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1 - INTRODUCTION

Thank you for volunteering your time to help coach with Cardinal Power Fastpitch. This document is intended to provide you with additional information and instructions on a few requirements and suggestions. The requirements section describes things you must do prior to coaching. In fact, the background check must be completed prior to any practices or games. The additional coaching duties section gives some tips/suggestions for the summer. The last section will help when it comes time to create/submit your official roster. If you need help with any of this, please don't hesitate to ask. Again, thank you for coaching!

2 - COACHING REQUIREMENTS AND TRAINING

Coaching requirements –

- All head and assistant coaches must complete an application, a background check, and concussion certification. The application and background check only need to be done once - not every year.
 - One coach for each team must have ACE certification.
 - One coach for each team must have CER certification.
 - One coach for each team must have CPR or AED certification.
1. SUBMIT COACHES APPLICATION (If Not already done)
 - a. Email your completed Coach's Application to cardinalpowerfp@gmail.com Form is available on the association website at www.cardinalpower.club/coaches-training (if you filled one out and submitted it in 2019 or later, we have it on file already and don't need another)
 2. COMPLETE CONCUSSION TRAINING COURSE
 - a. Go to Cardinal Power's website www.cardinalpower.club/coaches
 - b. The first link takes you to the Minnesota State HS League website.
 - i. Each coach/assistant should create an account by clicking on LOG IN, then "Create new account". Select Softball and Non-MSHSL Coach then Fairmont.
 - ii. Once the account is created, you'll have access to your Dashboard
 - iii. Complete the items in the Continuing Education Requirements (CER)
 - iv. **Each coach/assistant must complete the concussion course per MN state law.** Once you've completed it, take a screenshot that shows your name at the top and the Concussion course with its Completed check mark. Email the screenshot to cardinalpowerfp@gmail.com
 - v. **One coach on each team must complete the entire group of courses.** Once you've completed them, you can print out your CER certificate. Email a copy to cardinalpowerfp@gmail.com (there may not be any other CER courses available at this time - MSHSL went to a new website this year and are slow to add features)
 3. REGISTER ON USA SOFTBALL WEBSITE and Complete ACE Training
 - a. The second link on www.cardinalpower.club/coaches takes you to the Register USA Softball website
 - b. Click on the ACE Coaching logo on the right - explains the ACE certification program.
 - i. **ACE certification is \$29, which includes the background check.**
 - ii. The background check alone is between \$7-\$11.
 - iii. Cardinal Power will reimburse you for the cost of ACE or the background check.
 - iv. **All coaches, assistant coaches, and people who will help with practices regularly must at least do the background check. Again, if you've coached with us previously and have done the background check it is not needed again.**

- v. We encourage all coaches to become at least ACE level 1 certified. In fact, **one coach at each age level must be ACE certified.**
 - c. Go back to the login screen and log in. If you don't have an account or aren't sure, use the search in the lower left
 - d. Once logged in, near the bottom of the page are three tabs.
 - i. If you only plan to do the background check, select the Background Check tab
 - 1. then click the Purchase button.
 - 2. Once you complete the background check, send proof of completion (A screenshot showing your name and ID at the top and the status of Cleared at the bottom is what is needed) to cardinalpowerfp@gmail.com
 - ii. If you are getting ACE certified, select the ACE Education tab
 - 1. You will need to complete the Safe Sport courses by clicking on its link
 - 2. Once completed and back on the ACE Education tab, click the Purchase button
 - 3. Once you complete the background check, send proof of completion (A screenshot showing your name and ID at the top and the status of Cleared at the bottom is what is needed) to cardinalpowerfp@gmail.com
 - 4. Once you complete ACE send proof of completion to cardinalpowerfp@gmail.com
4. CPR and AED CERTIFICATION
- a. One coach for each team must have CPR or AED certification. Cardinal Power will arrange for a CPR training class – attend as necessary.
5. Take advantage of the other links on www.cardinalpower.club/coaches
6. Go to the Southern Star league website <https://www.southernstarsoftball.org/> This website contains a lot of information, including league rules, standings, etc.

3 - ADDITIONAL COACHING DUTIES

1. Contact CER to Schedule your practices with Fairmont CER. Also get a key to Cardinal Park from Fairmont CER. The association will send a list of all coaches to Kris at CER.
 - a. The CER Key will get coaches access to the two Cardinal Power Gates and the side door on the grey shed (where equipment is at)
 - b. To see the CER Calendar use the following Link: [CER Calendar](#)
 - i. Once on the calendar, use the following settings and then hit **CHECK AVAILABILITY**

Search Event Name : Clear Filter

Location Type :
*Athletic Field X

Building Type :
-All- X

Building:
-All- X

Location:
Cardinal Park X

Show/Include +

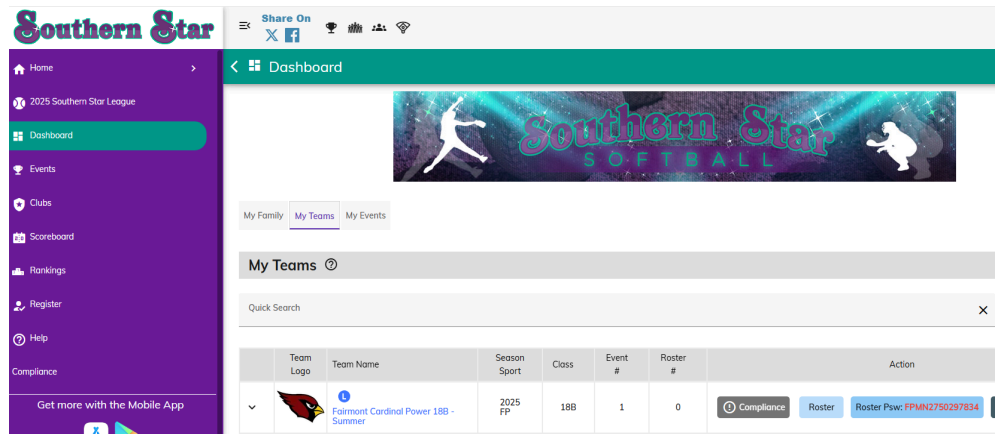
Check Availability

30

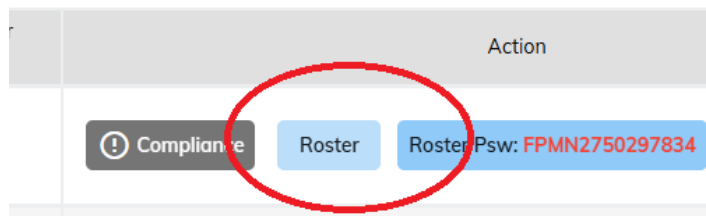
6

2. Ensure Roster on Southern Star's website is correct and all players have passed validation (This is usually done by Cardinal Power Board)
 - a. Log into <https://southernstarsoftball.org/pages/dashboard>, if you do not have a username/password then create one

- b. Once in, you will see your team under My Teams



- c. Then to the right, Click on Roster to view your team's roster



- d. Once the Roster screen opens, you should see all the players on your roster. If you are missing any players, please add them via the Add Roster button. Their parents will need to verify the email and submit their birth certificates
- e. It is VERY Important that birth certificates are submitted as teams are able to challenge eligibility based on certificates. Please know that the certificates are not kept on any website, once submitted they are validated and then deleted.
3. Review Southern Star's Website for Games and Game times
- a. Cardinal Power will send out an updated list of games and home locations once the game schedules have been provided for all Cardinal Power teams
- b.
4. Practices and Practice philosophies
- a. Practice at least once a week during the season. Coaches should be the first ones at practice. Focus on fundamentals. Clean fielding (Bucket Drill), proper throwing form (Throwing Progression), batting stances and work on fly balls with all players in the outfield.
- b. Make sure pitchers are getting practice times. Have the catchers working on their catching skills while they are catching in practice. Make sure they are the field general on balls in play.
- c. Batting - Work on bunting, encourage left handed batting. Tee work is good. Tees and Pitching machines are available in the shed, make sure to put them away correctly.

- d. Try to end practice with a fun game to keep them excited about softball. Head coach doesn't leave until every girl is picked up. Keep everything as positive during practice as possible.
- e. If any questions, please contact the Cardinal Power board and we will help with ideas

4 - GAMES AND GAME DAY ROUTINES

1. Review Game Schedules on Southern Star's Website
2. Game Locations
 - a. Our Home games will be played at two locations: Hands Park or Cardinal Park
 - b. [Hands Park Location](#)
 - c. [Cardinal Park Location](#)
 - d. Please use these links to send to opposing coaches for field locations
3. 1-2 Days before your game, Contact the opposing coach and let them know which field location you'll be playing on. The league schedule may just list "Fairmont" so the other team will not know what field to come to without you telling them.
 - a. This list will be provided to all coaches
4. Rain or weather Issues, please contact Bruce Abitz after noon to verify game ability
 - a. Bruce Abitz is your contact for umpires, cancellations, weather concerns, and rescheduling fields. Call Bruce if you receive any time, location, or cancellations of any of your games and also if you want to reschedule a missed game.
 - b. For weather information on game day call either Gemini by 3:00. Gemini phone # 235-5190 or Bruce's cell is 507-848-6201.
 - c. Bruce will communicate with umpires and concessions
 - d. Coach will then contact the other team's coach due to weather
 - e. Coaches can then look at the Cardinal Power master game list to see of any open dates
 - i. Contact Bruce with possible options to verify if there is availability or not
5. Once Games are completed, Report game scores to Southern Star by updating the Southern Star's Website
6. SportsEngine or Game Changer
 - a. We highly suggest the idea of using Game Changer for keeping stats during a game. This allows parents and family not able to attend to watch the games or atleast keep track of how the team is doing
 - b. Game changer is free to use and to watch the play by play. If you want the video option that is up to a parent to pay for and supply
7. Playing Time and Position Philosophy
 - a. All players should get playing time, as the kids get older, this becomes less and less. 8u-10u should be very even playing time. 12-14u you can start playing better players more, 16-18u the best players should be playing the most, but still get some innings for the rest. Same with positions, 8-10u, all players should play all positions. 12u you can start to focus more on multiple positions. 14u-18u girls should still be playing multiple positions, you never know where they might have a chance to earn a spot on a team.
 - b. League games should be about learning, trying new positions and learning the game. Give girls a chance to play, try new things, bunting and slapping. Tournaments should be about winning and making fun memories for the girls. Nobody should pay to go to a tournament and not play at all. That is why we believe in limited rosters for tournaments.

8. Cardinal Park Scoreboards and DAK Score App
 - a. To use the Scoreboards at Cardinal Park, you first have to turn on the power at the junction box. You should only turn on the field you are playing on.
 - b. All three fields in Cardinal Park have scoreboards which are now able to use the **Dak Score** app on your phone to run the scoreboards. This would ideally be done by one parent in the stands. Here are the steps for the App:
 - i. Open the Dak Score App on your phone/Ipad
 - ii. Select the field that you want: Field 1 (Varsity field), Field 2(JV Field) and Field 3 (JH Field)
 - iii. If the score is still on from the previous game, click on **New Game**
 - iv. Only one device can control the scoreboard at a time. So if someone is logged into that scoreboard through the App they are the only ones that can control it at that time. It is very important to make sure to close out properly
 - v. Once you are done with the game and need to close out the scoreboard go to **DISCONNECT**, then to **DISCONNECT AND SHUTDOWN** to shut it down.
9. After the Games procedures
 - a. Make sure to Disconnect and disconnect and shut down the Dak Score app
 - b. Make sure to shut off the power to the scoreboard which was turned on before the game
 - c. Ensure all players and parents have left the fields
 - d. Ensure that the garage door is shut and the door is locked
 - e. Make sure to shut the gates and put on the pad lock

5 - TOURNAMENTS

1. Tournament Teams
 - a. Can consist of 12-14 girls on a tournament team, coaches evaluation. Be very clear on who is on the tournament team after you decide. Please do not have tournament practices right after or before a regular practice.
 - b. Sign up for tournaments in May to make sure availability. Try to keep the tournament information separate from your league team communication. You can find tournaments at www.mnsoftball.com or www.southernstarsoftball.org
 - c. For tournaments outside of Cardinal Power and Southern Stars, teams are responsible for the cost of tournament fees. This can be broken out per player or by finding sponsors for the teams.
 - d. Ensure you have enough players for each tournament
2. Fairmont Cardinal Power Tournament and Southern Stars Tournament
 - a. Cardinal Power pays for the Fairmont Tournament and Southern Star Tournament. All players will play with their league teams for these two tournaments
3. MN State Tournament
 - a. This is an optional tournament that teams can attend. The registration for state must be done online by the head coach the week before the Southern Star's tournament. This can either be the Travel team or league team
 - b. Cardinal Power will reimburse teams for their registration fee if they attend the state tournament
4. NAFA Nationals
 - a. NAFA Nationals are a GREAT experience for the girls, but it takes a lot of work! This is usually a 3-4 day tournament held in a larger city in Minnesota. The cost is usually around \$1800 a team, so fundraising becomes extremely important.
 - i. Past teams have asked businesses to sponsor and created a poster and banner with those funds to give back to the businesses
 - b. If you even think you want to go to NAFA Nationals. Sign up in May to reserve your spot. You can always back out later. We like to see the girls earn a bid to go, but it's up to each team. Nationals are great memories the girls will always remember, but a lot of work for the coaches, ask for help from Parents!
 - c. Pin trading is a big deal at this tournament and Cardinal Power has pins for the girls to exchange. Each girl gets 10 pins and while at the tournament they will talk to girls from other teams to exchange their pins. This is by far the most fun for the girls, besides playing softball