**INFORMATION FOR MINOR DIVISION COACHES**

**PLEASE READ THE FOLLOWING INFORMATION**

**REGARDING REGISTERING YOUR TEAMS IN 2018**

**ATTACHED ARE THE FOLLOWING:**

* Team Registration & Addition/Deletion Form (For privacy reasons please keep confidential – for League and Office use only)
* Provincial Entry Form for Provincials. All Minor Provincials are “Open”.

### TEAM REGISTRATION FORM AND ADDITION/DELETION FORM

The **Team Registration Form and Addition/Deletion Form** have been sent to your League President electronically. These documents are excel spreadsheets.  Please ensure that all players and coaches are listed complete with name, date of birth, address, phone and e-mail (if possible). All other player registration rules/penalties as listed in the current Division Operating Rules remain applicable. Forms are to be submitted to your League and they will forward to our office electronically by **June 1st**. Players and coaches signatures are not required on the Team Registration Form. Hard copies of the Team Registration Form will not be accepted by Softball Manitoba.

The **Addition/Deletion Form** is only required to be completed for any players or coaches that were missed being added to the team after the Team Registration Form was submitted to Softball Manitoba.  The deadline for the League to submit the Form to Softball Manitoba is **June 22nd**.   The Form must be approved and signed by someone on the League Executive.  The signed form must be sent to Softball Manitoba via email, fax or mail.

Your League Registrar/President will send you the Team Registration Form and Addition/Deletion form electronically. If you have not received these forms, please contact your League Registrar/President. Following is information on saving the documents:

1. Click on File
2. Save As
3. For the Team Registration Form (TRF) and Addition/Deletion Form (ADF) - save file according to Category/Classification/League/Team Name – example name for file:  TRF – U10 B Girls – Bonivital Minor - Dakota Team 1
4. Enter the data in the spreadsheet.  When saving the document, if a dialogue box appears on the screen – Microsoft Excel Compatibility Checker, click on “continue” to save the document.

For your information, the **Addition/Deletion** form is only to **add** players. **Minor teams are not allowed to delete players from their roster.** The **addition/deletion** form is used to finalize a team’s roster for those players that joined the team after the original roster was sent it. It is not to be used for picking up players for provincials. Softball Manitoba has a player pickup form for provincials. Coaches are to contact the Softball office to advise which players are not playing and provide names of players being picked up and from which team. See Minor Division Operating Rules in the Information Handbook for further information on pickups.

NOTE: Each Team Registration Form must have a minimum of nine (9) and a maximum of seventeen (17) players per roster; the maximum number of coaches/managers is four (4).

**It is imperative that all Team Registration Forms and Addition Deletion Forms are submitted to your league, who, in turn forwards them to our office. If we do not have the Team Registration Form, should a player or coach get injured, they would not be covered for insurance.**

### COACHING CERTIFICATION

There must be at least one coach on the roster. Coach clinics are held throughout the province. Check with the Softball Office at 204-925-5673 or our website to find a clinic close to where you live. Coaches with teams attending provincial championships must abide by the coach certification requirements as per the division operating rules in the information handbook. Coaches must be certified in "**SOFTBALL**". Certification from other sports does not qualify.

### INFORMATION FOR MINOR ‘A’ TEAMS ENTERING PROVINCIAL’S AND ARE PREPARED TO REPRESENT THE PROVINCE AT A WESTERN CANADIAN OR CANADIAN CHAMPIONSHIPS

The team is to send **three (3) separate cheques,** which are all made payable to **Softball Manitoba,** for:

1. **Provincial entry** (due June 1st) – see Provincial Entry Form for fees
2. **Major Championship** - **$750.00** for Minors (due June 1st). The cheque for the Western or Canadian Championships and does not get cashed until teams qualify. Teams qualifying for Westerns will be reimbursed for $250.00.
3. **Performance Bond - $2000.00** (due June 1st). The $2000.00 deposit will be returned to the team once they have completed their commitment in participating in the event.

### RESPECT IN SPORT PROGRAM FOR MINOR CATEGORY COACHES

Respect in Sport is an online training course for all coaches in Manitoba. Sport Manitoba is initiating this program to create a better sport environment for children through education. **All registered Minor Division softball coaches are required to complete the 3-hour online training.**

**Instructions to access the program:**

**-** <https://sportmanitoba.respectgroupinc.com/>

**- choose language**

**- read information page (important information for the coaches)**

**- click on icon at bottom to register**

**- click on “register a new user”**

**- fill in all required information (x will change into a check mark when completed correctly)**

**- select “softball” as your Sport Association**

**- read and accept the website privacy statement**

**- click on submit**

**Respect in Sport Recertification**

**Respect in Sport is now available with a five year window of recertification. All coaches who have taken RIS in 2013 or earlier, need to complete the updated and enhanced version of RIS by April 1, 2018.**

[**Take the new course here**](https://sportmanitoba.respectgroupinc.com/)**.**

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