



2013 MANAGER'S HANDBOOK

INTRODUCTION

Wilshire Softball is run completely by a volunteer base made up primarily of the parents of the girls in the league. We believe in providing our Coaches the tools to organize around and ensure that we are all teaching from the same baseline of skills and philosophy -- a unique brand of positive coaching that values, above all else, fair play & respect for the game while cultivating a healthy competitive spirit and sense of sportsmanship in and among our girls.

Additionally, this Handbook will provide you, our volunteer Managers, with strategies around communicating with players, parents, umpires and other coaches. It contains guidelines on how to organize & administer your team throughout the season. It contains explanations of the skills and some age-appropriate drills to help you plan your practices for each division (8U through 12U). There is always more than one way to do something, this should be a beginning, make it your own.

POSITIVE COACHING

The Manager ---- Everything begins and ends with you. Set the tone and the team will likely resemble your personality. You are the ultimate authority and have the responsibility to make correct decisions related to the team - on and off the field. Lay a foundation for success physically, psychologically, socially and morally. Build, nurture and protect each girl's feeling of self-worth and empowerment.

What we expect from you ---- Wilshire Softball Association is committed to the principles of Positive Coaching as defined by the Positive Coaching Alliance. We expect our coaches to be "Double-Goal® Coaches" who want to win and help players learn life lessons and positive character traits from softball.

Double-Goal® Coaches have two goals: winning and, more importantly, teaching life lessons through softball. Wilshire Softball's adoption of the Positive Coaching Alliance philosophy is intended to help coaches teach players to learn how to win, on and off the field, in a fun, competitive environment. It also means that regardless of their skill level, players can take softball's invaluable lessons in teamwork, discipline, compassion and handling adversity and apply those lessons in school, jobs and their family lives.

Just as Double-Goal® Coaches have two goals – Wilshire Softball Association and Positive Coaching Alliance urge parents to be **Second-Goal Parents**, focused solely on the "second goal" of helping children take life lessons from softball.

The following outlines 3 main principles that Wilshire Softball Association expects you to practice and share with your athletes and parents during the coming season.

DOUBLE-GOAL® COACHING PRINCIPLES

1. Model and teach your players to **Honor the Game**. Honoring the Game goes to the **ROOTS** of the matter. Teach the elements of **ROOTS** – respect for: Rules, Opponents, Officials, Teammates and one's Self.

- **R is for RULES:** The rules of softball are what allow us to keep the game fair. Respect for the rules is important, even when it's possible to break them without getting caught. Breaking the rules dishonors the game, even if it means that we win.
- **O is for OPPONENTS:** Without opponents, we could have no game. A good opponent makes us do our best. We try our hardest to win, not because we hate our opponent, but because we want to play our best. Promise your players that you will show respect for opposing coaches and teams and expect your players to do the same.
- **O is for OFFICIALS:** It is very important to respect officials. Often this can be the most difficult part of Honoring the Game, so we need to remember to keep it as a focus when we play. Officials are not perfect (just like coaches, athletes and parents) and sometimes make mistakes. However, there is no excuse for treating officials with disrespect when they make errors.
- **T is for TEAMMATES:** A big part of softball is the team. Later in life these young ladies will often be part of a team and it is important to teach them to work together. They have a commitment to each other as teammates and we ask you to encourage them to support each other on and off the playing field.
- **S is for SELF:** Some people only Honor the Game when their opponents do, but we need to Honor the Game no matter what the other team or its fans do. Be the kind of team that Honors the Game even when others aren't because of your own internal standards. Teach the athletes that they should have so much respect for themselves that they would never do anything to dishonor the game.

DOUBLE-GOAL® COACHING PRINCIPLES (cont)

2. Help players redefine what it means to be a **Winner in terms of Mastery**, not just the scoreboard. A Winner is someone who is working for mastery of whatever activity he or she is doing. Teach players the **ELM** Tree of Mastery:

- **E is for EFFORT:** Give your best effort every time you come out on the field
- **L is for LEARNING:** Continue learning and improving every week in practice and every time you play a game. If you continue to learn, you will get better and that is more important than whether or not you win.
- **M is for how we respond to MISTAKES:** Mistakes are part of the learning process. Everyone makes them but you need to teach and learn from them. Use a “Team Mistake Ritual” (e.g. “Brush it off”) to help players quickly rebound from mistakes.

3. Fill your players’ **Emotional Tanks**.

- We all have Emotional Tanks – use encouragement and positive reinforcement as your primary method of motivating.
- People perform better with full Emotional Tanks so learn how to fill your players’ tanks and teach them to do the same with their teammates.
- Use the “Buddy System” to teach players to fill each other’s Emotional Tanks.
- Tank filling can be non-verbal (e.g. high five, fist bumps, pats on the back, eye contact and smiles)
- Praise in public, criticize in private.
- Learn to give kid-friendly criticism so players will be able to hear it and avoid giving criticism in non-teachable moments.

ORGANIZING YOUR TEAM

ADMINISTRATIVE ITEMS

The following are mandatory items that all Managers must complete per Wilshire Softball Association guidelines before managing a team:

- ASA ACE Coaching Certification – All Managers are required to receive at minimum ACE Level 1 Coach Certification. There are various seminars offered throughout the Southern California Region or the training can be done online at www.socal-asa.com.
- All Managers, coaches and team parents (anyone who will be in the dugout or have direct contact with the athletes) must complete and pass a background check conducted by the League.
- The Commissioner and Manager will collectively assure that every parent has signed the Medical Release and Parent Code of Conduct. Managers are required to keep a copy of the Medical Releases in their possession at every Wilshire Softball sanctioned event (i.e. practices, games, etc).
- All Managers, coaches and team parents (anyone who will be in the dugout or having direct contact with the athletes) must sign and adhere to the Wilshire Softball Association Coaches Code of Conduct.

COACHING PHILOSOPHY

Share your Coaching Philosophy. If you don't have one, develop one and write it down. Convey your philosophy to players and parents at the beginning of the year and it will create better communication throughout the season. The following are some things to consider as you develop your Coaching Philosophy:

- Most valuable commodities of every coach:
 - i. Time: The time you dedicate to focused interaction with the players. The time you spend on making yourself a better coach.
 - ii. Knowledge: Learn all you can about softball on an ongoing basis. Share that knowledge in a positive manner with the players and parents through your actions.
- Attributes of Good, Effective Coaches:
 - i. Gives time freely
 - ii. Constantly strives to improve his/her own knowledge base
 - iii. Uses a variety of teaching methods to reach all athletes
 - iv. Provides a safe environment
 - v. Has good and positive communication skills
 - vi. Exemplifies leadership - leads by example
 - vii. Regularly evaluates self and coaching team
 - viii. Develops a plan (daily & seasonally)
- Questions to build around:
 - i. Why are you coaching this team? (Be honest with yourself.)
 - ii. What are your goals for each girl? The team as a whole?
 - iii. What are your rules and expectations for participation?
 - iv. What are the consequences of not following rules?
 - v. How do you wish to communicate with athletes, parents and umpires?
 - vi. What roles can parents play and when?

TEAM MEETING

A mandatory Team Meeting for players and parents should be the first thing you do as a team. The main goal for the pre-season meeting is to meet the parents and set a foundation and expectations for the upcoming season. Here are some important things that should occur at this meeting:

- All players meet one another.
- Introduce your Coaches (be sure to choose Coaches who share your Coaching Philosophy).
- Present your “Coaching Philosophy” and goals for the season.
- Review the Wilshire Softball Pledge with the players and parents
- Review the Parent and Coaches Code of Conduct.
- Explain the role of the Player Agent and provide contact information to parents. Glen March (gmarchmd@yahoo.com)
- Review “Double Goal Coaching” and “Second Goal Parents” as well the 3 main principles of Positive Coaching as defined in this Handbook.
- Select Team Parent to handle all communications to other parents. (Team Parent Duties include: schedule snacks for each game, get/sort out preseason paperwork to be filled out, team banner, etc.)
- Collect everyone’s contact information.
- Select an official scorekeeper to keep a record of each game.
- Players select a team name.
- Discuss and order Team Banner
- Discuss Communication with parents:
 - Tell them how you’d like to be contacted (phone, email, times to be reached (set limits).
 - Never rely on Athletes to relay messages – EVER.
 - Commit to being an effective listener, first.

PLAYING THE GAME

PRACTICE

Develop and adhere to your Practice Plan each week. A practice plan should be fun, specific and include time estimates for each section to maximize efficiency. It should focus on empowering the athletes, building solid fundamental skills and exploring the game at an appropriate level.

Practice Plan Basics: Every plan should include...

- Warm-up / Stretching: This is preferably a team ritual that includes stretching and jogging led by the girls themselves. This allows them to all arrive, settle in, let go of the day, and focus.
- Skills Building Module: This emphasizes basic skills, repetition, and should be made sequential, i.e. start from the most basic elements and add on. These introduce / reinforce the fundamentals that should be second nature in a game. This is a routine the girls come to memorize and perform on their own automatically and can repeat at home.
- New Skill / Advanced Techniques: It is recommended to gradually introduce new concepts / techniques as the year progresses based on skill & age levels. Some examples are advanced base running, bunting, pick off plays, relays, outfield drills, etc.
- Game-like situations (i.e. live pitching, running, etc.): This allows the athletes to use their basic skills in a simulated game situation.

PRACTICE DRILLS

Some good practice drills to consider...

- Ball Tracking Drill – Each girl gets a ball (start with whiffle balls for younger ones) and starts on the third base line. They jog as a team to and from the right field fence while tossing the ball in the air about 5-10 feet and catching it on the run. This is not a race but rather a controlled drill to teach ball tracking.
- Funnel Drill - Watching the ball into your hands is an important skill to learn at a young age, as it will be useful at any level of softball competition. This drill requires two people, one with a glove and one without. The player with the glove rolls a ball to the other player. The player fielding the ball must do so without using the glove, forcing her to position her body fully in front of the ball, get down on the ball and scoop or funnel the ball to the waist. The fielding player then flips the ball back to the other player, who quickly rolls it again in a slightly different direction to force the fielding player to adjust quickly. Repeat the drill 12 to 15 times, then switch positions
- Four Corners - This drill can involve an entire team and is best used to help warm up and work on proper fielding and throwing technique. Split the players evenly among first base, second, third and home plate. Start the ball at home plate, and throw to third base, then to second, then to first and back home. The players focus on catching the ball cleanly with two hands, stepping toward the ball with the foot on the glove side of the body, and proper throwing technique. To add a wrinkle, plus some exercise, have players follow the throw and go to the back of the line at the base that they threw to, working their way around the diamond.
- Throw Down Drill –line up half the team at home plate and the other half at 3rd base. Home rolls the ball to the player at 3rd who fields the ball and throws to the home player. Switch lines so all have a chance at both positions. This drill teaches them to field the ball cleanly and make crisp accurate throws.

PRACTICE DRILLS (cont.)

- Ground Ball / Alligator Drill (foot work drill) –This drill is done with a softly hit ball 10 feet to the side of and 50 feet away from the girl. Focus on making sure the girl receives the ball at the top of the triangle, using two hands like an alligator, keeping up and butt down
- Fly Ball/Relay Throw Drill –Players line up in a line stretching from home to the outfield along the base line, approximately 60 feet apart. Have the first player throw the ball to the glove side of the second player in the line. Do the same for the rest of the players. This teaches the proper location for the relay throw and also teaches quick turn and release of the throw.
- Outfield Cone Drill -Set out some small cones in an arc in the outfield and then hit grounders to the outfielders. They must round the cones before reaching the ball. This teaches them to go to the path of the ball and not directly at the ball. Also focus on knee down to stop ball (as an outfielder should do).
- Over the Head Drill -Have the players line up and have one of them selected to field a ball hit over her head. Hit or throw the ball over her head and to the right or left. Make sure that she does not run with her glove up. Rather, run with glove down to catch the ball and then get her to put the glove up and make the catch after she has reached the spot where the ball will land. Also, when doing these drills, make sure the fielder catches the ball in front or to her throwing side so she can make a quick release of the ball.
- Gap Drill - Half the team is in left field and the rest in center. Coaches hits fly ball in between the first two outfielders. They both go for the ball with one catching it and the other properly backing up the fielder. If the ball happens to get by both fielders then they will use a relay throw to get the ball back to the coach.
- 21 Drill – Whole team in their positions with runners. Coach hits balls and goal is to field the ball and make the appropriate out. Start at 21 and count down for each clean out until you reach 0.

PRACTICE PLANS

Sample #1

WARM UP

1. Warm Up – stretch, cauliflower, lunges and monkeys (12 min)

BASIC SKILLS MODULE:

2. Throw Down Drill – home to 3rd (4 min) -- done as a team
3. Ball Tracking Drill – Home to CF Fence (3x) – done as a team (4 min)
4. No Glove – Ball rolling drill (funnel drill) – done as a team (4 min)
5. Arm warm-up/throwing drill – on knee; @ 60; long toss – paired up (10 min)

NEW SKILL / ADVANCED TECHNIQUE:

6. Defensive Stations – Groups of 3 (5 min each)
 - a. Ground Ball (alligator, foot work drill) -- run by one coach
 - b. Outfield Cone Drill -- run by one coach
 - c. Over the Head Drill -- run by one coach
 - d. Relay Throw Drill – run by one coach - Kids 60 feet apart
7. Gap Drill -- Done as a Team (8 min)
8. Base Running & Sliding – (10 min)

GAME SITUATIONS:

9. 21 Drill – Full team (15 min)

PRACTICE PLANS

Sample #2

WARM UP

1. Warm Up – stretch/captains lead circle (5 min)

BASIC SKILLS MODULE:

2. Base running – Relay split Home/2b run full circle/switch bases (5 min)
3. Throw Down Drill – roll ball home to 3rd switch line (5 min) -- done as a team
4. Ball Tracking Drill – Home to CF Fence (3x) – done as a team (5 min)
5. No Glove – Ball rolling drill – knuckles in dirt – in groups (5 min)
6. Throwing/catching drill – on knee; @ 60; long toss – paired (10 min)

NEW SKILL / ADVANCED TECHNIQUE:

7. Stations – Groups of 3 (10 min each) x 4
 - a. Ground Ball (alligator, foot work drill) – bat/throw to 1b rotate
 - b. Bunting Station – coach fast pitch wiffle balls, w/ pull back
 - c. Fly Ball/Relay Throw Drill – Kids 30 feet apart
 - d. First base running – along w Ground ball work

GAME SITUATIONS:

8. Scrimmage – Live pitch, leading off, C to 3rd throws, game situations (15 min)

GAME DAY

Manager's duties on Game Day should include your own version of the following:

- Be a Double-Goal® Coach and remind parents to be Second Goal Parents. Remind everyone to honor the Wilshire Softball Pledge.
- Prepare a pregame talk - inspire athletes to give 100% effort (relaxed players perform best).
- Write down your line up & batting order on lineup card for the umpire and opposing team.
- Post batting order & line up in dugout.
- Post blank score card and have girls tally their own runs as they come in.
- Select base coaches.
- Communicate signs (bunting, take, steal...) to players and coaches.
- Establish and execute pre-game warm ups, infield practice, player led pregame cheers.
- Postgame meeting - promote self-evaluation & be relentlessly positive.

ADDITIONAL RESOURCES FOR COACHES

Positive Coaching

www.positivecoach.org

Local Resources (batting cages, instruction)

www.labaseballcentral.com

Equipment

www.softballoutlet.com

www.softball.com

Banners

www.probanners.com

www.rebelsportsfx.com

General information, education, drills, etc.

www.powerchalk.com/asa

www.softballperformance.com

www.candrea.com

www.softball-spot.com

ASA Softball

www.asasoftball.com

www.socal-asa.org

Wilshire Softball Association expects all Managers, Coaches, Parents and Players to adhere to their respective Codes of Conduct and honor the Wilshire Softball Pledge. Please share these with your team and remember to lead by example.

WILSHIRE SOFTBALL ASSOCIATION PLEDGE

COACHES	PARENTS	PLAYERS
I pledge to contribute to a positive sports experience by following these guidelines and adhering to the Coaches' Code of Conduct:	I pledge to contribute to a positive sports experience by following these guidelines and adhering to the Parents' Code of Conduct:	I pledge to contribute to a positive sports experience by following these guidelines:
<i>I will lead by example in demonstrating fair play and sportsmanship to all players.</i>	<i>I will encourage good sportsmanship by demonstrating positive support for all players, coaches and umpires at every game or practice.</i>	<i>I will encourage good sportsmanship from fellow players, coaches, umpires and parents at every game and practice by demonstrating good sportsmanship.</i>
<i>I will be knowledgeable of the rules and will not argue with umpires and other coaches. I will treat my players, umpires, other coaches and fans with respect.</i>	<i>I will insist that my child and my guests must treat all players, coaches, umpires and fans with respect and demonstrate the same respectful behavior myself.</i>	<i>I will treat my coaches, other players, umpires and fans with respect.</i>
<i>I will place the emotional and physical well being of players ahead of my personal desire to win.</i>	<i>I will place the emotional and physical well being of my child ahead of my personal desire to win.</i>	<i>I will give my best effort and have a good attitude at practices and games.</i>
<i>I will communicate my concerns with parents and encourage them to communicate with me.</i>	<i>I will support coaches and officials working with my child in order to encourage a positive and enjoyable experience for all.</i>	<i>I will encourage my parents to be involved with the team in some way and to be supportive of the entire team.</i>
<i>I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.</i>	<i>I will insist that my child play in a safe and healthy environment.</i>	<i>I will be on time for every practice and game that I can, and will remind my parents to notify my coach in advance if I cannot.</i>
<i>I will do my best to organize practices that are fun and challenging to all players using coaching techniques appropriate for all skill levels on my team.</i>	<i>I will remember that the game is for the players and not the parents.</i>	<i>I will do my best to listen and learn from my coaches.</i>
<i>I will demand a sports environment that is free from drugs, tobacco and alcohol and will refrain from their use at practices and games.</i>	<i>I will demand a sports environment that is free from drugs, tobacco and alcohol and will refrain from their use at practices and games.</i>	<i>I will always remember that playing sports is intended to be an enjoyable learning experience.</i>

GOOD CONDUCT = GOOD SPORT!!

WILSHIRE SOFTBALL ASSOCIATION
Parents' Code of Conduct 2013

It is the objective of Wilshire Softball Association to implant in the girls of the community the ideals of good sportsmanship, loyalty, courage, and reverence. Our primary goal is to build character in our children. Because of the excitement and high emotion of some of our games, we thought it important to express some guidelines regarding what we expect from you, our parents, and your children. Please know that we encourage cheering and exuberance, but please be careful to express this in a positive manner.

1. As a parent of a daughter in recreational youth softball with Wilshire Softball Association (hereafter WSA), I understand that the positive development of the children and healthy encouragement are the highest priorities.
2. I understand that WSA does not tolerate any behavior on the playing field or in the stands that would hinder the spirit of sportsmanship and cooperation that we are trying to encourage.
3. I agree to honor and uphold the rules of ASA and WSA and the decisions of the WSA Board of Directors and to familiarize myself with these rules for my and my daughter's benefit.
4. I agree to set a high moral and ethical example for my own children as well as the children in the WSA, including but not limited to demonstrating fair play and good sportsmanship.
5. I understand that the conduct of any guests brought to any WSA affiliated event is the responsibility of the adult whose daughter participates in the league.
6. I agree that I am responsible for and will control myself and my guests and treat opposing coaches, players, umpires, and parents with courtesy and respect.
7. I (and my guests) agree and understand that the umpire has final discretionary control over the game and agree to refrain from dissent or verbal or physical assaults.
8. I understand that I (and my guests) may be ejected from the game/park for dissent with the umpire, coaches, families, or any other personnel on the playing field or at the park.
9. I understand that I (and my guests) need to treat my daughter's coaches with respect, both on and off the field.
10. I understand that the use of any abusive language, profanity or any threatening behavior is strictly prohibited at any WSA affiliated event and may result in my immediate ejection from the area and possible banishment from future WSA affiliated events subject to the WSA Executive Board.
11. I understand that smoking, alcoholic or illicit drug intake is strictly prohibited on the athletic fields/stands or in the dugouts during practices or games.
12. I understand that WSA is a volunteer program and I will do my part to keep the facilities clean where any and all WSA affiliated events take place.
13. I agree that all disputes will be resolved through the WSA Board of Directors. Not on the field.
14. I understand that all grievances and disputes must be written and delivered to the WSA Board of Directors to be considered.
15. I agree and understand that my daughter will only wear the official uniform and safety equipment determined by the WSA Board for all games.
16. I will ensure that my daughter treat other players coaches, officials and spectators with respect regardless of race, creed, color, gender or ability.
17. I realize that it is my responsibility as a parent to be sure my daughter attends all practices and games and arrives on time. I will communicate effectively with the coaches whenever my daughter is unable to attend a practice or game.
18. I agree to adhere to the principles of the Wilshire Softball Association Pledge and agree to review and enforce them with my daughter and my family.

Failure to comply with these rules may result in a player, parent, or guest being asked to leave the premises and could result in the forfeiture of the game. Serious or repeated offenses could result in suspension from the league.

As Parent or Guardian of _____, I certify that I have read the above Parent Code of Conduct and agree to abide by the rules set forth.

Printed Name

Date

Signature

WILSHIRE SOFTBALL ASSOCIATION
Coaches' Code of Conduct 2013

All coaches are required to sign the following Code of Conduct in order to coach in the recreational league of Wilshire Softball Association.

1. I understand that I am coaching recreational softball and acknowledge that the positive development of the children I coach and good sportsmanship are the highest priorities.
2. I will place the emotional and physical well being of my players ahead of a personal desire to win.
3. I agree to set a high moral and ethical example for the children I coach, including but not limited to demonstrating fair play and good sportsmanship.
4. I will educate myself and be knowledgeable in the rules of softball and I will teach these rules to my players and their parents.
5. I agree to honor and uphold the rules of Wilshire Softball Association and decisions of the Wilshire Softball Association Board of Directors.
6. I agree and understand that the umpire has final discretionary control over the game and agree to refrain from dissent or verbal or physical assaults.
7. I agree that I am responsible for and will control myself, assistant coaches, parents and observers of the game from my team and treat opposing coaches, players, umpires, and parents with courtesy and respect.
8. I understand that I may be ejected from the game/park for dissent with the umpire, opposing coaches, families, or any other personnel on the playing field or at the park.
9. I agree that all disputes with other coaches and umpires will be resolved through the Wilshire Softball Association Board of Directors.
10. I understand that all grievances and disputes must be written and delivered to the Wilshire Softball Association Board of Directors to be considered.
11. I understand that I may be removed as a coach by the Wilshire Softball Association Board of Directors for violations of this Code of Conduct or any rule of the league and/or tournaments.
12. I agree and understand that my team will only wear the official uniform and safety equipment determined by the Wilshire Softball Association for all games and I will do my best to provide a safe playing situation for all players.
13. I will be responsible for the care, treatment and return of all Wilshire Softball Association property, fields and equipment and will return said equipment in a timely manner.
14. I will communicate often and effectively with the players and parents.
15. I will demand a sports environment that is free of drugs, tobacco, and alcohol, profane language or vulgar gestures and will refrain from their use at all softball events.
16. I will adhere to the principles of the Wilshire Softball Association Pledge and agree to review and enforce them with my players and their parents.
17. I understand that my failure to comply with this code of conduct may result in censure, discipline, suspension or termination of my volunteer commitment.

Printed Name

Date

Signature

** This will be effective for one year from the date signed.