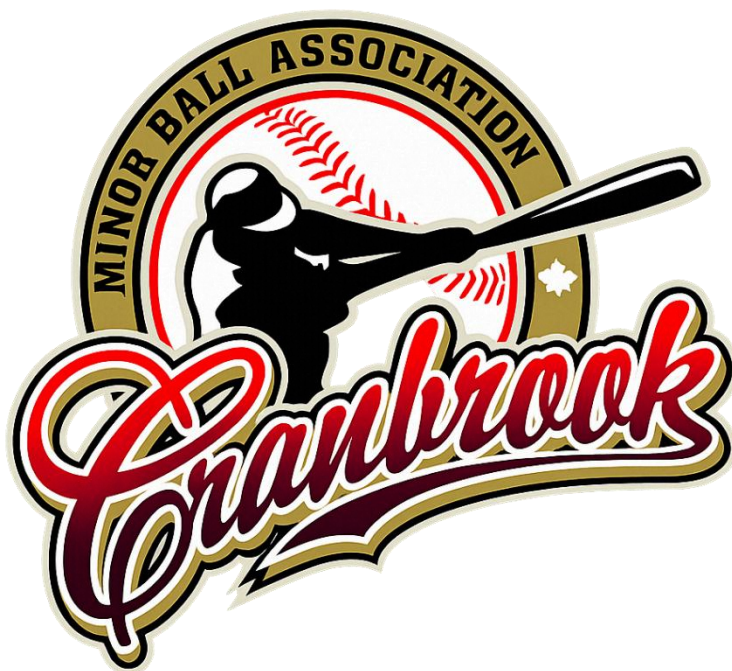




HOUSE COACHES MANUAL

Version 2027.01

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Baseball & Softball

Building Skills • Building Character • Building Community

1. Welcome to CMBA House Baseball & Softball

Thank you for volunteering as a CMBA House Coach.

Coaching youth baseball and softball is about much more than teaching the game. Coaches are leaders, teachers, role models, and an important part of creating a positive experience for every player.

CMBA's goal is to provide an environment where players can:

- Learn and develop baseball or softball skills.
- Build confidence and self-esteem.
- Learn teamwork and responsibility.
- Develop sportsmanship and respect.
- Make friends and feel included.
- Have fun and enjoy being active.
- Develop a lifelong love of the game.

Winning is not the primary measure of a successful House season. Player development, participation, sportsmanship, teamwork, effort, and enjoyment are equally important.

A successful coach helps players leave the season better than when they started—both as athletes and as people.

2. CMBA Coaching Philosophy

All CMBA House Coaches are expected to coach according to the Association's core values:

Fair Play • Sportsmanship • Teamwork • Citizenship • Responsibility • Commitment • Quality Coaching

These values are supported by:

- Respect
- Integrity
- Accountability
- Inclusion

- Community

Coaches should lead by example. Players learn not only from what coaches teach, but from how coaches behave.

Coach the player, not just the sport.

Treat every player with respect, provide encouragement, and recognize that players develop at different rates and have different abilities and learning styles.

3. Coach Responsibilities

The Head Coach is responsible for providing leadership and ensuring that the team operates in accordance with CMBA policies.

Coaches are expected to:

- Attend practices and games prepared and on time.
- Plan practices that provide meaningful activity and skill development.
- Teach age-appropriate baseball or softball fundamentals.
- Provide a safe and positive environment.
- Treat all players fairly and respectfully.
- Encourage teamwork and sportsmanship.
- Communicate appropriately with players and parents.
- Work cooperatively with Assistant Coaches and the Team Manager.
- Respect umpires, opposing teams, volunteers, and other coaches.
- Follow CMBA policies and applicable Baseball/Softball governing-body rules.
- Report safety, conduct, or Safe Sport concerns through the appropriate CMBA process.

Coaches should remember that they are representatives of CMBA whenever they are involved with the team.

4. Building a Positive Team

A positive team culture starts with the coach.

Every player should feel:

Welcome • Included • Valued • Respected • Safe • Supported • Encouraged

At the beginning of the season, establish clear expectations for:

- Attendance and punctuality.
- Effort and hustle.
- Respect.
- Sportsmanship.
- Teamwork.
- Equipment care.
- Positive communication.
- Behaviour at practices and games.
- Parent and volunteer involvement.

Explain **why** expectations exist rather than simply creating rules.

Encourage players to:

- Support teammates.
- Celebrate each other's successes.
- Help with equipment.
- Communicate positively.
- Try their best.
- Learn from mistakes.
- Respect opponents and officials.
- Leave facilities and dugouts clean.

Accountability should be used to **teach and develop**, not embarrass or punish.

5. Player Development

Every player develops at a different pace.

Coaches should focus on **progress rather than comparison**. Avoid comparing players to one another. Instead, help each player improve from where they started.

Focus on developing:

Physical Skills

- Throwing
- Catching

- Hitting
- Fielding
- Base running
- Movement and coordination

Mental Skills

- Concentration
- Decision-making
- Game awareness
- Confidence
- Learning from mistakes

Team Skills

- Communication
- Cooperation
- Leadership
- Respect
- Accountability

Character

- Sportsmanship
- Responsibility
- Commitment
- Resilience
- Integrity

Give players opportunities to experience both **challenge and success**.

6. Teaching Baseball & Softball

Keep instruction **simple, active, and positive**.

A good teaching sequence is:

1. Explain

Briefly explain what the players are learning.

2. Demonstrate

Show the skill correctly.

3. Practice

Give players plenty of repetitions.

4. Observe

Watch players and identify areas for improvement.

5. Give Feedback

Provide one or two specific coaching points.

6. Repeat

Allow players to try the skill again.

Avoid giving too much information at once. Players learn better when instruction is clear and focused.

When correcting players:

Correct the mistake—not the player.

Use positive, constructive language.

Instead of:

"You're doing it wrong."

Try:

"Let's try this and see if it helps."

Mistakes are part of learning. Players should feel comfortable trying, asking questions, and improving without fear of embarrassment.

7. Planning Effective Practices

Every practice should have a purpose.

Before practice:

- Know what you want players to learn.
- Prepare your drills and activities.
- Have equipment ready.
- Assign responsibilities to Assistant Coaches.

- Check the field and weather conditions.
- Consider individual player needs.

Keep players active.

Avoid:

- Long speeches.
- Long lineups.
- Players standing around.
- Repeating the same drill for too long.

Whenever possible:

- Use small groups.
- Use stations.
- Rotate players.
- Maximize repetitions.
- Include fun activities and games.
- Encourage communication and teamwork.

A simple practice structure is:

1. Team meeting
2. Warm-up
3. Throwing
4. Skill development
5. Position or team drills
6. Fun/competitive activity
7. Cool-down and review

The goal is for every player to leave practice having **learned something, improved something, or enjoyed something.**

8. Games & Game-Day Expectations

Games are an opportunity for players to use the skills they have practiced.

Before the game:

- Arrive prepared and on time.
- Check the field and equipment.
- Review the applicable rules.
- Organize players and positions.
- Confirm any pitching requirements.
- Review expectations with Assistant Coaches.
- Give players a positive focus for the game.

During the game:

- Keep instructions short.
- Encourage effort and teamwork.
- Allow players to make decisions and learn.
- Keep players engaged in the dugout.
- Encourage positive cheering.
- Stay calm when mistakes happen.
- Treat umpires and opponents respectfully.

Practice is for teaching. Games are for applying what players have learned.

Avoid coaching every play or constantly correcting players from the dugout.

After the game:

Focus on:

- What the team did well.
- What players improved.
- What can be worked on at the next practice.
- Effort and sportsmanship.

Avoid immediately criticizing individual players after a game.

9. Fair Play & Participation

House baseball and softball are development programs. Every player deserves the opportunity to participate, learn, and contribute.

Coaches should:

- Provide meaningful opportunities for all players.
- Rotate players through positions when appropriate.
- Give players opportunities to develop different skills.
- Avoid favouring players based solely on ability.
- Consider player development when making decisions.
- Follow CMBA and applicable league/division rules regarding playing time and positions.

Fair does not always mean identical. Players may require different instruction, encouragement, or support while still being held to consistent behavioural expectations.

10. Communication

Good communication prevents many problems.

With Players

Communication should be:

- Respectful.
- Positive.
- Age appropriate.
- Clear.
- Constructive.
- Encouraging.

Correct behaviour and performance—not the player's character.

With Parents

Keep parents informed about:

- Practice and game schedules.
- Changes or cancellations.
- Team expectations.
- Volunteer opportunities.
- Important CMBA information.
- Weather-related changes.

Parents are partners in the House program. Listen to concerns respectfully and focus on solutions.

CMBA 24-Hour Rule

For concerns involving coaching decisions, playing time, game situations, or other issues arising from a game or practice, allow **24 hours** before discussing the matter whenever appropriate.

Safety, bullying, harassment, discrimination, abuse, or other Safe Sport concerns should **not** wait 24 hours and must be addressed through the appropriate CMBA process.

11. Rule of Two & Safe Sport

CMBA is committed to providing a safe and respectful environment for every athlete.

The **Rule of Two** means that, whenever reasonably possible, a player should not be alone with a single coach or team official in a setting that cannot be observed by others.

The Rule of Two applies to:

- Practices.
- Games.
- Team meetings.
- Travel.
- Dressing/changing areas.
- Individual conversations.
- Electronic communication.

Whenever practical:

- Have two screened and approved adults present.
- Hold conversations with players in open and observable areas.
- Include parents/guardians in electronic communication with minor athletes when appropriate.
- Avoid transporting a player alone except in exceptional circumstances and in accordance with CMBA policy.

Coaches must never tolerate:

- Bullying.
- Harassment.
- Abuse.
- Discrimination.

- Hazing.
- Intimidation.
- Retaliation.
- Inappropriate boundaries.
- Unsafe behaviour.

If a concern arises, ensure immediate safety, document factual information, and report it through the appropriate CMBA process. **Do not investigate allegations yourself.**

12. Player Safety & Injuries

Player safety always comes before competition.

Before practices and games, coaches should check:

- Playing surface.
- Bases.
- Fences and dugouts.
- Equipment.
- Weather.
- Emergency access.
- First aid supplies.

Coaches should also:

- Encourage proper warm-ups.
- Monitor player fatigue.
- Provide hydration breaks.
- Ensure protective equipment is used correctly.
- Follow applicable pitching regulations.
- Never pressure an injured player to continue.

Concussions

If a player is suspected of having a concussion:

Remove them from play immediately.

They should not return to participation the same day unless medically cleared according to the applicable protocols.

Follow current CMBA, BC Minor Baseball, Softball BC, and other applicable concussion/return-to-play requirements.

When in doubt — sit them out.

13. Emergency Preparedness

Every coach should know what to do before an emergency occurs.

Before the season begins, know:

- Facility address.
- Emergency access points.
- Emergency contact information.
- Who has first aid training.
- Location of the first aid kit.
- Location of the AED, if available.
- Emergency procedures.

Discuss with your coaching staff:

- Who calls 911?
- Who stays with the injured player?
- Who meets emergency responders?
- Who contacts the parents?
- Who supervises the other players?

Preparation saves valuable time during an emergency.

14. Working With Assistant Coaches & Volunteers

A strong coaching staff works together.

Head Coaches should:

- Clearly communicate responsibilities.
- Involve Assistant Coaches in practices.

- Encourage Assistant Coaches to lead drills.
- Share information and coaching decisions.
- Handle disagreements privately.
- Present a consistent message to players and parents.

Recognize and appreciate the contribution of:

- Assistant Coaches.
- Team Managers.
- Parents.
- Scorekeepers.
- Umpires.
- Other volunteers.

CMBA depends on volunteers, and coaches should help create an environment where volunteers feel valued and supported.

15. Respect for Umpires & Opponents

Coaches set the example.

Coaches must:

- Treat umpires respectfully.
- Accept judgment calls professionally.
- Ask questions calmly.
- Never personally criticize an umpire.
- Encourage players and parents to respect officials.
- Treat opposing players and coaches with respect.

Players learn sportsmanship by watching their coaches.

Compete hard. Respect the game. Respect the people involved.

16. Coach Conduct

As a CMBA Coach, you are expected to:

- Be a positive role model.

- Use appropriate language.
- Treat everyone with dignity and respect.
- Maintain appropriate boundaries.
- Follow the Rule of Two.
- Respect player privacy.
- Use appropriate physical contact.
- Remain calm and professional.
- Follow CMBA policies and Codes of Conduct.

Coaches are expected to comply with CMBA Safe Sport requirements, screening requirements, and applicable Baseball/Softball governing-body standards.

17. Dealing With Problems & Complaints

Not every concern needs to become a major issue.

When a concern arises:

1. **Listen.**
2. **Stay calm.**
3. **Focus on facts.**
4. **Avoid discussing sensitive matters publicly.**
5. **Respect confidentiality.**
6. **Follow the 24-Hour Rule when applicable.**
7. **Involve the appropriate CMBA representative when necessary.**

Coaches should not attempt to resolve formal complaints, disciplinary matters, appeals, or Safe Sport concerns outside CMBA's established processes.

18. End-of-Season Responsibilities

At the end of the season, coaches should:

- Thank players and families.
- Recognize player improvement and effort.
- Thank Assistant Coaches and volunteers.

- Return CMBA equipment as directed.
- Complete any required team documentation.
- Report equipment or facility concerns.
- Share useful information with CMBA for the following season.
- Encourage players to return and continue playing.

Consider your season successful if players:

- Improved their skills.
- Had fun.
- Built confidence.
- Demonstrated sportsmanship.
- Supported their teammates.
- Felt included.
- Want to continue playing.

CMBA's coaching philosophy emphasizes that success is about player growth and the experience created for young athletes, not simply the final score.

19. House Coach Quick Checklist

Before the Season

- ☐ Complete required coach screening and training
- ☐ Review CMBA policies and Code of Conduct
- ☐ Review Safe Sport and Rule of Two requirements
- ☐ Confirm coaching staff
- ☐ Contact families
- ☐ Establish team expectations
- ☐ Review schedule
- ☐ Check equipment

Before Each Practice

- ☐ Check field and weather
- ☐ Prepare practice plan
- ☐ Have equipment ready
- ☐ Review safety concerns
- ☐ Know your practice objective
- ☐ Assign Assistant Coach responsibilities

Before Each Game

- ☐ Confirm players
- ☐ Check field and equipment
- ☐ Review applicable rules
- ☐ Organize positions/lineup
- ☐ Warm up players
- ☐ Review expectations
- ☐ Set a positive tone

During Practice/Game

- ☐ Keep players active
- ☐ Encourage effort
- ☐ Teach positively
- ☐ Provide meaningful participation
- ☐ Promote teamwork
- ☐ Respect umpires
- ☐ Monitor player safety
- ☐ Follow the Rule of Two

After Practice/Game

- ☐ Review what went well
- ☐ Reinforce positive behaviour
- ☐ Identify what to work on
- ☐ Check equipment
- ☐ Ensure players leave safely
- ☐ Communicate any important information

CMBA House Coaching Promise

As a Cranbrook Minor Ball Association House Coach, I will:

- Put the safety and well-being of players first.
- Treat every player fairly and with respect.
- Teach baseball and softball in a positive and encouraging environment.
- Promote fair play, sportsmanship, teamwork, citizenship, responsibility, commitment, and quality coaching.
- Encourage every player to learn, participate, improve, and have fun.
- Respect umpires, opponents, parents, volunteers, and fellow coaches.
- Follow CMBA policies and Safe Sport requirements.

- Lead by example.
- Remember that the goal is not simply to win games, but to help young athletes develop skills, confidence, character, friendships, and a love of the game.

Every player deserves to finish the season saying:

“I had fun. I learned something. I improved. I was part of the team.”