



## **X-Plosion Coaches Manual**

### **PV X-Plosion**

The Pleasant Valley Girls Fastpitch Softball Association (PVGFSFA), an Iowa non-profit corporation, is organized exclusively for non-profit educational purposes within the meaning of section 501(C)(3) of the Internal Revenue Code. Individual members will not derive profit from this organization. The objectives of the organization is to promote in the players the ideals of sportsmanship, perseverance, loyalty and teamwork; provide training and develop athletes for competition.

### **Mission**

To provide a positive, competitive environment with an emphasis on teaching the fundamentals and rules of the game of fastpitch softball. Sportsmanship, teamwork and safety are to be stressed. It is an organization of volunteers committed to building an appreciation for the game of softball through quality coaching.

### **PV Spartan Affiliation**

The Pleasant Valley Girls Fastpitch Softball Association (PVGFSFA) is a feeder program for the Pleasant Valley Senior High School Spartan softball program and will develop players with the long term objective of playing for the Pleasant Valley High School Spartans.

### **Board**

The PVGFSFA has a board of directors consisting of at least four and no more than nine directors. Directors are elected and serve a two-year term. The officers are a Board President, Vice-President, Secretary, and Treasurer. A minimum of four Board Meetings will be held each calendar year. Dates of Board meetings will be communicated to each Board Member and all coaches of the club. It is expected that a member of each team will be present at the Board Meeting.

## Coaches

All coaching positions in the PVGFSA are volunteers and will be required to provide clearances/authorizations for background checks.

The PVGFSA believes that competition is healthy but overly aggressive behavior will not be tolerated. The PVGFSA must provide a positive character-building experience for all players.

Coaches shall:

- Honor the game by encouraging teamwork and good sportsmanship.
- Show respect for the players, opponents, fans and officials.
- Use positive motivation and recognition to support all players.
- Place the emotional and physical well-being of the players ahead of a personal desire to win.
- Treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- Do one's best to provide a safe playing situation for the players.
- Lead by example in demonstrating fair play and sportsmanship to all players, coaches, umpires and parents.
- Provide a sports environment that is free of drugs, tobacco, e-cigarettes and alcohol; refrain from their use on or near softball practice fields or sports complexes.
- Provide a sports environment that is free of foul, offensive, and or inappropriate language and comments.
- Be knowledgeable of tournament, game and local rules and teach them to the players.
- Use those coaching techniques appropriate for each of the skills taught to the players.
- Remember that one is a youth sports coach, and that the game is for children and not adults.
- Attend Coaches Clinics and or player/ team clinics put on by the PVGFSA or offered and paid for by PVGFSA.
- Supply practice and tournament schedules as requested.
- Bullying will not be tolerated in any form. Any knowledge of this situation should be brought to the Club President immediately.

### **Additional Coaches Responsibilities**

- Communicate with the team.
- Communicate with X-Plosion Board of Directors.
- Appoint a Team Manager.
- Ensure all league forms are gathered and submitted (Picture releases, sponsorship forms, etc.)
- Equipment
  - Check in/out equipment during season
  - Responsible for quality of equipment during season; normal wear and tear is expected

- Return all equipment at end of season, including equipment purchased with team funds and or X-Plosion funds
- Determine practice times and location.
  - Includes reserving gyms and fields.
- Schedule league games and tournaments.
- Set team budget, communicate and collect Team costs for Fall and Spring.
- Set up players in Team Snap.
- Participate in team tryouts.

## Teams Formation

### **Qualifications**

Any girl is eligible to try out for a team of the PVGFSA provided she is within the age divisions and the player's age as of 11:59 pm on December 31st determines the youngest age division in which she is eligible to play the following year.

- 7U – Seven years of age and under.
- 8U – Eight years of age and under.
- 9U – Nine years of age and under
- 10U – Ten years of age and under.
- 11U – Eleven years of age and under.
- 12U – Twelve years of age and under.
- 13U – Thirteen years of age and under.
- 14U – Fourteen years of age under.

Any girls who do not live in the PV School district are welcome to try out as well. Depending on her tryout assessment and the need for players to complete a team, she may be extended an invitation to join the program.

### **Tryouts**

Formal tryouts will be held annually each summer in August to place players on teams. The tryout is to assess the skill level of the players and place them on teams. Girls will be rated on fielding, throwing, hitting, running and pitching. Team selection will be based upon the results of the tryouts and input from coaches based on their knowledge of the players.

Dates will be posted on the PV X-Plosion website and through the Pleasant Valley School system for announcements. Player Registration can be filled out on the PV X-Plosion website or the day of tryouts. A media release form will also need to be filled out at the time of registration. A registration fee is required at registration. These funds will be returned if the child does not make a team. If the child makes a team and chooses not to play the fee will not be refunded.

Coaches will be notified by the Board of tryout dates/ times and will be expected to:

- Attend any meetings regarding tryouts.
- Arrive early to receive information and help set up.
- Assist with the running of tryouts.
- Rate players for their age group.

### **Team Formation**

The PVGFSA will strive to have enough teams and coaches to accommodate all players interested in and capable of playing competitive fastpitch softball but cannot guarantee all prospective players will be on a team.

After team selection, coaches will discuss commitment for practices, games and tournaments with the players and parents at a Parents' Meeting. If parents and/or players do not feel that they are ready for this type of commitment, they will be encouraged to pursue softball through one of several recreational leagues in the community.

### **Team Communication**

Once a Team Roster is provided from tryouts the Coach is expected to:

- Set players up in Team Snap.
- Contact each member of the team within the week.
  - *Introduction*
  - *Set the Parent Meeting Date*
- Communication of team expectations.

### **Communication of Team Expectations**

- Players Manual.
- Player Contract.
- Parent instruction on updating Team Snap.
- Practice Schedule.
- Timeline for Season.
  - *When should they expect further communication about tournaments, costs etc.*

### **Team Snap**

Team Snap is an app that is used for team communication. Practices, tournaments and other events will be scheduled and sent to players as well as any team communication. All coaches are given administration rights to their team at the beginning of the season. If you have issues, contact a member of the X-Plosion Board.

At the beginning of the season, the Coach will need to enter each player into the Team Snap account. The parents will be expected to update the personal information for their player. The app is set up so all team communication and events will be sent directly to the personal email entered into the app. Multiple parents can be set up to receive information.

Team Snap can be used through the following website [www.teamsnap.com](http://www.teamsnap.com) or an app can be downloaded on mobile devices.

The Club President will assign Coaches the appropriate permission levels and send an email to the coaches when players can be added.

To add a player to team snap:

- *From the Home Page click on your Team Name.*
- *Click Roster.*
- *Click Add New Player.*

To send out an Event/Game

- *Click Schedule from the menu list.*
- *From the new drop down click Event or game.*
- *Fill out the needed information.*
- *Make sure Notify Team is checked and Save.*

To send messages

- *There is two forms of messaging - Email and Message Board (a chat room for the team)*
- *Click Messages.*
- *For Email click new email.*
- *To post to the chat room click Posts.*

To check availability

- *Click on the event.*
- *Click on Availability (The Coach can also change availability for a player).*

### **Other Forms of Communication**

Some coaches have also set up text strings for the team or made phone calls to have an additional means of communication for immediate information like cancelled practices, games, etc. Make sure all information is sent first through Team Snap, since this is the primary form of communication.

Parent Meetings are a great way to kick off the season. There can be multiple Parent Meetings in a season, if needed. Some common topics at Parent Meetings:

- Attendance Expectations
- Team Costs
- Timelines of Communication
- Overview of Tournaments

- Uniforms
- Player Equipment Expectations
- Parent help needed

## Determining Team Fees

The Coach will be in charge of determining, communicating and collecting team costs by player based on facility fees, league, tournament and X-Plosion Team Fees.

### **Bank Accounts**

All teams have a sub-account at Vibrant Credit Union. Fees collected will be deposited into the the PVGFSA main account or your team sub account. We have run into some tellers at Vibrant only allowing us to deposit into the main account. The Board Treasurer will manage all accounts. If fees are deposited into the PVGFSA main account, email the Board Treasurer they will transfer the fees into the correct subaccount.

Checks can be made out to either PVGFSA or PV X-Plosion, make sure memo line includes your team name.

### **X-Plosion Team Fees**

Each team will be required to pay a \$1200 fee to PVGFSA each year. These costs cover team insurance, Team Snap fees, Website fees, Team Banners, team equipment, background checks and other team costs. Each year the Board will review the amount of this fee to see if adjustments need to be made. Any monies not spent of the \$1200 will be returned to the teams account to use to pay for tournaments or other full team costs.

Teams can raise funds for the X-Plosion fees in a couple different ways. Most teams find 4 team sponsors that give \$300 each. If more than the \$1200 is raised by sponsors, the extra money will stay with the team. Other teams have split the fee equally among players and add it their team fee.

### **Team Sponsors**

The Team Sponsor's logo will be placed on the team banner which is hung at every game as well as the X-Plosion website. The sponsor may also choose to receive a plaque to hang in their place of business. The board will need the filled out form and check number provided by the sponsor by December 31. The form for Team Sponsors is located in Appendix B.

### **Fundraising**

Each team may complete fundraising event to help reduce costs per player. This will be set up and run by the coach or a team volunteer. Other fund raising opportunities may be sent out by the club.

## **End of season**

Left over funds at end of season may be used to have a team party. Receipts must be turned in to be reimbursed for these expenses. Team funds cannot be used to purchase alcoholic beverages. Any funds left in the account at the end of the season will remain with the team account if the team stays intact as a whole or will be transferred into the X-Plosoion general fund to offset association expenses such as equipment, insurance, and other fees incurred by the association.

## **Practices**

The coach will schedule practices as they see fit for the team throughout Fall and Spring. Some facilities that have been used in the past:

- Crow Creek Park (outdoor) - contact City Hall. cost is \$15.00/hour
  - *If lights are needed there is a key deposit and small charge each night they are used.*
  - *Fields can only be booked in 4 week increments.*
- Pleasant Valley Schools (indoor/outdoor) - we complete this step as an organization
- LeClaire Rec Center - LeClaire city website and fee is \$15 per hour.
- The Cage (Moline) 2339 5th Ave, Moline - Chad Marshall.
- Around the Horn (Moline) 4900 7th St, Moline [\(309\) 236-5600](tel:3092365600)

## **Leagues**

Teams have the option of playing in a Fall League, Spring League, both or neither. This decision will be made by the coach. Some League information can be found at the USSSA website.

Popular past leagues are

- Eldridge
- Jacobs - a more competitive league
- Green Valley - Moline - more competitive
- TBK Bank Complex- Bettendorf

## **Tournaments**

### **Finding Tournaments**

The number of tournaments played in the Fall and Spring Season is determined by the coach.

Tournament information can be found at:

- USSSA website
- InfoSport website
- Softballtournament.com
- Tournament emails

All tournaments will be paid via credit card contact the Board Treasure for support and or directions.

## **Signing up a Team through USSSA**

- The Club President or Treasurer will register the Team, pay fees and turn in insurance. Once this is completed it will be communicated and the Coach will go to the USSSA website and their teams information.

## **Equipment**

Equipment provided by the X-Plosion Club will be picked up after teams are formed. Communication will be sent out by the Board President. At the end of the season, the equipment for each team will be collected as any broken or overly used equipment can be replaced in the off season. Information on the drop off location will be communicated with the coaches at the end of June.

During the season any requests for additional equipment should be given to the Board President.

The X-Plosion Club has 3 pitching machines that can be used by any of the teams. To use the pitching machines contact the the Board President.

Individual Players will be responsible for gloves, mitts, bats, batting gloves and cleats. Catchers and first base players are encouraged but not required to purchase their own mitt/glove and or equipment for these positions. This equipment will not be purchased by the club.

Equipment provided to first year teams will include:

- First aid kit
- Gear bag
- Score book
- Line up cards
- Balls - regular - 1 bucket approximately 18 balls
- Net - 1
- Tee -1
- Catchers equipment through 10U - those committed to playing catcher are encouraged to purchase their own personal equipment. Equipment will not be purchased for a specific individual. It will be purchased for the team
- Bucket
- Hand sanitizer
- Disinfectant

Any additional equipment can be purchased using team funds. All equipment is subject to be turned in at the end of the season to ensure it is safe. Additional equipment can be purchased with team funds. If a team breaks up all equipment must be returned to the organization and will be repurposed to other teams.



Returning teams: Equipment provided at the start of each season

- Score book
- Line up cards
- Hand sanitizer
- Disinfectant

## Uniforms

The X-Plosion Uniform will consist of X-Plosion Helmet, X-Plosion Bag, X-Plosion t-shirt jersey, at least one jersey, X-Plosion sweatshirt, solid navy softball pants and navy socks socks.

A uniform try-on meeting will be set for all members of the club. Communication of this event will be sent out through TeamSnap.

Players who would like to wear long sleeves and t-shirts, under their jerseys must wear white.

## Adcraft Store

Twice a year, players will have the opportunity to purchase X-Plosion gear through the Adcraft website. A portion of these purchases goes back to PVGFSA. Communication will be sent to coaches and all members of the club through TeamSnap.

## Player Expectation

At the beginning of each season, the X-Plosion Player Manual will be sent to each team member by the coach. This manual will outline expectations of the players and provide information for both the player and parent for the upcoming season. If questions arise that are not explained in the Player Manual, it is the Coaches responsibility to bring it to the next Board meeting so the manual can be updated for the next year.

At the beginning of each season, a Player Contract will be signed by each player. A copy of this contract is located in Appendix A of this manual. A player should not participate in games or practices until this form is signed.

The PV X-Plosion teams can play in tournaments in both the Fall and Spring. It is expected that each player attend a majority of practices and games. We encourage multi-sport athletes. If other practices and games interfere, it must be communicated with the coach so an alternate solution can be reached for the player to be able to participate and develop with the team.

Practices will continue through the winter months, the frequency will be determined by the coach. If other practices and games interfere, it must be communicated with the coach so an alternate solution can be reached for the player to be able to participate and develop with the team.

## **Equipment**

All equipment used by players must meet or exceed ASA and USSSA standards. Each player is responsible for providing her fielding glove, batting gloves, bat, cleats and face mask. The PVGFSA teams will wear a uniform that has been approved by the Board of Directors.

## **Costs**

The Coach will set a realistic date for players to pay for team fees. If a player is in need of financial assistance, contact the Board President.

## **Softball Information**

- For additional information about rules, field dimensions, etc. go to [www.ussa.com/fastpitch/](http://www.ussa.com/fastpitch/)
- Indoor and outdoor Drills
  - <https://www.teamsnap.com/community/skills-drills/category/softball>
  - <http://www.softball-tips.com/instruction/softball-drills.html>
  - [https://www.youtube.com/channel/UCPDXvk4t0w\\_Vvg4QqC7BXnw](https://www.youtube.com/channel/UCPDXvk4t0w_Vvg4QqC7BXnw)
  - <https://www.activekids.com/softball/articles/6-indoor-softball-drills-1883301>
  - <https://www.softball-spot.com/>
  - <https://blog.justbats.com/10-best-softball-drills-every-coach-should-use>



## **X-Plosion Player/ Parent Contract**

*Please read through the Player/Parent Manual, sign the form below and return to your coach by your first practice.*

I, \_\_\_\_\_ (*player name*) have read through the Player/Parent and accept all terms and conditions.

\_\_\_\_\_  
*Player Signature*

\_\_\_\_\_  
*Date*

I have read through the Player/Parent and accept all terms and conditions.

\_\_\_\_\_  
*Parent #1 Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent #2 Signature*

\_\_\_\_\_  
*Date*

# Pleasant Valley Girls Fastpitch Softball Association **Team Sponsorship**



PV X-plosion softball is a part of the Pleasant Valley Girls Fastpitch Softball Association or PVGFSA, and a feeder program for the Pleasant Valley High School Spartan softball program.

The goal of PVFGSA is to provide a positive, competitive environment with an emphasis on teaching the fundamentals and rules of the game of fastpitch softball. Sportsmanship, teamwork and safety are stressed. PVGFSA is an organization of volunteers committed to building an appreciation for the game of softball through quality coaching.

With the start of the 2019 fastpitch softball season, PVGFSA is offering an opportunity for local businesses to **become a Team Sponsor**. Your **\$300** contribution will enable our teams to participate in regional tournaments and procure necessary equipment.

In addition to our gratitude you will receive:

- Your company name and/or logo on a team banner to be hung on a PV X-plosion team dugout for each game played (on average about 45 games/season)
- Your sponsorship acknowledged on our website, [www.pvxplosionsoftball.org](http://www.pvxplosionsoftball.org).

The PV X-plosion softball teams appreciate your consideration and hope we can count you as one of our gracious sponsors. Thank you in advance for helping our 501(c)3 tax exempt organization achieve its fundraising goals.

Checks may be made and mailed to: PVGFSA  
c/o Angela Stagg  
2991 Katie Lane  
Bettendorf, IA 52722-1119

----- Please provide the following information so that we can recognize your donation. -----

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Name & Phone #: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Business URL (for linking on our website):  
\_\_\_\_\_

## More information...



### Team Banners

There are nine teams ranging from 7U to 14U. Each team banner will have sponsors displayed. Placement of business names and/or logos will be put on the banners so that they are prominently displayed with the team picture. Businesses may request sponsorship of a specific team, for example, 8U Gray.

### Website

Our public website is [www.pvxplosionsoftball.org](http://www.pvxplosionsoftball.org). We will acknowledge all of our sponsors on our website and add links to their websites if available and as appropriate. We will also note your sponsorship in our internal team website as well.

### Logo graphics

We will use your contact information to ask for logo graphics and confirm other sponsorship information.

### Timeline

Sponsorships are due January 31, 2019, Banners will be completed by the first of March to be available for both indoor and outdoor Spring tournaments.

Tax documents and team pictures or Plaques will be distributed in March as soon as available.



## **X-Plosion Coach Contract**

*Please read through the Coaches Manual, sign the form below and return to the board of directors by your first practice.*

I, \_\_\_\_\_ (Coaches name) have read through the Coach Manual and accept all terms and conditions. At the conclusion of each season a coach survey will be provided to all parents and players. The information used in this survey will be collected for information and supportive uses. The information can be used to support future coaches, players and families, update manuals as deemed necessary, and in some cases determine the coaches eligibility to continue to coach next year.

If you have any questions or comments regarding the manual and or its contents, please contact PV X-Plosion at [qcpvxplosion@gmail.com](mailto:qcpvxplosion@gmail.com).

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*Coach Signature*

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*Date*