✓ Tournaments & Team Events
 - ✓ Season Details
 - Jersey Pick Up: **April 21, 2025 @ Killarney Glengarry Community Association**
 - **WHS Online Store – NOW OPEN!**
 - Photo Night – **May 2, 2025 @ SCA**
 - Parent Volunteers & Bond Instructions
 - WHS Contact Info
 - Questions
-

Team Manager Responsibilities



- Manages team on TeamSnap (provided by league)
 - Game/practice scheduling and availability
 - Team communications
 - **NEW – For schedules and league notifications, download CMSA RAMP TEAM App**
- Meets with coaches to divide tasks that might include:
 - Develop a budget
 - Assist with parent meeting (draft agenda available in Coaching Resources)
 - Assign parent volunteer roles (treasurer, social coordinator, tournaments, etc)
 - Collect medical questionnaire (Coaching Resources - Player Safety)



View schedules here: [Calgary Minor Softball](#) Use the dropdown menu for your age category.

Responsibilities continued. . .



- **NEW - Ensure everyone on team knows about Jersey Pick Up Night (+ \$100 Bond collection) – April 21** (more info on a later slide)
- Interacts with WHS & Calgary Minor Softball (CMS) league officials as needed
- **Ensures (with coaches) that the score of games are submitted to Calgary Minor**
 - Include Game #, Date/Time, Both team names and score
 - Send to U#of age@calgaryminorsoftball.com
- Help interact with opposing teams to help with any rescheduling of games
- Books additional field availability - fields@westhillsoftball.ca
- Prepares team for Photo Night – **May 2, 2025 @ SCA** (more info on a later slide)
- Register team for tournaments
- Plan team building events

No previous experience required! **DON'T BE AFRAID TO DELEGATE TASKS!**



TeamSnap Overview



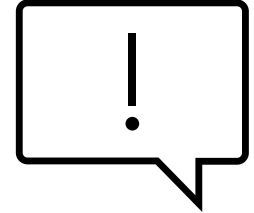
- **Add Assignments (Tasks)**

Assign tasks for each game or practice, which may include:

- **Bench Mom** - screened female adult on the bench
- **Field Prep/Takedown** - responsible for setting up the bases, raking the field, setting up nets, must arrive at the start of warm-up or earlier
- **Scorekeeper**- keeps score during game, writes up lineup card from coach, watches opposing batting order, might have a second person tracking electronically (GameChanger)
- **Umpire** - home team must provide umpire - some suggestions how to find volunteers on another slide
- **Practice Helpers** - extra help to run drills as requested

- **Add social events & tournaments**

These can be added just like practices with all the details.



IMPORTANT:
all teams
MUST have a
Screened
Adult Female
on the bench
for all
PRACTICES &
GAMES

Equipment & Field Management



Field Boxes

- All items must be returned to the field boxes and locked up after games/practices . Commonly lost items are measuring tapes, hammers, base spikes, and umpire gear.
- ***DO NOT LEAVE ANY GARBAGE IN THE FIELD BOXES***, especially empty chalk bags.
- Every box has a diamond dimension sheet (by age category) taped inside. This can be used when measuring and setting up the field.

Line Chalk

- **MARKING THE FIELDS WITH CHALK IS OPTIONAL!** Not all fields have markers.
- Empty the markers before returning to the box. Be careful and ensure the chalk release valve is facing up to protect the rod.
- WHS Chalk Boxes (for replacement chalk) are located at: **Patterson** (yellow box) and **Glenbrook 3** (green box). Your field lock box keys will also open these boxes.
- Home team should pick up a bag from these designated boxes before games. Store opened chalk bags upright in field boxes.

Need more replacement chalk or a line marker, please email equipment@westhillsoftball.ca

Equipment & Field Management



Game Balls

- Home Team provides a new game ball (a dozen are provided at equipment pick up).
- After the game is over, home team grabs the ball and adds it to their practice ball bag.
DON'T LET UMPIRE/OTHER TEAM WALK AWAY WITH IT.

First Aid

- All teams are provided with a First Aid Kit and some dry ice packs. Coaches/Managers need to have these items on site at every game/practice, and must know where to find them quickly.

Porta Potties

- All potties have a yellow lock (same key for field boxes). “Non-yellow” locks mean the potty isn’t ours (other associations share our fields).
- The home team is responsible for unlocking AND re-locking the potty.
- For practices (with shared fields), the last team remaining needs to lock it.
- Potties are cleaned/re-stocked weekly by the potty company.
- **IF YOU NOTICE SUPPLIES ARE NOT RESTOCKED, OR SEE ANY VANDALISM OR MISSING LOCKS**, please email equipment@westhillsoftball.ca

Umpire Strategies



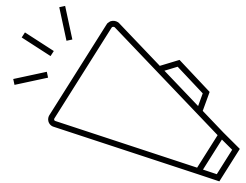
PARENT REQUIREMENTS

- Parents are expected to help umpire across most levels
- No previous experience or formal training required
- Set expectations early, before the season starts
- Here are some options...
 - Consider hiring older siblings to umpire; the team can collect funds to pay (ie: \$40 per game)
 - Ask 1 or 2 parents who like umpiring to take on this role full-time
 - Have a group of parents (3 or more) rotate through it
 - “Voluntell” all non-coach/non-manager families to take a turn. They umpire, or find an ump for their assigned game.
 - **VOLUNTEER CREDITS ARE GIVEN FOR UMPIRES – A GREAT WAY TO FULFILL VOLUNTEER BOND REQUIREMENTS!!!**

**PARENT UMPIRE
CLINIC
was held
APRIL 21 @ SCA**

**The recording is
available on WHS
Website**

Parent Umpires –
West Hill Softball



Tournaments & Team Events



TOURNAMENTS

- Communicate with coaches as to which tournaments are of interest
- Organize accommodations for tournaments (ie: block hotel booking or camping)
- Register for tournaments if requested
- Plan team dinners during tournaments, etc. (or work with/delegate to social coordinator)
- West Hill Tournament = June 13-15 (more details next slide)

TEAM EVENTS

- Help organize team events
- Potential Ideas: Lunches, bowling, Dawgs Game, batting cage, yoga, team BBQ

SHARE THE LOAD

- These roles could also be fulfilled by other parents, in whole, or in part for volunteer credits
- More information about volunteer credits coming later in the presentation
- Managers would then only need to enter the events in TeamSnap.

Find potential tournaments here: [Softball Alberta Tournament Listings](#)

WHS Hits & Spits Tournament



- Fourth Edition
- Friday, June 13th to Sunday, June 15th --- Father's Day Weekend!
- Diamonds: Glamorgan 4 & Optimist
- Age groups:
 - U7/U9
 - U11 Advanced & Development,
 - U13 B, C, D
 - U15 B, C, D
 - U17/19 B, C, D
- Divisions: Div 1, Div 2, and Div 3
- WHS teams are encouraged to participate (will have subsidized fee)



Planning Volunteers Needed!

Email us at: volunteers@westhillsoftball.ca

Want more information? [WHS Tournament Page](#)

Season: Key Dates



Preseason Outdoor Practices:

- As soon as fields are melted, dry, and safe!
- Outdoor city field bookings start on April 15

Regular Season Practices

- Saturdays (morning/early aft) OR Sundays (morning/late aft/evening)
- Times will be based on Coach preference/requests upon team selection
- Want more practice time? Just ask fields@westhillsoftball.ca

Opening weekend: April 25-27

- Each team will play up to 4 games on the first weekend (two on each day)
- Not a tournament; an accelerated plan to get everyone going quickly
- First regular weekday games are scheduled for April 28th & 29th

“Learn to Play” Opener (All teams): TBD

- All players invited to meet their teams, participate in a first group practice
- Fun activities to be determined (volunteers needed!)

<https://www.westhillsoftball.ca/programs/key-dates/>

Season: Weather Policies



WHAT TO EXPECT . . . THE UNEXPECTED!

- There is no such thing as “normal weather” in Calgary
- In the past few years, we have had nights postponed due to:
Rain, Lightning, Snow, Smoke, Cold, Heat, Floods
- Expect all of the above, and expect the Spring to be cold!

CANCELLATIONS

- CMS will determine league-wide postponements
- Temperature threshold is 4 degrees (“feels like” number on Weather Network)
- Individual game postponements can be determined by team officials before, or at the field (work with the opposing team)
- Always try to play the game until the last possible moment
- Postponed games have to be rescheduled by the team themselves

Assume “Game on!” until you hear otherwise

Regular Season Details



Schedules on Calgary Minor Softball website or RAMP App

Each team must input their own schedules into TeamSnap (they are not connected)

Age Group / Division	Regular Season End Date	City Championship End Date	Potential Provincials Weekend
u9 & u11	Tuesday June 10 th	June 29 th	U11 July 4 – 6
U13+ Division 3	Tuesday June 10 th	June 29 th	July 11 – 13
U13+ Division 2	Thursday June 19 th	July 6 th	July 18 – 20
U13+ Division 1	Thursday July 3 rd	July 20 th	U13 July 4-6, U15 11-13, U17 25-27, U19 18-20

2 weeknight games per week

- Learn to Play, U11, U15 = Tuesdays & Thursdays
- U9, U13, U17/U19(HS)= Mondays & Wednesdays



Game Details:

- Start time is 6:45pm, arrival 30-60 min prior to game depending on coach and level of play
- Game Lengths: **U9 & U11** = 1 hr 30 min; **U13+** = 1 hr 45 min

Field Locations:

- CMS schedule will have all field links
- Home fields are on the WHS website

**GOOGLE MAPS
IS YOUR BESTIE!**

<https://www.westhillsoftball.ca/about-us/locations/>

Playoffs / Post Season Details



City Championships (Playoffs)



- All teams will make the playoffs
- Typically grouped in 4 to 6 team brackets, with a double-knockout format
- Play for medals (Gold & Silver)
- See Key Dates on the Calgary Minor Softball website



Provincials

- **Expected** for our u13 and older Division 1 teams **and** u11 “Advanced” Team
- Optional for our Division 2 teams
- Provincial weekends occur in July (Softball AB has dates posted, awaiting final list of host cities/towns)



<https://www.softballalberta.ca/championships/provincials/>

Jerseys



MANAGERS: PLEASE ENSURE ALL PLAYERS KNOW TO PICK UP THEIR JERSEY ON April 21 from 6-9:30pm!!

- Those who can't attend will need to send someone in their place with the \$100 jersey bond
- Limited exchanges will be available at Photo Night on May 2, 2025

JERSEY BOND:

- Each family will need to provide a \$100 bond via post-dated cheque for July 15 or cash in an envelope labelled with their player's name)
- Cheques will be collected at the time of pick up and held until the end of the season. When jerseys are returned in good condition the cheque will be destroyed.
- Reach out to info@westhillsoftball.ca if there are any issues with the jerseys.

PICK-UP DETAILS:

- **Monday April 21, 2025 from 6pm – 9:30pm @ Killarney Glengarry Community Association**
- Players will receive a jersey (to be returned at season end), and a WHS visor (to keep)
- Managers to pick up scorebooks & rulebooks this evening as well

TEAM SOCKS & OTHER SWAG:

- WHS has coordinated with Play It Again Sports in Westhills to carry maroon, gold and black belts, as well as maroon and gold socks.
- Teams are free to have fun crazy socks, if they like – but must be knee-high! This is a great way to bond!
- Some teams have coordinated purchases of their own team gear (e.g. hoodies, pants, etc.)

Questions? Email Kathy at jerseys@westhillsoftball.ca

NEW Jerseys



FRONT



BACK



WHS Online Store



- Our Branded apparel site is **NOW LIVE!**

*We have partnered with a new local supplier Fresh Brand Apparel for our swag this season. **Please encourage your teams to support our new store!***

Lots of new gear, colour combinations and personalization is available

Free local shipping on orders over \$75 before tax.

[Store Link](#)

WESTHILL
SOFTBALL

HOODIES

PERSONALIZATION AVAILABLE



YOUTH FLEECE HOODED
SWEATSHIRT - PRINTED
\$38.00



UNISEX FLEECE HOODED
SWEATSHIRT - PRINTED
\$38.00



YOUTH FLEECE HOODED
SWEATSHIRT - PRINTED
\$38.00



UNISEX FLEECE HOODED
SWEATSHIRT - PRINTED
\$38.00



ADULT RUSSELL VARSITY
TWILL PATCH HOODIE -
EMBROIDERED
\$62.00



YOUTH COTTON VARSITY
TWILL PATCH HOODIE -
EMBROIDERED
\$52.00



YOUTH FRONT AND BACK LOGO
FLEECE FULL ZIP HOODED
SWEATSHIRT - PRINTED
\$47.00



UNISEX FRONT AND BACK
LOGO FLEECE FULL ZIP
HOODED SWEATSHIRT -
PRINTED
\$51.00



YOUTH CREWNECK
SWEATSHIRT - PRINTED
\$30.00



ADULT FLEECE CREWNECK
SWEATSHIRT - PRINTED
\$30.00

SOFTBALL
WESTHILL
Wild

Photo Night WHS



Friday, May 2nd

4:30 pm – 9:30 pm

Strathcona Christie Aspen (SCA) Community Association

- Both player and team photos will be taken
 - The process is quick, and limited to players and coaches only (parents are not allowed in the photo area)
 - Each player will receive a free Memory Mate photo of their team with their player photo as an inset cameo – this makes it personalized to every player
 - Managers will receive an email shortly about submitting their team rosters. Please ensure that:
 - There are no spelling mistakes
 - All players have an active parent email listed
 - There is no duplicate information – ie) Div U7 - Team name U7 Green, prints will then say U7 U7 Green
 - Photo schedule will be sent out closer to the date
 - Limited jersey exchange available
 - Meet the WHS Board – ask questions, learn about open volunteer roles and more!
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New Volunteer Policy for 2025



Volunteer Bond Policy & FAQ

Why?

- WHS is 100% volunteer run and requires significant effort!
- By asking each family to fulfill Volunteer Credits, we are able to spread out the work. The Association cannot continue to function otherwise.

Requirements?

- Families with **one registered player** must complete **10 credits** in total.
- Families with **two or more registered players** must complete **15 credits** in total.
- Credits can be a mix of **Association Credits** and **Team Credits** to meet the total requirement.
- Opting out? \$300 fee per player for 2025 season

How is it tracked?

- Association credits are tracked by the WHS Volunteer Coordinator team
- **Team credits are tracked by Team Volunteer Hours Coordinator – not MANAGERS!**

All info can be found at: [Volunteer Bonds](#)



Volunteers – Association Level



Association Volunteer Opportunities & Credits

There are a number of ways our members can volunteer at an association-level to support the development and delivery of WHS programs. Vacancies in the following positions will be advertised to membership as they become available

WHS Board Roles (15 credits)



WHS Director of Portfolios (15 credits)



WHS Key Coordinators Roles (10 credits)



WHS Coordinator Assistants (1 credit)



WHS Clinic Volunteers (1 credits/session)



WHS General Support - any portfolio (5-10 credits based of volume of work)



Evaluation Support or Clinics Support (2 credits/session)



Special Event Volunteers (2 credit/session or shift)



Equipment & Jersey Distribution Helpers (1.0 credits/shfit)



Junior Coach Helper (5 credits)



Full list of positions available at Volunteer Bonds



Team Volunteer Positions



Team Volunteer Opportunities & Credits

A successful team experience relies on the support and engagement of parents and athletes. The following roles must be filled at the beginning of each season to assist in the operation of your team.

Head Coach (10 credits)	+
Assistant Coach (10 credits)	+
Team Manager (10 credits)	+
Team Volunteer Hours Coordinator (10 credits)	+
Team Treasurer (4 credits)	+
Umpire (your kid's game) - 3 credits	+
Umpire (another WHS team) - 5 credits	+
Umpire Advocate (2 credits/game)	+
Social Coordinator (4 credit/event)	+
Scorekeeper (1 credits/game)	+
Field Prep & Take Down (2 credits/game or practice)	+
Game/Practice Helper (2 credits/game or practice)	+
Equipment Manager (8 credits for the season)	+

Questions? Email Lorie at volunteers@westhillsoftball.ca



VOLUNTEERING FOR WHS

We are **ALWAYS** looking for more help at the association level.

Please spread the message if anyone on your team is interested in getting more involved with WHS please email president@westhillsoftball.ca

Important contact information



- President: Shireen Bond (president@westhillsoftball.ca)
 - VP at Large: Kevin Church (vp@westhillsoftball.ca)
 - VP Operations and Evaluations: Rory Brownell (vpevaluations@westhillsoftball.ca)
 - VP Administration and Communications: Julie Inch (vpcommunications@westhillsoftball.ca)
 - VP Finance & Treasurer: Jocelyn Lalonde (treasurer@westhillsoftball.ca)
 - VP Learn to Play & Fields and Facilities: Rafael Ford (vplearntoplay@westhillsoftball.ca)
 - Field & Facilities Coordinator: Jenna Bland (fields@westhillsoftball.ca)
 - VP Development: Ryan Puffalt (vpdevelopment@westhillsoftball.ca)
 - VP Registration: Erin Hutchinson (vpregistration@westhillsoftball.ca)
 - VP Field Maintenance & Equipment: Ryan Jorden (vpequipment@westhillsoftball.ca)
 - VP Umpires, Jr. Coaches, and Scholarships: Lisa Hardy (vpumpires@westhillsoftball.ca)
 - VP Governance & Appeals: Jen Klassen (vpgovenance@westhillsoftball.ca)
 - Appeals Officer: Kavanagh Mannas (appeals@westhillsoftball.ca)
 - VP Tournaments: Brian Antaya (vptournaments@westhillsoftball.ca)
 - WHS Administrator: Tanya McMaster (info@westhillsoftball.ca)
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Other Contacts



- Main Contact: info@westhillsoftball.ca
 - Registration Inquiries: registration@westhillsoftball.ca
 - Learn to Play Program: vplearntoplay@westhillsoftball.ca
 - Volunteer Inquiries: volunteers@westhillsoftball.ca
 - Equipment: equipment@westhillsoftball.ca
 - Jersey Return: jerseys@westhillsoftball.ca
 - Field Inquiries: fields@westhillsoftball.ca
 - Tournament Inquiries: tournament@westhillsoftball.ca
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Questions: now & during the season



We're happy to answer any questions you have that were not covered during this session.

For questions during the season, please join our
WhatsApp Team Manager chat

by emailing your **name** and **cell number** to Sandy at
sandyblair@shaw.ca



Thank you for attending
and best of luck for a
fun & successful season!
